

Finance & General Purposes Committee Minutes

Wednesday 16th May 2018

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

In Attendance: A Weaver Clerk.

1. Apologies and Declarations of Public Interests

Cllr Andrews.

Decision – In view of Cllr Stoodley’s representations, it was agreed to transfer his committee membership from Planning to F&GP Committee.

Action – Clerk to amend relevant documentation.

AW

Cllrs Appleby, Riley and Langford stated that they had had previous business dealings with Colin J Luff Ltd. Who had submitted a quote for tree work.

2. To approve the minutes of the meeting of 20th April and consider any matters arising.

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

Matters Arising

Review of Website – Cllr Riley asked Cllr Legat to go ahead with ‘live’ website following internal auditor meeting. There was a discussion about the present position re: domain ownership.

Action – Cllr Legat to formulate draft email/letter for Clerk to send.

JL/AW

IA Notice Board Update –

Action – Clerk to follow up his email to contractor on 18th April.

AW

Binding the Archive

Action – Cllr Appleby to provide a report back at next F&GP meeting.

PA

Replacing the Parish Lengthsman and the Future Scheme

There was a discussion about interview dates and venue.

Action – Clerk to organise interview with 2 prospective Parish Lengthsman contractors on Thursday 24th May at IAA Village Hall.

AW

3. Bills to Pay

Clerk Mr Weaver circulated Bills to Pay document and copies of invoices. Cllrs Appleby and Legat approved the payment list (This payment List will be included in the June 7th FCM minutes)).

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

4. To review tree quotes for work at Couch Green and IA (walnut tree) and approve a contractor (see appendix 1).

Cllr Riley reported that she had received 3 quotes as follows:

Colin J Luff Ltd	£680 plus VAT
IV Tree Surgeons	£1760 (not VAT reg)
Merritt Tree Specialists	£650 plus VAT

There was a discussion.

Decision – Due to the unsafe nature of the tree’s the work should be done as soon as possible. Merritt Tree Specialist were appointed, providing the work was done within a month.

Action: Cllr Riley to confirm timeline and Clerk to produce order and forward to Merritt Tree Specialists

AW

5. To Review the Revised Quote from Greensmile for the Additional Time Spent at Couch Green Play Area (see appendix 2).

Cllr Riley provided background information. After contract was awarded, insertion of clash barriers and new fall surfaces had made grass cutting far more difficult and time consuming for the contractor. These

changes had made the viability of the contract questionable. An increase in the contract value and a change to the contract specification was agreed. The budget had been increased to accommodate proposed changes.

Decision – Members agreed to increase Green Smiles contract by £510pa.

Action: Clerk to add addendum to contract and forward to contractor for formal agreement. **AW**

6. To Discuss the Feedback from the Internal Audit and Agree Any Amendments to Worksheet Practices.

Cllr Riley stated that the meeting with internal auditor had taken well over two hours and had been very helpful. The auditor found the Parish Councils records and accounts to be in good order, and signed section 3 of the AGAR. Her full report would be published shortly.

Clerk Mr Weaver outlined some of the issues raised and discussed including: publicizing issues on the Itchen List; availability of all agenda attachments on IVPC website; Parish Council based email addresses; minuting precept and budget; minuting 'Bills to Pay' at F&GP Committee; Clerk's payments; naming of local electors in minutes; special council meeting in late September; King George V Trust financial accounting; recording contract quotes and winning bids; recording of asset details in the asset register; cashbook and bank reconciliation arrangements. There was a discussion.

Decision – Members to consider Internal Auditors Report at next meeting.

Action Clerk to place Internal Audit letter on FCM agenda. **AW**

7. To Agree the Responses to the Annual Governance and Accountability Return (AGAR) for Recommendation to Full Council on 7th June 2018 (appendix 3).

Clerk tabled draft section 2 accounting statement of AGAR. Members discussed the content.

Decision – Section 2 Accounting statement be included within AGAR and taken to next FCM together with 'Explanation of Variances' for final approval and signing.

Action: Clerk to action. **AW**

8. Risk Register

Cllr Riley indicated that a revised risk register would be discussed at the next meeting **YR/AW**

9. General Data Protection Regulations (GDPR) Policy

Members discussed Four Marks recently approved Data Protection Policy and IVPC Data Protection Action Plan.

