

Finance & General Purposes Committee Minutes

Wednesday 14th February 2018

Present: Cllr Riley (YR) - Chairman, Cllrs Appleby (PA), Langford (CL).

In Attendance: Mr. A. Weaver Clerk.

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

2. **To approve the minutes of the meeting of 16th January 2018 and any matters arising.**

Approval

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

Matters Arising

Transparency Code

The RAG progress chart showed good progress had been made to date. Outstanding issues included: list of councilors; location of public land and assets and credit control.

Webinair

Cllr Riley reported back on the recent webinair by the new External Auditor PKF Littlejohn re the Annual Governance and Annual Return process (AGAR) highlighting some key points: importance of approval dates, electronic documentation at 31st March; fee structure, etc.

Review of Website

A revised specification had been received from Cllr Legat, Cllr Riley had drafted a covering letter and standard quote form.

Decision: Members agreed 'ownership of website content' be included within tender evaluation criteria. **YR**

Action – Clerk Mr Weaver to send 'invitation to quote' letter to TLC, visionict, and E-Mango as soon as possible. **AW**

3. **Bills to Pay**

Clerk Mr Weaver circulated Bills to Pay document, copies of invoices and copies of 31st January bank reconciliation, multipay card statement, and clerk's expenses sheet. Cllrs Appleby and Riley approved the payment list.

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

4. **IA Notice Board refurbishment - Order**

Action: Clerk Mr Weaver to follow up progress of order with Cllr Andrews. **AW/SA**

5. **Notification of FCM decision on grass cutting and new contract documentation**

There was a discussion about Grounds Maintenance Contract documentation received from Kings Worthy PC. Members discussed: Health & Safety; Public Liability Certification; and risk assessment requirements and the need for a clear specification of work to be undertaken.

Action: Contract documentation to be revised for IVPC usage following review by Cllrs Appleby and Langford. **PA/CL**

Action: Clerk Mr Weaver to notify Greensmiles of their successful tender and also notify unsuccessful tenderers. **AW**

6. **Asset Register Review**

Members thanked Cllr Denniss for his valuable work in updating asset values and making sure assets were insured. There was a discussion about recent developments – disposal of Couch Green pavilion, works to Couch Green Play Surfaces and Martyr Worthy Bus Shelter and next steps – valuation of historic assets.

Action: Cllr Riley to contact Internal Auditor 'Do the Numbers' re: asset register valuation calculations. **YR**

Action: Clerk Mr Weaver to notify Came & Co Insurance Company that IVPC had disposed of the Pavilion. **AW**

Action: Clerk Mr Weaver to examine Annual Returns 2011/12, 2012/13, 2013/14, 2014/5, 2015/6 to help with valuation of historic assets. **AW**

Action: Clerk Mr Weaver to provide details of laptop and printer for valuation purposes. **AW**

7. Updating of the Council's Risk Register

Cllr Riley reminded all members to update the Risk Register and return to Cllr Andrews.

Action: Updated Risk register to be taken to next F&GP meeting. **ALL/SA**

8. Review of Readiness for General Data Protection Regulations and Freedom of Information Consultation.

Members discussed progress.

Action: Clerk Mr Weaver to feedback to next FCM on content of HALC Data protection training seminar of 21st February. **AW**

9. Kings Worthy PC Application to Join the Uplands Lengthsman Scheme

Members considered the options to get Kingsworthy PC on the same funding schedule as other Uplands parishes.

Decision: Members agreed Kings Worthy PC join from January 2019 and have 5 lengthsman visits up to December 2019. Members agreed Kings Worthy be offered an additional option of joining from 1st April 2018 until December 31st 2018 with 4 visits funded by Kings Worthy PC from their own resources (£750 plus £75 = £825).

Action: Clerk Mr Weaver to notify Kings Worthy PC. **AW**

Members discussed representations from Itchen Stoke & Ovington PC about work scheduling.

Action: Clerk Mr Weaver to contact Itchen Stoke & Ovington PC with proposals for rescheduling of Parish Lengthsman's work. **AW**

10 F&GP Workplan

Cllr Riley highlighted the latest workplan including changes. Asset Register – green, 38. Risk Register and 39. Data Protection Readiness – amber. There was a discussion.

Action: Financial SOs, F&GP's TORs and Disciplinary & Grievance Procedure to be reviewed at next F&GP meeting. **AW/ALL**

11 Any Other Items for Consideration

Litterpick

Cllr Riley updated members about Litterpick preparations.

Full Council and Committee Meeting Schedules

Action: Clerk Mr Weaver to schedule 2019 dates. **AW**

12 Date and Time of Next Meeting

Tuesday 13th March at 7.45/8.00 pm in IAA Village Hall.

The meeting closed at 9.10 pm.