

Finance & General Purposes Committee Minutes (Draft)

Tuesday 13th March 2018

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

In Attendance: Cllr Langford (CL) Lucy Collins (Wild Itchen Valley Verges), Jacqui Squires (Avington Village), Mr. A. Weaver Clerk.

1. **Apologies and Declarations of Public Interests**

Cllr Andrews, CllrDenniss.

Cllr Langford declared a personal interest re: First Aid Training for Avington Village. Cllr Riley stated a non-pecuniary interest re: Football Storage at Couch Green submitted by King George V Trust for Item 3 Boomtown Community Grant Applications.

2. **To approve the minutes of the meeting of 14th February 2018 and any matters arising.**

Approval

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

Matters Arising

Transparency Code

Cllr Riley (Chair) stated that 'lists of councillors' had been added to IVPC website. Next month, it would be possible to add 'Location of Public Land and Assets' to IVPC website.

Review of Website

Councillor Riley stated that Cllr Legat had received positive responses from TLC re: outstanding questions but no information had yet been received from Kings Worthy Parish Council.

Decision: Members agreed website design and hosting contract be awarded to TLC.

Action – Clerk Mr Weaver to generate order and forward to TLC plus inform unsuccessful contractors. **AW**

Action – Cllr Legat to be asked to follow up information from Kings Worthy PC. **JL**

Itchen Abbas Notice Board Update

Action – Clerk Mr Weaver to generate order and forward to contractor Adrian Davis. **AW**

Asset Register Update

Cllr Riley (Chair) circulated a table of IVPC land and building assets. There was a discussion about size and acreage of land. Cllr Riley thanked Cllrs Dennis and Langford for their help with the asset register. Cllr Riley indicated that this data would need to be placed on IVPC website.

Action – Cllr Riley to forward data to Cllr Legatt **YR/JL**

Progress for Grass -Cutting Contract

Cllr Langford reported back on his examination of grounds maintenance contract narrative. He pointed out that a specification of works to be carried out was not included.

Decision: Schedule of works required plus a disputes procedure to be included within the narrative.

Action – Cllr Riley to forward 'contract' to Cllr Appleby for his attention. **YR/PA**

Action – Final contract to be considered and formally signed at next FCM **AW/ALL**

3. To Consider Boomtown Community Grant Applications and make recommendations and Approve Grant Funding to Appropriate Applicants:

Cllr Riley (Chair) referred applications and summary table distributed prior to the meeting.

Organistion	Project	Total Sum £	Grant Applied For £
Itchen Abbas & Avington Village Hall	Community Defibrillators	1886.00	943.00
Martyr Worthy & Easton Cricket Club	Secure storage – garage for equipment	43,000.00	1500.00
Wild Itchen Valley Verges	Wild flower site	900.00	900.00
King George V Trust	Football storage at Couch Green	2000.00	2000.00
Avington Village	First Aid Training	600.00	300.00
Watercress Way	3 sleeper benches	900.00	900.00
Easton Village Hall	Community Defibrillators		1500.00
Itchen Valley Parish Council	Establishment of Friends of Old School Field	750.00	750.00
Total		5600.00	7793.00

Cllr Riley (Chair) stated that grants applied for (£7793) resulted in a 39% over-commitment of funds (£5600.00). There was a discussion about each application. Lucy Collins, Jacqui Squires, Cllrs Langford and Riley responded in respect of Wild Itchen Valley Verges, Avington Village, Easton Village Hall, and Itchen Valley Parish Council.

Members agreed several principles:

- Grant award for difibrulators should be at a similar level;
- Second time applications should receive smaller allocation than first time applications:

Decision: Members agreed the following allocation:

Organistion	Project	Grant Received £
Itchen Abbas & Avington Village Hall	Community Defibrillator	800.00
Martyr Worthy & Easton Cricket Club	Secure storage – garage for equipment	750.00
Wild Itchen Valley Verges	Wild flower site	560.00
King George V Trust	Football storage at Couch Green	850.00
Avington Village	First Aid Training	300.00
Watercress Way	3 sleeper benches	900.00
Easton Village Hall	Community Defibrillator	800.00
Itchen Valley Parish Council	Establishment of Friends of Old School Field	638.00
Total		5598

Cllr Riley highlighted the scope for some applicants to apply for S137 Local Government Act grant to meet shortfall.

Action – Clerk to contact HALC re: VAT Enquiry, i.e. reclaiming VAT for first aid training funded by grant. **AW**

Action – Clerk to contact applicants to inform them of funding award and to arrange for funds to be distributed. **AW**

Lucy Collins and Jacqui Squires left the meeting (8.15 pm)

4. Bills to Pay

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

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

5. Risk Register 17/18

Action: Risk Register to be forwarded to all councilors and clerk for completion of ‘probability’ and ‘impact’ scores. **SA/ALL**

6. Preparation for Year End FY17/18

There was a discussion on requirements.

Action: Clerk to complete ‘Bills to Pay’ sheet and forward with copies of invoices to Chair of IVPC Cllr Appleby for approval in week beginning March 26th 2018. Then Clerk to input online bank payments and forward reminder to Chair of FGP Committee Cllr Riley for authorization.

AW/PA/YR

Action: Draft year end 2017/18 accounts to be taken to next FGP Committee **AW/YR**

7. To Review [Itchen Valley Parish Council Standing Orders \(SOs\)](#)

Action: Chairman of Council Cllr Appleby to review SOs prior to consideration and approval at Annual General Meeting (AGM) **PA/AW**

8. To Review [Itchen Valley Parish Council Financial Regulations \(FRs\)](#)

Action: Chairman of FGP Cllr Riley to review FRs prior to consideration and approval at AGM. **YR/AW**

9. To Review [Finance & General Purposes Committee Terms of Reference \(TOR\)](#)

Action: Chairman of FGP Cllr Riley to review TOR prior to consideration and approval at AGM. **YR/AW**

10. To Review/Update Personnel Policies – [Disciplinary, Grievance, Rules for Employees, Recruitment Protocol for the Parish Clerk & RFO post](#)

Action: Cllr Stoodley to examine and review Personnel Policies. **RS**

11. F&GP Work Plan for FY 2018-19

Cllr Riley (Chair) drew members’ attention to FGP workplan. There was a discussion about 39. ‘Review of Readiness for GDP Regulations’. An action plan was needed to cover ‘Information Audit’ – data held on individuals and other issues. Use of a questionnaire to all councilors was discussed.

Action: Clerk to prepare action plan for circulation to members. **AW**

12. Preparation for Annual Parish Meeting – Thursday 26th April 7.00 to 9.00 Pm at Easton Village Hall

Members discussed arrangements for Annual Parish Meeting (APM).

Action: Cllrs Appleby and Langford to contact speaker(s) re: presentation on ‘River Itchen’.

PA/CL

Action: Cllr Appleby to contact Cllr Moffatt about 'refreshments' for AGM **PA/PM**

Action: Clerk to contact HCC and WCC councilors plus MP re: attendance at, and reports to, APM. **AW**

13. Any Other Items for Consideration

Easton Tower: Members considered Tower plan consultation feedback.

Decision: Members agreed to adopt 'Activity Tower' option.

Travellers at South Winchester Park & Ride

Action: Clerk to contact Winchester officers requesting 'notice' of traveller movement from Winchester Park & Ride. **AW**

14. Date and Time of Next Meeting

Tuesday 17th April from 7.45/8.00 pm (following Planning Committee) to 9.00 pm at Itchen Abbas & Avington Village Hall.

The meeting concluded at 9.35 pm.