Decision – It was agreed that Four Marks Data Protection Policy would be adapted for approval at next F&GP Committee and that member questionnaire responses and action plan be considered in depth at that meeting.

Action: Members to complete questionnaire responses **CL/YR**

Action: Clerk to action. **AW**

10. To Review Finance & General Purposes Committee Annual Work Plan (see appendix 4)

Cllr Riley tabled the workplan.

F&GP Workplan 2017-18

Decision - Members agreed 18. *Quarterly Bank Reconciliation* rating 'red' be changed 'green' to reflect subsequent action re 20. *Independent Review*.

F&GP Workplan 2018-19

1. *Establish new cashbook and MA* – Cllr Riley stated that reserves going forward amounted to £36,489. Budgetary changes had resulted in an over-commitment of £1,392 in 2018-19 budget. It was agreed to account for this as follows:

	<u>Saving</u>	
Reduce churchyard grant to £0		£500
Take £870 from Footpath Budget		£870
Take balance from KGV equipment budget		<u>£22</u>
<u>Total</u>		£1,392

11. Review Insurance Cover level

Action - Cllr Riley to review new valuations, revised schedule and recently circulated quotes.

Decision – Once complete members agreed Cllr Appleby approve insurance quote and authorize urgent payment. Cllr Riley to approve online payment

Action – Cllr Riley and Clerk Mr Weaver to progress asap

AW/YR/PA

30. Submit Councillors DOI to WCC

Action – Clerk to progress.

AW

11. To Review Clerk’s Working Hours (appendix 5)

Cllr Riley circulated a note of the Clerk salary and working hours and workload. There was a discussion.

Decision – Members agreed Clerk’s working hours be increased from 12 to 15 hours and that overtime be paid for council’s work above contracted hours, backdated to 1st April 2018. No increase in hourly rate.

Action Clerk to notify payroll provider and submit appropriate overtime data.

AW

12. Items to be Considered at Next Meeting

Carparking on Council Land – Members discussed the need for a standardised car parking and events policy. The policy should indemnify the council from damage done to the land, consider a hire fee, insurance implications and the process for making a request to hire.

Any policy should be consulted on with key stakeholders i.e.: Church; McPherson Trust, etc.

Decision Matter to be discussed further at FCM on 7th June 2018.

Action – Clerk and Cllr Riley to action.

AW/YR

Unity Trust Bank Authorised Signatories

Decision – Bank Signatories Sheet to be completed and minuted at next FCM **ALL (NB SA/PM)**

Action – Clerk to action.

AW

Worthy Youth FC – Additional Facilities - There was a brief discussion about the need for additional facilities at Couch Green for the football club. WYFC had proposed a large wooden shed but it was agreed this was likely to be insecure. Cllr Riley to bring forward a proposal

YR

13. Date and Time of Next Meeting

Wednesday 20th June at 7.45/8.00 pm at Itchen Abbas & Avington Village Hall

Meeting closed at 9.45 pm.

Appendix 1

Finance and General Purposes Committee Tree work at Couch Green.

The copse of tree's facing the houses at Couch Green and backing on the play area/youth football pitch contains a number of dead and diseased Elm tree's. The trees are also over hanging the road and the edge of the football pitch and further north over the footpath alongside the play area. Give the proximity to the housing and highway the dead trees do constitute a health and safety risk and need to be removed.

Specification:

- Tree Removal: Remove dead elms and one dying back at end of copse opposite no. 21
- Crown lift: Removal of low limbs or branches to give clearance over highway, open space and play park
- Arisings Chip and remove brushwood and load and remove timber.

Contractors:

The following contractors were approached and asked to quote for the above work.

1. Colin J Luff Ltd
2. Itchen Valley Tree Surgeons
3. Merritt Trees Specialists Ltd

4. Quotes:

The quotes received were:

- | | |
|----------------------------------|----------------------------|
| 5. Colin J Luff Ltd | £680+VAT |
| 6. Itchen Valley Tree Surgeons | £1760 (not VAT registered) |
| 7. Merritt Trees Specialists Ltd | £650 +VAT |

5. Review and Decision

F&GP are asked to review the quotes received and decide on a contractor. Arrangements to notify residents at Couch Green of the work will be made. The timing of the work also need thought given bird nesting.

Yvette Riley
Open Spaces Portfolio Lead