

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting scheduled to commence at 7.00pm on Monday, 16th May 2022 at the Pavilion, Back Lane, Newton Poppleford

Action

Present:

Cllrs. Walker (Chair), Burhop (VC), Dalton, Tillotson and Tribble (Q)
Jacqui Baldwin, Parish Clerk
There were no members of the public present
Meeting commenced at 7.10pm
Chair outlined Fire Regulations and evacuation procedure

FC22/11	<p>To consider apologies for absence and approve if accepted (LGA 1972 S.85(1)) None received</p>	
FC21/12	<p>Declarations of interest from members / Dispensations afforded (this does not preclude the duty to declare further interests during the meeting as applicable)</p>	
	<p>All members present are, by definition, members of the NPPFF Trustee Board.</p> <p>Cllr. Tillotson was afforded a dispensation to discuss and vote upon matters pertaining to Parish allotments at the Ordinary Meeting held 22/7/2019. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager and an allotment tenant.</p> <p>Cllr. Dalton was afforded a dispensation to discuss and vote upon matters pertaining to Parish allotments at the Ordinary Meeting held 29/3/2021. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as an allotment tenant.</p>	
FC22/13	<p>To consider and, if thought fit, approve the Minutes of the Finance Committee of the Council held on 11th April as previously circulated Chair proposed that the Minutes be adopted as a true record of the meeting. Seconded by Cllr. Dalton. Resolved unanimously. There were no matters arising not dealt with elsewhere on the agenda.</p>	
FC22/14	<p>BUSINESS TO BE CONSIDERED:</p>	
A	<p>To note a revision to the Financial Year 2021/22 reports as previously presented. Clerk explained that there had been an error in the Cashbook Summary presented at the April meeting. The Jubilee Event Reserve and Allotment Deposits created in November 2021 had not been added into the total sum of Earmarked Reserves creating a discrepancy in the overall results. The accounts have now been corrected and £2,594.60 transferred from General Reserves to bring available working funds to zero for the financial year end.</p>	
B	<p>To note changes to the Council Guard requirements in relation to renewal of the Council's Insurance Policy due on 6th June 2022. Revisions relating to the Surgery Building and Fixed Assets noted. Broker will submit quotations in due course.</p>	

C	<p>To consider a revised quotation for repairs to Play Equipment as a result of the recent RoSPA report.</p> <p>Clerk explained that the quotation presented replaces quotation R7928 in the sum of £1,700 dated November 2021 which had been approved previously. The work detailed on the earlier quotation could not be carried out as, when the contractors arrived on site, the equipment was in a worse state of repair than anticipated. In the interim period, a rocker has been vandalised and additional repairs to the see-saw and cablerider have been recommended by the RoSPA inspector.</p> <p>Councillors discussed the cost comparisons of repairing or completely replacing the roundabout and the options in relation to repairs to the nest climber. Cllr. Dalton suggested that the broken rocker should not be replaced as there was another in the playground.</p> <p>Chair proposed that the quotation to replace the roundabout at a cost of £3,112.50 be accepted and funded from the Play Equipment Sinking Fund, and quotations received for other repairs totalling £3,599.72 be approved and paid for out of working funds. Seconded by Cllr. Burhop. Carried with four votes in favour and one objection.</p> <p>Clerk to raise Purchase Order.</p>	Clerk
D	<p>To receive an update on the replacement of the VOVG footbridge</p> <p>Cllr. Burhop advised that correspondence had been received from Devon County Council confirming their willingness to supply a wooden footbridge in kit form at significantly lower cost than other options previously discussed. This information had been shared with Cllr. Hughes who had indicated that he would be happy to take delivery of the bridge and arrange assembly in conjunction with VOSRA members. A contractor would still be required to construct the supporting piers and install the bridge.</p> <p>Cllr. Burhop to circulate correspondence from DCC to all members.</p> <p>Clerk to place on the Agenda for discussion at full council meeting in May.</p>	CB Clerk
E	<p>To receive an update on the MUGA project</p> <p>Cllr. Burhop advised that four tenders had been received with total costs ranging from £115 to £174k. The Project Manager has prepared an initial summary and will review in detail with Cllr. Burhop and the Clerk via webinar within the next two weeks.</p>	
F	<p>To review to the Council's Financial Regulations for approval at the Annual Meeting</p> <p>No amendments to the Financial Regulations reviewed and adopted in May 2021 are required. However, it was noted clause 2.2 is not currently being adhered to, a situation which is to be rectified going forward.</p> <p>Clerk to put a procedure in place for a non-bank signatory to sign off Bank Reconciliations on a quarterly basis.</p>	Clerk
G	<p>To receive an update on the progress of the End of Year Audit and Governance Return</p> <p>Clerk confirmed that the Internal Audit report is awaited and the End of Year Audit and Governance Return will be presented for review at the Annual Meeting on 23rd May.</p>	
FC22/15	<p>To review and note payments for May 2022</p> <p>Invoices in the sum of £2981.49 were submitted for review.</p>	

	<p>Chair proposed that these payments be approved. Cllr. Tribble seconded the proposal, four votes in favour. Cllr. Burhop abstained from the vote as one of the payees.</p> <p>Clerk to action and make payments on the due dates.</p>	Clerk
FC22/16	<p>Matters considered as urgent by presiding Chair for discussion only</p> <p>None raised</p>	
FC22/17	<p>To agree date, time and venue of next meeting</p> <p>7.00pm on 20th June 2022 at the Pavilion, Back Lane, Newton Poppleford.</p> <p>Clerk: to note and publicise accordingly</p>	Clerk
	<p>With no further business to consider the Chair declared the meeting closed at 7.50pm.</p>	