



Itchen Valley Parish Council

Finance & General Purpose Committee Minutes

Tuesday 27th September 2016

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

1. **Apologies** – Cllr Dennis (OD), Alan Weaver (Parish Clerk & RFO)

2. **To approve the minutes of the meeting on 16 July 2016 and any matters arising.**
The minutes of 16th July were agreed as a correct record. The chairman signed the minutes.

3. **Matters Arising**

Underpayment of Tax and NI FY15/16: YR confirmed HMRC had written off the FY 15/16 underpayment. IVPCs HMRC account is now in credit by £70.99. It was agreed not to pursue the underpayment made by the previous Clerk.

Action: Letter to Mrs Brooks to confirm no further action is to be taken. **HL**

Ensure the credit of £70.99 is used by cancelling Oct standing order to HMRC **AW**

Recording Parish Land with the Land Registry. All original deeds have been located bar the KGVth Playing Field @ Couch Green. OD had piloted registering one parcel of land, the Land Registry require all councillors (for money laundering purposes) to verify their identity and residence details.

Action: Email to Councillors asking them to bring original passport/drivers licence and a utility bill with their current address to 6 Oct 16 FCM. **PA**

Continue to chase Barclays Bank to ensure missing deeds are not still there. **HL**

Valuation of Parish Assets for insurance purposes: OD has completed an initial valuation.

Action: OD to share valuation spreadsheet with F&GP outside of meeting. **OD**

Valuations compared to insurance cover to be added to next F&GP agenda. **AW**

Charities Commission records and annual return: New Councillors still to be added to KGVth trustees and Annual Return still outstanding.

Action: Complete annual return and update records. YR to help. **AW**

Hire of Couch Green and new Licence to use facilities: WYFC confirmed their usage as 2 pitches one week and one pitch the next throughout the season. YR has proposed a pitch fee of £11.50 in line with KW PC. KWYF have requested PC organise pitch marking with Green Smile but will pay full cost as part of hire charge. Pitch hire for 10 months is £69 pcm plus £50 pcm for marking. Total chargeable £119pcm. Lease documentation changed to reflect above agreement.

Action Awaiting final confirmation by WYFC, Invoice to be raised, deposit cheque required and Lease to be signed **YR/AW/PA**

Outsourcing of payroll: EKS Accounting Service have been contacted, a detailed proposal will be emailed to YR. **Post meeting note:** Proposal forwarded to Committee on 30 Sept 16.

Action: The circulated proposal be discussed at next F&GP mtg. Add to agenda **AW**

Transparency Code requirement: Concern was raised about our lack of progress on complying with the Transparency Code in relation to FY 15/16 financial data. It was agreed that a work around using the current web site may be necessary until a new web site provider is sanctioned.

Action: FY 15/16 Transparency data to be uploaded to existing web site **AW/JL**

4. Risk Register: The latest draft was discussed, the highest risks are listed below

- Business continuity: No formal plan yet.
- Reporting & Auditing: Cash book to be independently inspected ¼ ly.
- Salaries & Assoc. costs: No separation of duties for payroll, research separate provider.
- Employers Annual return: Fines assoc. with late submission, consider separate payroll provider.
- Insurance: Adequacy of cover, review and revaluation of assets under way.
- Assets: Loss/Damage, Physical check of assets needed annually, part of ins review.
- Notice Boards: Damage/injury, Review under way.
- Street Furniture: Damage/injury: Bench on Cowdown to be inspected.
- Council Records: Damage/loss: Archive records to Hants record office, passwords to Chairman, fire storage required.

The risk register is a dynamic document and risks should be added and removed as appropriate. Council need to decide whether to tolerate/treat/transfer or terminate risks.

Action: To be approved and discussed at full council **AW/YR**

5. **Unity Trust Deposit Account:** Full Council agreed that a deposit account be opened at its Sept 16 mtg, the authorised signatories signed the required documentation.

Action: Documentation to be forward to Unity Bank. **AW**

6. **Internal Controls:** A draft document had been circulated, there were a few items to iron out, the full document will be reviewed at Oct Meeting.

Action: Final Document to be added to Oct F&GP meeting. **HL/AW**

7. **Budget Position 16/17:** Areas of expenditure where the budget was likely to be overspent included:

- Training: Virement of £500 agreed from the Neighbourhood Plan.
- Motor Mileage: Virement of £500 agreed from Neighbourhood plan.

In year spend with no budget

- Notice Board repairs to be charges against "Other" inc Bus Shelter repair.
- Independent payroll services: funded from General Reserve.

Action: The budget statement to be discussed and explained at next FCM. **HL/AW**

8. **Budget Requests 17/18. The timetable for working on the 17/18 budget is:**

- All budget request to F&GP Chair by 17th Oct
- 20 Oct review of budget requests at F&GP
- 3 Nov Draft budget to FCM
- 1 Dec Final budget approval at FCM
- End of Dec 16 Precept request to WCC

Action: to be a separate agenda item at Oct FCM **HL/AW**

9. **Review of F & G Work Plan.** The work plan was reviewed and the amended document is attached.

