

Finance & General Purposes Committee Minutes

Tuesday 16th January 2018

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

1. **Apologies** – Cllrs Andrews, Appleby, Denniss.
2. **To approve the minutes of the meeting of 19th December 2017 and any matters arising.**

Approval

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

Matters Arising

Transparency Code

Action – Cllr Riley still to meet with Clerk Mr. Weaver to progress implementation of Transparency Code Action Plan **AW/YR**

Action – Mr. Weaver reported financial issues were averaging 2.5 hours of his time per week. Cllr Riley still 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 to meet with Cllr Riley next Tuesday 23rd January. **OD/YR**

Review of Website

Action – Cllr Legat to amend the specification. The new specification to be forwarded to the Clerk along with details of potential suppliers, in order that comparable quotes could be obtained. **JL**

Action – Clerk to follow up with Cllr Legat. **AW**

Action – Cllr Riley to finalise quote template. **YR**

Action – Clerk to send out quote and associated documents to suppliers. **AW**

2018/19 Band D precept:

WCC had calculated a £5.13 per annum increase per Band D property. This was noted.

3. Bills to Pay

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

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

4. Management Accounts 2017/18

Cllr Riley gave a report back on Management Accounts as at 31 December 2017. She outlined details of receipt variations of over £1K relating to Lengthsman and Grants. She outlined details or payment variations re: clerk's salary, KGV maintenance and equipment, S137 and Boomtown grants. There was a discussion involving consideration of footpaths, general and strategic reserves.

Action: Management Accounts to be updated and taken to next FCM. **YR/AW**

5. Review quotes for replacement fall surface at playparks and select a contractor.

Cllr Riley provided details on the quotes received from 4 tenderers. Members reviewed quotes based on cost, quality and ease of future maintenance.

Cllr Stoodley proposed Vita Play receive contract. Cllr Langford seconded the proposal. The decision was unanimous.

Action: Cllr Riley to inform all suppliers of the outcome. Cllr Riley and the Clerk to produce a formal order for Vita Play with H&S requirements, notification of start date etc. **YR/AW**

6. Review grass-cutting quotes and recommend a contractor to FCM

Cllr Riley circulated the tender comparison table. Members considered the table and discussed the 3 tenders.

Cllr Langford proposed that F&GP Committee recommend to FCM the acceptance of the tender from our current contractor Green smile based on price and excellent service. Cllr Stoodley seconded the proposal. The decision was unanimous.

Action: Proposal to be taken to next FCM. **AW**

7. To recommend to FCM a split for the Boomtown Community Grant 2018/19

The Boomtown local community support fund criteria were discussed and it was noted that the Parish Council could put forward its own projects for funding but this had to be done as part of the overall assessment of bids from the community.

8. To note the content and format of the 2017/18 Annual Governance and Accountability Return (Part 3) & External Auditor webinar 23 Jan 11-12.30

Cllr Riley reiterated the importance of maintaining the existing arrangements for dealing with the Annual Governance and Accountability Return, i.e. Section 1 issues to be considered in May 2018, Section 2 issues to be considered in June 2018. **PA/AW**

9. Freedom of Information Code of Conduct Consultation

Cllr Riley indicated consideration of this consultation highlighted the need for sound Data Protection and FOI policies and practices.

Action: Cllr Legat to be asked for a report back on progress for next FCM. **JL/AW**

10 To review the F&GP Workplan

Cllr Riley referred to F&GP workplan circulated prior to the meeting. She had added 'Review of Readiness for General DP Regulations' (39). Workplan had been updated in respect of 34.

Feedback from Boomtown Grant Recipients and 35. Review of Quarterly Management Accounts, including a new format for bank reconciliations from end of January.

Action: Cllr Riley to contact Cllr Andrews re: review/update of risk register for Feb meeting **YR/SA**

11 To note the Public-Sector Audit Appointments report on the results of Auditors Work 2016/17:

Members considered the report and noted the increasing number of qualified opinions issued by auditors in respect of parish councils in Hampshire, and the principal reasons, viz: account preparation, arrangements for public rights, risk management, etc.

12 Any Other Items for Consideration

Report of WCC Parish Remuneration

Action: Cllr Riley and Langford to discuss and report back to next FCM **YR/CL**

13 Date and Time of Next Meeting

Wednesday 14th February at 7.45/8.00 pm in IAA Village Hall.

The meeting closed at 9.40 pm.