



# Itchen Valley Parish Council

## Finance & General Purpose Committee Minutes Wednesday 6<sup>th</sup> July 2016

**Attending:** - Cllr Labram - Chair (HL), Cllr Riley (YR), Cllr Appleby (PA).

**In attendance:** Alan Weaver (Parish Clerk & RFO)

1. **Apologies** – Cllr Dennis (OD)
  
2. **To approve the minutes of the meeting on 7<sup>th</sup> June 2016 and any matters arising.**  
The minutes of 7<sup>th</sup> June were agreed as a correct record. The chairman signed the minutes.  
Matters Arising  
Risk Register – Action - HALC Model Financial Risk Assessment (Bramshaw Parish Council) to be forwarded to Cllr Riley. **AW**  
Section 1 (6) Accounting Records and Control Systems – Action – Cllr Riley to forward copy of Viv Brook’s last claim (January 16) to Cllr Labram. **YR**  
Action – Cllr Labram to contact Viv Brook again. **HL**  
Section 1 (9) Trust Funds – There was a brief discussion. It was agreed that a desired outcome was a full listing of the lands the parish council owns, plus a map of those.  
Action – Chair Cllr Labram to make enquiries with his Barclay Bank contact re: the correct office to forward enquiries upon receipt. **HL**  
Action – Parish Council to register interest in due course. **AW**  
Unity Trust Deposit Account – Action – Matter to be taken to Full Council Meeting in September 2016. **ALL**  
To review internal controls and recommend changes to working practices as necessary. - Action – Chair Cllr Labram to complete and circulate to other members for comment before next meeting. **HL**
  
3. **Bills to Pay**  
Clerk circulated ‘accounts to be paid’. Members agreed ‘accounts to be paid’.  
Action - Amended ‘accounts to be paid’ statement to be taken to Full Council Meeting on 7<sup>th</sup> July for information prior to signing by authorised signatories.
  
4. **Internal Controls: Check on Progress**  
Dealt with in ‘Matters Arising’. Work in progress.
  
5. **To Agree to Changes Needed to the Insurance cover/ policy with Cane and Company.**  
There was a brief discussion. FGP members noted that they were concerned about insurance cover and wish to see progress in updating asset register.  
Action- Cllr Dennis to consider whether his investigation and research would benefit from assistance provided by an insurance company surveyor. **OD**

6. **To Review the s137 grant application received from Itchen Valley Flower Show.**

There was a short discussion about the application.

Action - Clerk to formulate wording along the following lines (*in italics*) for consideration and approval by FGP members, prior to forwarding to IVFS. **ALL**

*'IVPC are minded to support IVFS in a modest way but it would have to be funding for capital items or a special project. IVPC would also need a copy of IVFS accounts.'*

7. **Open Spaces Expenditure (Review of Report to Full Council)**

FGP considered this report containing a list of issues and recommendations associated with Couch Green Play Area (including Health & Safety Inspection), King George V Playing Field, and Old School Field, Easton.

Re Use of Couch Green Play Area for formal events – Action – Clerk to contact Insurance Company about Public Liability insurance and whether people using parish council land without prior authorisation would be covered. **AW**

General – Cllr Riley introduced the report by stating that the principal areas of expenditure related to Couch Green Play Area. There was a discussion about purchase criteria and general agreement that these should include aesthetics, cost, durability, functionality, and value for money.

Re Couch Green – FGP members approved litter bin expenditure up to £400, FGP members agreed to provide an additional bench seat – maximum budget £1K. FGP approved ownership sign expenditure up to a maximum £250 budget per site.

FGP committee approved the health & safety work plan. Cllr Riley requested that FCM attention be drawn to the proposed exclusion of the heading relating to 'proximity of open water' because the small risk was mitigated by the proposed ownership signs which required children to be supervised at all time.

Action – Cllr Labram to draw attention of FCM members to this. **HL**

Re King George V Playing Fields – FGP members agreed that grass cutting be increased. £275 + VAT expenditure to be funded from the play budget in 2016/17. The total number of cuts in 2017/18 to be increased to 17.

Action - Cllr Riley to obtain another quote for path from car park to changing room.

**YR**

FGP agreed two new councillors to be added to register of trustees for KGV Playing Fields with Charity Commission – Action – Clerk **AW**

FGP Committee agreed maximum expenditure of £2346.50p to be funded from Couch Green budget and increased annual fees.

Action – Cllr Riley and Clerk Alan Weaver to meet to discuss progressing many of the Open Spaces issues considered above.

**8. Review of F & G WorkPlan**

FGP Committee considered the work plan

ii) Financial Risk Assessment – Cllr Riley noted that the council had a FRA but it needed upgrading .

vii) Asset Register – Cllr Riley highlighted that the council needs publication of the asset register as part of transparency code.

viii) Review Insurance Cover level – Action - Committee is concerned about insurance cover and wishes to see progress in updating asset register. (*See matters arising earlier*) **OD**

xii) Clerks Contract – now finalised.

xiii) Publish financial data under transparency code – Action – to be progressed at next Full Council Meeting on 1<sup>st</sup> September 2016.

xiv) Review quarterly management accounts for financial year 16/17 – FCM noted that budget spreadsheet needed to be finalised but that a set of draft accounts should be produced using the current format. The cash book to be updated with the latest transactions approved. Action: AW/YR

xv) Charities Commission Annual Return for KG V – Action – Clerk Mr Weaver to meet with Cllr Riley to discuss issue.

xiv) Clerks Probationary Review – Chair Mr Labram to discuss with Mr Weaver Clerk.

**9. Timeline for Renewing License for Hire of Couch Green Football Club**

The club to be emailed again requesting details of their final requirements re number of pitches. Lease to be agreed at September full council. **YR**

**10. Outsourcing Payroll, Feedback from other Councils**

FGP Committee considered Payroll Provider Research document completed by Cllr Riley. There was a brief discussion. Action - It was agreed that Cllr Riley would contact EKS Accounting to get more details of their payroll service.

**11. Recruitment Protocol, Draft Outline for Discussion**

FGP Committee considered the protocol. YR will combine the HALC version with the version circulated Action – It was agreed that the final version should be approved by FCM in September. Once approved the protocol and supporting documents should be forwarded to Cllr Legat for inclusion on the parish council website.

**YR/AW/JL**

12. **Transparency Code Requirements**

FGP considered progress towards Transparency Code Requirements. There was a brief discussion about the merits of contacting HALC 'round robin' to discuss what accounting systems small parishes are using. It was agreed that IVPC could meet Transparency Code requirements to publish all expenditure above £100 by publishing the 'cash book' on the website.

13. **AOB**

Parish Lengthsman – Cllr Riley proposed that Parish Lengthsman be engaged for one extra day at IVPC expense to tackle footpath and nettle works at Strawberry Lane.

Action **YR/AW/MP**

14. **Date and Time of Next Meeting – Tuesday 27th September between 2.00 and 3.00 pm.** Venue to be finalised.

The meeting closed at 12.00