

## Finance & General Purposes Committee Minutes

Tuesday 19<sup>th</sup> December 2017

**Present:** Cllr Riley (YR) - Chairman, Cllrs Andrews (SA), Appleby (PA), Langford (CL), Stoodley (RS)  
**In Attendance:** Mr. A. Weaver Clerk.

1. **Apologies** – Cllr Denniss.

2. **To approve the minutes of the meeting of 15<sup>th</sup> November 2017 and any matters arising.**

### Approval

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

### Matters Arising

#### Transparency Code

Cllr Legatt and Riley (Chair) produced a snap shot (RAG Status) of IVPC compliance with the Transparency Code. This included all items within the Small Authorities Code and those parts of the Larger Code that they felt were applicable to IVPC. IVPC needs to make progress with this and there are several items that could be attended to readily. However, some issues could be managed better if the parish council had a more comprehensive accounting system.

**Action** – Cllr Riley and Clerk Mr Weaver to meet in early January to progress implementation of Transparency Code Action Plan **AW/YR**

**Action** – Cllr Riley to contact Kingsclere Clerk to find out what progress they had made with changing their accounting spreadsheets to a bespoke Parish Council system. **YR**

#### Asset Register

**Action** – Cllr Denniss has agreed to meet with Cllr Riley in January to handover the asset register with new valuations and associated documentation (including deeds) to Cllr Riley. **YR**

3. **Bills to Pay**

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

**Action:** Clerk to ask Boomtown to send Remittance Advice Slip. **AW**

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

4. **Review of Website Specification**

There was a discussion about current progress.

**Action:** Cllr Appleby to forward email re the specification to the Clerk and Mr. Weaver to contact Cllr Legatt about specification. **PA/AW**

5. **Parish Precept: WCC Application Form**

Clerk Mr Weaver circulated IVPCs completed Town/Parish Precept Requirement form 2018/19. Members examined the request to the agreed 2018/19 Budget. The request was agreed, and responses agreed to the WCC circulated questionnaire on the Council Tax Support Grant.

**Action:** Clerk Mr Weaver to submit completed form and questionnaire response. **AW**

## 6. Review of Standing Orders (SOs) and Financial Regulations (FRs)

Cllr Appleby confirmed HALCs advice was to review and update SOs and FRs to accommodate the Lengthsman contract renewal as the lead council.

Decision – Members approved the following changes to:

1. Standing Orders Para 18. Financial Controls and Procurement – sub section a; Add the following subpara vi.

*‘Procurements policies associated with the Council role as Lead Council when entering into contracts for other councils’.*

2. Financial Regulations Para 11.Contracts; To add a sub para with the following wording.

*‘When the Parish Council is the lead council for a combined Town/Parish Council contract, it can, at its discretion, extend the contract for goods and services, up to a maximum of five years and increase the value of the contract up to the maximum funding received. Both are subject to receipt of funding by the delegated authority and the contractor’s satisfactory performance.’*

**Action:** Proposed Changes to SO and SF to be agreed by FCM

**YR/AW**

**Action:** Fully revised SOs and FRs to be considered by F&GP Committee in March 2017.

**ALL**

## 7. Boomtown Community Fund Application

Clerk Mr Weaver updated members on the plan for feedback from 2017 grant recipients. It was agreed to adopt the earliest timetable proposed by Cllr Riley for the 2018 grant distribution.

**Action:** Feedback to be considered at next FCM on 4<sup>th</sup> January 2018.

**AW**

**Action:** Cllr Riley to write article for Feb IVNews re grant availability and applications

**YR**

## 8. HALC Briefing Note

Cllr Riley referred to the summary note circulated with the agenda prior to the meeting. She highlighted the specific changes needed and particularly – ‘Bank reconciliation – format must include cashbook summary’. Cllr Riley also highlighted the need to maintain our current procedural arrangements for approving the Annual Return.

**Action:** Cllr Riley and Clerk Mr Weaver to meet early in January to discuss amended bank reconciliation requirements.

**AW/YR**

## 9. Review of F&GP Workplan

Members noted current progress, including quarterly bank reconciliation to take place at the end of December/January.

## 10. Any Other Items for Consideration

### McPherson Trust

Cllr Appleby stated that there had been limited progress regarding the ransom strip waste issue.

**Action:** Cllr Appleby to write to relevant resident about the environmental protection implications.

**PA**

Cllr Riley thanked Cllr Appleby for his efforts in respect of this matter.

**Action:** Cllr Riley to discuss issue with McPherson Trust members.

**YR**

### Boomtown Licensing Application

There was a discussion about the proposed drop in meeting and a preliminary discussion about the proposed IVPC response.

**Action:** Cllr Riley to follow up on planning condition aspects.

**YR**

**Action:** Cllr Appleby to follow up and discuss with all relevant bodies – HCC, Highways, Police, etc. **PA**

Easton 'Tower'

Cllr Stoodley referred to supplier prices for the Tower and short list for consultation.

**Action:** Details to be forwarded to members and members to forward their views to Cllr Stoodley. **RS**

**11. Date and Time of Next Meeting**

Tuesday 16<sup>th</sup> January at 7.45/8.00 pm in IAA Village Hall.

The meeting closed at 9.40 pm.