



Itchen Valley Parish Council

Finance & General Purpose Committee Minutes

Tuesday 3rd May 2016

Attending: - Cllr Labram - Chair (HL) Cllr Appleby (PBA), Cllr Riley (YR), Cllr Denniss (OD).

In attendance: Alan Weaver (Parish Clerk & RFO)

1. **Apologies – nil**

2. **To agree the responses to the Annual Governance Return for recommendation to Full Council on 4th May 16; * To note the completion of the Annual Return by 2nd June 16 at Full Council.**

Action – General - Internal Auditor to be asked whether sections 1 and 2 of Annual Return can be signed by 2 different chairmen. **YR**

Action – General Report back on Annual Return to be provided under agenda item 13. Financial Management – AGM 4th May. **YR**

Action – Section 1 (6) – Accounting Records and Control Systems- V.Brooks to be contacted re: collection of her documented PAYE records. **HL**

Action – Section 1 (9) – Trust Funds – V.Brooks to be requested to provide more information on King George V Playing Field dormant account. **HL**

3. **Update on preparation for FY15/16 Internal Audit on 16th May 16 and allocation of outstanding tasks.**

Action Insertion 7. Annual Budget and Reporting Mechanism – Chair of F&GP approves any virement based on advice given by RFO but notwithstanding this IVPC will be making a decision shortly to commit to a more process oriented reporting system **F&GP**

Action – 9. Contract of Employment In progress – to be completed by June 2 **PBA**

Action – 11. Asset Register – List of assets to be forwarded to Cllr Denniss for general inspection and approximate valuations **YR/OD**

Action 17. 2014/15 Action – sign minutes **PM/AW**

4. **To review the F&GP Committee Annual Work Plan and then to agree the frequency of F&GP meetings throughout 16/17**

Action – Annual work plan approved **F&GP**

Action – Chair to identify dates for July, July and September F&GP meetings **HL**

5. **Review draft Financial Risk Assessment 2016/17 and make amendments as necessary ready for recommendation to Council.**

Action - HALC to be contacted to ask for any standard templates or sound examples of good risk assessments from other parish councils **AW**

Action – Risk review arrangements to be incorporated within work programme. **YR**

Action – Report back on the Risk register to be under agenda item 13. Financial Management – AGM 4th May.

6. **To agree the use of Direct Debits/Standing orders for certain bill payments**
Action - Annexe E approved with the exception of the Parish Lengthsman **F&GP**
Action -Use of Direct Debits/Standing Orders to be brought back to F&GP ever year
F&GP -
7. **To agree the process and timeline for evaluating change to Unity Trust Current Account given their introduction of fees.**
Action – Deposit account to be opened with Unity Bank **AW/YR**
Action- Strategic Reserve / Banking Arrangements to be reviewed in Sept **F&GP**
8. **To Agree to allow the RFO to decide on, and move to the most competitive electricity tariff for the Couch Green Pavilion**
Action – Approved
9. **To make a recommendation to full council on the feasibility of the RFO having a PC Debit/Prepayment/Credit card for payment of ordered items**
Action – Approved subject to £250 limit.
10. **To decide whether to become members of the Hampshire Playing Fields at a cost of £40.00 per annum**
Action – Further information to be sought from HALC about benefits. **AW**

Date of Next Meeting – 3.00 pm on 7th June 2016 at Itchen Abbas and Avington Village Hall