

Finance & General Purpose Committee Minutes Tuesday 19th September 2017

Present: Cllr Riley (YR) - Chairman, Cllrs. Andrews (SA), Appleby (PA).

In Attendance: Mr. A.Weaver Clerk.

1. **Apologies** – Cllrs Denniss, Stoodley.

2. **To approve the minutes of the meeting of 14th June 2017 and any matters arising.**
Approval

The minutes were agreed as a correct record. The Chairman signed the minutes.

Matters Arising

Website Procurement –

There had been no further progress. There was a discussion about priority and workload.

Action – Cllr Appleby to speak to Cllr Stoodley and then report back to FGP. **PA/RS**

Transparency Protocols

Action – Cllr Appleby to speak to Cllr Legatt and then report back to FGP. **PA/JL**

Insurance Policy-

Action – Clerk Mr Weaver to resend policy document to Cllr Riley. **AW**

3. **Change to Clerk's and HMRC End of Month Standing Orders (SO)**

Chair Cllr Riley provided background details. Members agreed to change arrangements.

Action – Clerk Mr Weaver to increase Clerk's SO payment to £700 and phase out HMRC SO payment, replacing it with preparation of monthly payment for consideration at FCM. **AW**

4. **Review Outstanding Items in FGP Workplan up to September 2017.**

10. Review and Update Asset Register

Cllr Riley highlighted issues associated with Internal Auditor requirements plus the need to circulate the Asset Register to all members.

Action – Chair Cllr Riley to discuss with Cllr Denniss. **YR/OD**

13. Send Additional Documents to Internal Auditor.

Action – Chair Cllr Riley to reproduce A3 cash book document. **YR/AW**

14. Check lease of KGV

Chair Cllr Riley confirmed lease had been adjusted, signed by Chair IVPC Cllr Appleby and sent. IVPC were awaiting signature from Worthy Youth FC.

16. Charities Commission AR

Clerk Mr Weaver confirmed that this had been completed.

5. **FGP Work Plan Sept Review Management Accounts (MA) For FY 2017/18**

Chair Cllr Riley reviewed 6-month MA. She stated that the variance to budget was not significant and funding for strategic resources well maintained.

Action – Clerk Mr Weaver to check allocation of funding within the cash book for the 2 extra IVPC lengthsman days. **AW**

6. FGP Work Plan Sept: Independent Councilors Bank Reconciliation

Clerk Mr Weaver confirmed that reconciliation with Cllr Stoodley had been completed the previous day and reconciliation documents signed.

7. FGP Work Plan Sept: Review Financial Risk Register (FRR)

Cllr Andrews stated that he had amended FRR now to be known as the Risk Register (RR) and allocated an owner for each risk. Chair Cllr Riley emphasised that all members and Clerk needed to check the risks and responsibilities allocated for them. There were 3 main issues:

- Allocation of risks to individual councilors;
- How we assess risks (developing a scoring system that captured likelihood of event occurring and its significance);
- Balance of financial risk and other risks (particularly health and safety risks associated with playgrounds).

Currently, a formal risk register review takes place twice per annum (mid and end year).

Action – members and Clerk to familiarize themselves with risks allocated to them. **ALL**

Action – Chair Cllr Riley to incorporate Health & Safety Action Plan into RR format. **YR**

Action – RR to be taken to November FCM. **SA/AW**

Action – RR to be sent out to councilors for consideration as part of ‘Special’ workshop FCM meeting on Tuesday 26th September. **AW**

8. FGP Work Plan – Amend Work Plan – External Auditor (EA) Final Comments

Chair Cllr Riley noted due to the timing the EA comments had been received this couldn't practically come to F&GP due to the summer holidays, therefore it needed to be discussed at September's FCM in order to comply with the timetable for the Completion of Audit notices. EA report had been formally accepted and relevant decisions re publication and minor items made at FCM therefore remove from F&GP work plan.

9. FGP Work Plan – Internal Audit (IA)

Members agreed it was an appropriate time to consider IA arrangements for 2017/18 accounts. Chair Cllr Riley circulated a list of contacts.

Action – Clerk to consult other parish councils about their IA arrangements.

Action – Clerk to contact ‘Do the Numbers Ltd’ to establish their capacity to do the work, if requested.

Action – Clerk to include this item for FCM October meeting. **AW**

10. HALC 2017/18 Precept and Research

Chair Cllr Riley introduced this report. She highlighted that overall most parishes had increased precept at 5% level and IVPC was representative of this. Cllr Appleby felt that precept was likely to be impacted upon by budget cuts.

11. 2018/19 Budget Timetable

Cllr Riley circulated a budget timetable (see appendix) outlining activities at FCM and timescales for the next 3 months. There was a discussion on the forthcoming workshop on Tuesday 27th September. It was agreed that members be asked to produce a wish list for projects over short (1yr), medium (3yr) and long (5yr) terms. Members would

then discuss and agree priorities in a group conversation. Workshop to be facilitated by Clerk.

Action – Cllr Appleby to send out list of member requirements this week. **PA**

Action – Clerk to forward risk register and MA. **AW**

Action – Members to utilize workshop to help them formalize budget requests to support projects for FY 2018/19 **ALL**

Action – Budget requests to support projects for FY 2018/19 to be considered at next FCM in October. **YR/AW**

12. New Councillor Induction

Clerk confirmed that he had arranged HALC registration and forwarded relevant induction documents to Cllr Jeffes.

Action – Clerk to draw Cllr Jeffes attention to SOs and Financial Instructions. **AW**

Cllr Andrews confirmed he had found another local resident interested in becoming a parish councilor.

Action – Cllr Andrews to discuss details with Cllr Appleby. **PA**

13. Bills to Pay

Clerk Mr Weaver circulated Bills to Pay document and copies of invoices. Cllr Andrews and Appleby approved the payment list.

Action: Clerk to create electronic Bills to Pay transaction; Cllr Riley to approve payments. **YR/AW**

14. AOB

FGP Work Plan on website – There was a brief discussion about the inclusion of the FGP Work Plan on the website. Members agreed that this was an aide memoire and internal working document and not appropriate for the website.

15. Date and Time of Next Meeting

Wednesday 18th October at 7.45/8.00 pm in IAA Village Hall.

The meeting closed at 8.35 pm.