NEWPORT PARISH COUNCIL

Minutes of the Extraordinary Meeting of the Council held at 7.00pm on Thursday, 2nd November, 2023 at the Pavilion at Newport Recreation Ground

Present:	**Cllr H. Bowman**	**(HB) (Chairman)**
	Cllr D. Alexander	**(DA)**
	Cllr S. Amos	**(SAm)**
	Cllr J. Arscott	**(JA)**
	Cllr S. Ayles	**(SAy)**
	Cllr M. Hannant	**(MH)**

In attendance:

Mrs C. Griffin	**Parish Clerk**
Mrs E. Edwards	**Responsible Financial Officer**
1 member of the public.	

23/120 Apologies for absence

Apologies were received and accepted from Cllr J. Emanuel (attending PC meeting in Widdington)

23/121 To receive any 'pecuniary' or 'non-pecuniary' interests relating to items on the Agenda

The following non-pecuniary interests were declared:
MH in 23/123

23/122 Public participation session

No matters were raised.

23/123 To review the insurance policy (Renewal date 11th November 2023)

The current policy with Gallagher was reviewed.
It was confirmed the current excess is £250.00.
As we have public liability cover, it was decided not to include additional cover for the Multi-use games area.
Up to date valuations have been obtained for the three buildings on the Recreation Ground and these will be increased in accordance with the report, namely, Youth Club £720,000.00, Pavilion £380,000.00, Concrete shed £60,000.00.

It was agreed that the following should be increased as follows:
Playground equipment - £115,000.00
Sports equipment - £20,000.00
Office equipment - £10,000.00
Pavilion contents - £20,000.00
Employee dishonesty - £500,000.00

Employee (key person) £500.00
Cash (in transit) £5,000.00
Defibrillators £10,000.00

Enquires will be made regarding:

- cover for cyber security
- a three-year agreement
- a visit by their local representative

The Chairman thanked MH for the work he had undertaken on the insurance policy.

23/124 To review the 2023/24 Budget and consider proposals for the 2024/25 Budget

MH had prepared a comprehensive document which was reviewed, line by line. Following discussion, MH will make the necessary amendments and recirculate.

During the discussions it was agreed that:

- Allotment rents would be reviewed (December agenda)
- R & R Saggers would be approached regarding a rent review
- Our solicitors would be contacted regarding a quotation for reviewing the terms and conditions for hiring the multi-use games area and the pavilion
- Enquiries would be made concerning grass cutting costs
- River clearance in Bury Water Lane to be discussed (December agenda)
- Details on the acquisition of the portakabins from UDC would be discussed at the November meeting.

23/125 To agree banking requirements and allocation of reserves.

It was proposed to move the Current A/C to Bankline with Natwest, cost £20 per month. This will enable the RFO to set up online payments and members (who are signatories of the Natwest account) to approve payments online. MH will be authorised to set up payments in an emergency. The facility at Natwest to keep the current account balance at £200 will remain.
£85,000.00 will be held in the Natwest Deposit Account.
An additional payment will be deposited with the Saffron Building Society account to increase this to £85,000.00 (currently £75,823.76).
£85,000.00 will be deposited with the CCLA.
The balance of the reserves will be distributed in other banks/building societies, maximum of £85,000.00 in each.
Proposed: MH Seconded: HB All agreed.

The RFO and Chairman thanked MH for preparing all the documents very professionally.

The meeting closed at 9.58pm

Signed…….. (Chairman) Dated: 4th December 2023