



Itchen Valley Parish Council

Finance & General Purpose Committee Minutes

Thursday 20th October 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 27th Sept 2016 and any matters arising.**
The minutes of 27th September were agreed as a correct record. The Chairman signed the minutes.

3. **Matters Arising**

Recording Parish Land with the Land Registry. Update to be requested from OD prior to next meeting.

Action: Email OD to ask for update including whether he has all ID info. **AW/OD**

Valuation of Parish Assets for insurance purposes: Update to be requested from OD prior to next meeting.

Action: Email OD to ask for update including whether he has all ID info. **AW/OD**

Charities Commission records and annual return: New Councillors details have been added but due to IT issues on the CC website the income and expenditure is to still be recorded.

Action: Complete annual return as discussed with YR **AW**

Outsourcing of Payroll. It was agreed to outsource the Clerks payroll to EKS services, at a cost of £280 per annum. This should free up the Clerks time, when he is being asked to add parishes to the Lengthsman scheme.

Action: YR to investigate funding source and discuss with Clerk. FCM approval required **YR/AW**

Transparency Code. The committee remain anxious that the council is still not compliant and the potential of an audit comment.

Action: Email to JL and ZC re interim solution. **HL**

Hire of Couch Green and new Licence to use facilities: The Lease has been signed with WYFC. The first 2 months' rental has been received but we are still awaiting a £100 deposit.

Action Steve Postle of Green Smile to invoice IVPC for pitch marking (2 retrospective invoice for 16/17). Then added monthly thereafter. YR to give AW copy of signed lease and chase WYFC for deposit cheque. **YR/AW**

Risk Register: The risk register was approved at Nov FCM. However, this is a dynamic document and should be updated/reviewed at least 1/4ly. Therefore, add to F&GP annual work plan. Where risk can be reduced by expenditure, this should be added to 2017/18 budget requests.

Action: Add risk to work plan and associated expenditure to 2017 budget request **HL/YR**

4. **Internal Controls:** The document was discussed, and approved with two minor amendments.

Action: The amended document to be forward to Clerk for FCM agenda **HL**

5. **Budget Requests 17/18.** All requests received to be listed and added to essential expenditure incurred for 16/17.

Action: HL to provide AW with itemised list and values, AW/YR to present draft budget to FCM in HL absence **HL/YR/AW**

6. **Bills to Pay:** The expenditure was approved and it was noted that the 2017 HCC payment for the Lengthsman Scheme had been received.

Action: HL to authorise payments and AW to draw up 2017 Lengthsman contract with other Parishes and Mike Ring. **HL/AW**

7. **Notice Board Expenditure:** Cllr Carters report was discussed and the committee confirmed her recommendation that the notice board repair work be undertaken by Wessex GEM at a cost of £325.

Action: AW to provide Wessex GEM with an appropriate purchase order. **AW**

8. **Web Site Invoice:** The Committee were informed that JL and ZC had met to discuss the project to improve the web site. JL had yet to let the Clerk know what action was needed on ICTs annual bill.

Action: Email to JL and ZC asking about what action they recommend on ICTs bill **YR**

9. **Income from CIL and S106 (new house development):** YR contacted Mr P. Robinson WCC CIL Project Manager, who confirmed that both Fairfield and Grange View House's on Rectory Lane, IA had CIL exemption certificate approved. Still need to find out status of Sunnybank's development.

Action: Contact Coral Rogers at WCC re 106 funding at Sunnybank's **YR**

10. **Multipay Unity Trust Bank Card:** It was agreed to apply for 1 card for the Clerk cost £50 setup then £3 per month, Credit limit initially up to £1000 pcm

Action: Forms to be completed and sent to Unity Trust, Governance arrangements and accountability to be resolved at next meeting **AW**

11. **Boom Town Charitable Giving:** It was agreed to accept the offer of £2000 for this financial year. A letter to be sent stating that the council still feel this amount should be increased due to the impact of the event on the local community. Appropriate governance arrangement need to be drawn up for bids against the fund, similar to S137 bids.

