

# Finance & General Purposes Committee Minutes

Tuesday 17<sup>th</sup> April 2018

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

**In Attendance:** Cllrs Langford (CL), Legat (part), A Weaver Clerk.

## 1. Apologies and Declarations of Public Interests

Cllr Andrews, Cllr Stoodley.

## 2. To approve the minutes of the meeting of 13<sup>th</sup> March 2018 and any matters arising.

### Approval

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

### Matters Arising

Review of Website - Completed. Cllr Legat provided an update on the progress on the new website. It was anticipated that the IVPC website would go 'live' shortly. Cllr Legat pointed out that there were issues associated with domain ownership which website designers (TLC) were helping to resolve. Cllr Legat pointed out that signed documents on PC websites needed removing.

**Action** – Cllr Legat to feedback to TLC the need to remove 'signed' parts of documents appearing on website. JL

### IA Notice Board Update

**Action** – Clerk Mr Weaver to contact contractor recommending staining of notice board. AW

Asset Register Update - Cllr Riley indicated that questions for Internal Auditor would be held over until the meeting with her. YR

### Progress for Grass -Cutting Contract

**Action** – Clerk to contact contractor requesting urgent return of signed contract. AW

## 3. Bills to Pay

Members deferred Bills to Pay until next meeting.

## 4. To Consider 2017/18 Accounts and Narrative for Presentation at Annual Parish Meeting

Members considered Cllr Riley's draft report. There was a discussion about the Grounds Maintenance budget.

**Action:** Cllr Riley to forward final report for circulation with APM agenda. YR

## 5. To agree the responses to the Annual Governance Return for Recommendation to Full Council on 2<sup>nd</sup> May 2018.

Members discussed part 1 of AGAR which would be circulated to Councilors prior to Full Council on 3<sup>rd</sup> May and for the complete AGAR to be agreed by the 7<sup>th</sup> June 2018.

## 6. To Prepare for Annual Internal Audit.

Clerk confirmed that meeting with Internal Audit was confirmed for Tuesday 15<sup>th</sup> May pm.

**Action:** Cllr Riley and Clerk to have an audit preparation meeting on Tuesday 8<sup>th</sup> May 1t 1.30pm. YR/AW

## 7. To Review Itchen Valley Parish Council Standing Orders (SOs):

**Action:** Clerk to consult WCC about rationale for numbers of Councillors that IVPC has as the number seemed high for the number of Parishioners AW

**Action:** Chairman of Council Cllr Appleby to complete revision of SOs given the new model SO's issued by NALC. SO's to be considered at Annual General Meeting (AGM) – deadline Wed 25<sup>th</sup> April. PA

**8. To Review Itchen Valley Parish Council Financial Regulations**

Cllr Riley referred to the draft regulations circulated previously. She indicated that she had revised the document in the light NALC May 2016 guidance, added provisions relating to Lengthsman, and changed financial values.

**Action:** Financial Regulations to be circulated with AGM agenda for approval at AGM. **AW**

**9. To Review/Update Personnel Policies – Disciplinary, Grievance, Rules for Employees, Recruitment Protocol.**

**Action:** Clerk to contact Cllr Stoodley re: an approach to HALC People and Development Consultant plus AGM deadlines. **AW**

**10. To Review Finance & General Purposes Committee Terms of Reference (TOR)**

Cllr Riley referred to previously circulated TOR. Cllr Riley confirmed that F&GPs responsibility was to performance manage the introduction of the GDPR but not undertake the work.

**Action:** F&GP TOR to be circulated with AGM agenda for approval at AGM. **AW**

**Action:** Cllr Appleby to clarify Cllr responsibilities re GDPR, FOI and Transparency. **PA**

**11. To Review the F&GP Committee Annual Work Plan. 2017/18 and 2018/19**

Cllr Riley circulated F&GP workplan. Members discussed outstanding issues.

Review and Update Risk Register

**Action:** Cllr Riley to review traffic light system and insert scoring arrangements. **YR**

Clerk's Appraisal - In progress.

VAT Return Sept 17 to Mar 18

**Action** - To be added into workplan and completed and submitted by Clerk **AW**

**12. Preparation for Annual Parish Meeting (APM) – Thursday 26<sup>th</sup> April 7.00 to 9.00 pm at Easton Village Hall**

Members considered and agreed format for APM beginning with a presentation on River Itchen.

**Action:** Cllr Appleby to arrange publicity for meeting. **PA**

**Action:** Cllr Appleby to finalise Chairman's report. **PA**

**13. Preparation for Annual General Meeting (AGM) – Wednesday 2nd May at 7.00 to 9.00 pm at Itchen Abbas and Avington Village Hall**

There was a brief discussion about member portfolio content: footpaths; open spaces; GDPR etc. Members felt there was merit in website portfolio encompassing: GDPR, FOI, Webmaster and transparency duties.

**14. Any Other Items for Consideration**

Parish Lengthsman

Cllr Langford stated that he had spoken to Lengthsman and confirmed that he wished to end contract. There was a discussion about: associate parish councils expectations and current limitations of work planning arrangements; lead parish responsibilities, etc.

Couch Green Trees

**Action:** Cllr Riley to contact local tree contractor. **YR**

Archive Binding

**Action:** Cllr Appleby to get further advice re: this issue. **PA**

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

Wednesday 16<sup>th</sup> May 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.