Action: Independent reviewer required, action on red items needed. **HL/AII**

10. **Appointment of the Internal Auditor.** It was agreed to recommend to FC that John Murray be the Councils Internal Auditor.

Action: John to be contacted asap. Determine fee level and confirm the date of the audit, suggest early May 17. **AW**

11. **Clerks Probationary Period:** HL had carried out a review with AW. Recommendation that AW is formally appointed.

Action: HL to share notes with AW and to be agenda item on FCM **HL/AW.**

12. **AOB**

Bills to pay: The attached list was agreed, with the exception of the bill to ICT for website hosting. HL was nominated to authorise the transactions

Action: JL to be made aware that the annual ICT charge is due in Nov. JL to advise on likely timing of new web site proposal and notice period to ICT. **AW/JL**

2017/18 Local Government Finance Settlement Consultation: HALC have asked all councils to reply to this consultation, it contains proposals to changes Parish Councils freedoms to raise precept, in effect capping Parish Councils. The implications could have serious impact on any plans for a unitary authority.

Action: To be discussed at FCM. **AW**

Withdrawal of ALTO Card: Council had agreed to apply for an ALTO card but Unity bank are no longer offering the prepaid debit card.

Action: An alternative solution needs to be investigated **AW/YR**

Decommissioning of Red Telephone Boxes: Further investigation on the status of all Telephone boxes in the valley is needed. PA to prepare a reply to questions on the Itchen List. It was felt that the cost and management time associated with acquiring the boxes makes their acquisition difficult. The committee were keen to support working telephone boxes and any community group willing to take on decommissioned boxes.

Action PA to write out to full council and the Itchen List. To be an agenda item on FCM **AW/PA**

13. **Date and Time of Next Meeting** – Thursday the 20th October 8.00pm-9.00 pm @ IA&AVH

The meeting closed at 16.00hrs

**F&GP Calendar of recurrent work FY
16/17**

Ser	Activity	Month	Comment	RAG STATUS	Lead
1	Review Previous Years Final Accounts	Apr-16	Full Council reviewed prior to late April APM		
2	Financial Risk Assessment	May-16	Document to be agreed at FCM in Oct		YR
3	Annual review of Direct Debit/ Standing Order Schedule	May-16	This year only 1 DD but in future may be more		
4	Check Prep for Internal Audit	May-16	Scheduled for 16th May 16		
5	Review Annual Statement for External Audit	May-16	To be finalised by 13 June 16		
6	Ensure Lengthsman Contact is reissued	Jun-16			
7	Review and update Asset Register	Jun-16	In Hand		OD
8	Review Insurance Cover level	Jun-16	In Hand		OD
9	Agree requirements for Internal Controls	Jun-16			
10	Review Internal Auditors Report FY15-16	Jun-16			
11	Clerks Contract to be finalised	7-Jun-16			PA
12	Publish Financial data required under the transparency code	1-Jul-16			AW/JL
13	Review 1/4 ly Management Accounts for FY 16/17	7-Jul-16	Budget spreadsheet agreed		HL/YR
14	Review of Bank Statements and reconciliation	7-Jul-16			AW & YR
15	Charities Commission Annual Return for KG Vth	7-Jul-16	If Charity income <£10K no Annual Rtn necessary but Clerk must update records with Trustee details/income/exp etc		AW
16	Clerks Probationary review	7-Jul-16	Recommendation to make permanent for Oct FCM		HL
17	Agree Statement of Internal Control	7-Jul-16	Final review at Oct F&GP		HL
18	Check Lease of KGVth to WYFC for next season	7-Jul-16	Agreed use of previous lease documentation awaiting confirmation of the number of pitches required. Ensure Key security covered by lease.		YR

19	Review any External Audit Comments	Sep-16	Waiting response from OD & then BDO		YR
20	Appoint Internal Auditor, agree date for FY 16/17 Audit	Sep-16	Recommendation on Oct FCM		All
21	Ensure HCC payment for Lengthsman has been received	Sep-16	HCC invoiced after receipt of purchase order. Chase to find out where payment is		AW
22	Review 1/4 ly Management Accounts	Oct-16	On FCM Oct meeting		HL
23	Review of Bank Statements and reconciliation	Oct-16	Nominee needed on FCM agenda		HL
24	Call for Budget requests for FY 17-18	Oct-16	On FCM Oct agenda		HL
25	Clerks Probationary Period Ends	10-Oct-16	On FCM Oct agenda		HL
26	Review budget requests on FY 17/18 Precept	Nov-16			
27	Agree Budgets and Precept request	Dec-16			
28	Review 1/4 ly Management Accounts	Jan-17	Prior to Full Council		
29	Review of Bank Statements and reconciliation	Jan-17			
30	17/18 Precept request sent to WCC	Jan-17			
31	Annual Review of Financial Standing Orders	Mar-17	Prior to May AGM 17		
32	Annual review of TOR from F&GP	Mar-17	Prior to May AGM 17		
33	Annual Review of Discipline and Grievance Policy	Mar-17	Prior to May AGM 17		
34	Clerk Annual Appraisal	Mar-17	Chairman to report Complete		

Other work to schedule

- 1 Transparency code compliance