Action: Email Boomtown & bid protocol to be approved at next meeting **AW/YR**

12. **Review of F & G Work Plan.** The work plan was reviewed and 3 amendments suggested

- VAT claims be added ½ yearly
- Risk register reviews be added 1/4ly
- New Lengthsman contracts be added

Action: Update document and add to minutes **YR**

13. **Date and Time of Next Meeting** – Thursday the 17th November 6.30-7.15pm @ IA&AVH

The meeting closed at 7.20pm

Ser	Activity	Month	Comment	RAG STATUS	Lead
2	Review Previous Years Final Accounts	Apr-16	Full Council reviewed prior to late April APM		
3	Reclaim VAT owed	Apr-16	Completed April 15		YR
3	Financial Risk Assessment	May-16	Document agreed at FCM Oct 16		YR
4	Annual review of Direct Debit/ Standing Order Schedule	May-16	This year only 1 DD but in future may be more.		
5	Check Prep for Internal Audit	May-16	Scheduled for 16th May 16		
6	Review Annual Statement for External Audit	May-16	To be finalised by 13 June 16		
7	Ensure Lengthsman Contract is reissued	Jun-16	Completed		
8	Review and update Asset Register	Jun-16	In Hand		OD
9	Review Insurance Cover level	Jun-16	In Hand		OD
10	Agree requirements for Internal Controls	Jun-16			HL
11	Review Internal Auditors Report FY15-16	Jun-16			
12	Clerks Contract to be finalised	7/Jun/16			PA
13	Publish Financial data required under the transparency code	7/Jul/16	Web Master to be asked for interim solution		AW/HL
14	Review 1/4 by Management Accounts for FY 16/17	7/Jul/16	Budget spreadsheet agreed		HL/YR
15	Review of Bank Statements and reconciliation	7/Jul/16			AW & YR
16	Charities Commission Annual Return for KG Vth	7/Jul/16	If Charity income < £25K no Annual Report or Accounts necessary but Clerk must file an Annual Return (update records with Trustee details/income/exp)		AW
17	Clerks Probationary review	7/Jul/16	Recommendation to make permanent for Oct FCM		HL
18	Agree Statement of Internal Control	7/Jul/16	Document for agreement at Nov FCM		HL
19	Check Lease of KG Vth to WYFC for next season	7/Jul/16	Lease signed, payments by DD established.		YR
20	Review any External Audit Comments	Sep-16	Agreed by FCM Oct 16. Further work needed		YR
21	Appoint Internal Auditor, agree date for FY 16/17 Audit	Sep-16	Recommendation on Oct FCM		HL
22	Ensure HCC payment for Lengthsman has been received	Sep-16	Payment received 30 Sept 16		AW
23	Review 1/4 by Management Accounts	Oct-16	Reviewed at Oct FCM		
24	Review of Bank Statements and reconciliation	Oct-16	Clk Zazie Carter to carry out check		HL
25	Call for Budget requests for FY 17-18	Oct-16	On FCM Oct agenda		HL
26	Clerks Probationary Period Ends	30/Oct/16	On FCM Oct agenda		HL
27	Reclaim VAT owed	Oct/16	Period 1 April-30 Sept 16		AW
28	Review Draft budget after FCM comments, prepare final position	Nov-16			AW/HL
29	Agree documentation needed for continuation of Lengthsman scheme to Dec 17	Nov-16	Lead Parish agreement with participating Parishes. Contract extension for MR, HCC contract with WPC		AW
30	Review of Bank Statements and reconciliation	Nov-17			AW/ZC
30	Agree Budgets and Precept request	Dec-16			HL
31	Review 1/4 by Management Accounts	Jan-17	Prior to Full Council in Feb		
32	17/18 Precept request sent to WCC	Jan-17			AW
33	Review Risk register	Jan-17			YR
34	Annual Review of Financial Standing Orders	Mar-17	Prior to May AGM 17		HL
35	Annual review of TDH from F&GP	Mar-17	Prior to May AGM 17		HL
36	Annual Review of Discipline and Grievance Policy	Mar-17	Prior to May AGM 17		HL
37	Clerk Annual Appraisal	Mar-17	Chairman to report Complete		HL

Added following F&GP meeting