

Finance & General Purpose Committee Minutes

Wednesday 18th October 2017

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

In Attendance: Mr. A. Weaver Clerk.

1. **Apologies** – Cllr Stoodley.
2. **To approve the minutes of the meeting of 19th September 2017 and any matters arising.**

Approval

The minutes were agreed as a correct record.

Matters Arising

Website Procurement –

Chair Cllr Riley indicated that she was awaiting circulation of website procurement document by Cllr Legat agreed at last Finance & General Purposes (FGP) Committee meeting.

Action – Cllr Appleby to discuss with Cllr Legat. Item to be considered at next FGP meeting.

PA/JL/AW

Transparency Code

Chair Cllr Riley stated that Itchen Valley Parish Council (IVPC) were broadly compliant but several issues needed to be pursued.

Action – Cllr Riley to discuss with Cllr Legat

YR/JL

Insurance Policy

Cllr Denniss confirmed that insurance policy included update asset valuations.

Asset Register

Chair Cllr Riley reminded members that Internal Auditor had stated that asset register should be produced in a revised format.

Action – Cllrs Denniss and Riley to discuss Asset Register revision with new internal auditor ‘Do It All Numbers’.

OD/YR

New Councillor Induction

Action – Clerk to recirculate 2018 training schedule

AW

3. Bills to Pay

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

Action: Clerk to create electronic Bills to Pay transaction; Cllr Riley to approve payments.

YR/AW

4. 2018/19 Precept Setting

a) To note “The 2018/19 Local Government Finance Settlement: Technical Consultation Paper” (NALC Guidance attached) Chair Cllr Riley highlighted this consultation document and particularly central government request for town and parish council restraint when setting precepts. Members noted the Paper.

b) To Prioritise Projects

Chair Cllr Riley circulated Project 2017-18 Project Priority List for budget list. No additional projects had been received by the deadline.

c) To Determine Implications for 2018 Precept

Chair Cllr Riley referred to IVPC cash forecast – budget 2018-19 as at 18 October 2017.

She summarized the principal figures associated with cash at bank, running costs, proposed projects, proposed precept, strategic reserve, leaving an estimated deficit of £7,563. Options were:

- To increase proposed precept;
- Reduce budgeted project programme;
- Reduce Strategic Reserve.

There was a discussion.

Decision

2018/19 Proposal	2018/19 Additional Income or Saving
Reduce budget provision for temporary storage from £2K to £1K	£1,000
Remove £5K budget provision for removal of sports pavilion from £5K to £1K.	£4,000
To increase the proposed 2018/19 precept to 15% from 5%	£2,742
Maintain Strategic Reserve (SR) at 50% of 5% increase in budget level i.e. £14,399.	£0
2019/2020 Proposal	
<i>Restore SR to 50% level for 2019/20 precept;</i>	
<i>Maintain 2019/20 precept at 2018/19 level i.e. (0% increase)</i>	

Action: Proposal to be taken to Full Council Meeting (FCM) in November.

5. Infrastructure Projects SDNPA Invitation to Submit Expressions of Interest for Infrastructure Projects – Extension of Deadline.

Cllr Riley highlighted these projects which can generate CIL funding for use in Itchen Valley and associated deadline (27th October 2017) and proformas, and referred to the projects highlighted within the 'Current and Future Projects for Budget Purposes' paper.

Action: Relevant councilors (chairs) to forward proformas to clerk by 26th October for submission

PA/CL/YR/AW

6. FGP Workplan

Members considered FGP workplan

13. Send Additional Documents to Internal Auditor. NFA

16. Charities Commission AR NFA

22. Appoint Internal Auditor

Action: Completed but Clerk Mr Weaver to pursue date of audit.

AW

24. Reclaim VAT owed 01/04/17 – 31/09/17

Action: To be completed.

AW

25. New Contract with Parish Lengthsman

Action: To be completed.

NB: Financial Procedures and Regulations Chair Cllr Riley indicated that these were now 12 months old and needed to be reviewed and reapproved.

Action: To be included on FGP agenda for November 15.

AW

7. Other Items for Consideration

Report Back from Officers Update – External Audit – Clerk Mr Weaver fed back details of event that day. External Audit arrangements were to be broadly similar to those of previous years although at the time of writing HALC were awaiting details about content of Annual Return (AR) and prospective changes to Auditing and Accounting Regulations. AR is to be renamed Annual Governance & Accountability Return (AGAR). There will be greater element of electronic transactions within the communication between new External Auditors and Clerks.

8. Date and Time of Next Meeting

Wednesday 15th November at 7.45/8.00 pm in IAA Village Hall.

The meeting closed at 9.20 pm.