



Itchen Valley Parish Council

Finance & General Purpose Committee Minutes (Draft)

Thursday 17th November 2016

Present: - Cllr Labram - Chair (HL), Cllr Riley (YR), Cllr Appleby (PA), Cllr Dennis (OD) (arrived 6.55 pm), Cllr Langford (CL) (arrived 6.45 pm). **In attendance:** Mr Weaver Clerk (AW).

1. **Apologies** – There were no apologies.
2. **To approve the minutes of the meeting of 20th October 2016 and any matters arising.** The minutes were agreed as a correct record.

Matters Arising

Recording Parish Land with the Land Registry. Clerk Mr Weaver relayed details of Cllr Dennis response. Later in the meeting (6.55 pm) Cllr Dennis confirmed that first application to Land Registry (memorial in Itchen Abbas) had been made. He anticipated a response within three or four weeks. Land Registry fees were likely to be nil or very low. Re King George V Trust issues, Land Registry(?) have a copy of title deeds not possessed by Itchen Valley Parish Council. 'Fields in Trust' maintain that Itchen Valley PC should be 'owners' of the field(s). Application for trusteeship should be made in the name of the parish council collectively, and not through individual members of the council.

Asset Register. Cllr Dennis confirmed that Asset Register showed more assets than Itchen Valley PC are adequately insured for, but this issue was being addressed. Work was in progress.

Valuation of Parish Assets for insurance purposes: Clerk relayed details of Cllr Dennis email response. There was a discussion about Insurance Renewal date (1st May), level of insurance cover, etc.

Action: Meeting agreed that asset register, level of insurance cover, and risk register would be examined in two meetings time. **ALL/AW**

Outsourcing of Payroll: Cllr Riley stated that progress was being made and it was hoped to complete outsourcing by the end of this month.

Action: The attention of the new bookkeeping, accounting service and payroll provider had been drawn to mileage overpayment and HMRC credit. **AW**

Transparency Code: Cllr Riley indicated she had sent email to Cllrs Carter and Legat.

Action: Clerk Mr Weaver to check Transparency Code (particularly re: 2015/16 records) and website for inclusion requirements and forward appropriate documentation to Cllr Legat.
(Cllr Langford arrived at 6.45 pm).

3. **Finalising the Budget:** Chair Cllr Labram summarised content of 2017/18 budget papers. Surplus cash at 31 March 2017 was anticipated to be £34,159. For 2017/18, proposed running expenditure, lengthsman expenditure, and current budget requests resulted in total estimated expenditure for 2017/18 of £47,093. This could be covered by a 5% increase in precept, WCC grant and estimated VAT reclaim to leave £18,314 bank leaving a strategic reserve of £13,714 (50% of the precept).

Chair Cllr Labram described various budget requests in more detail: play equipment (£5732), Neighbourhood Plan (£5000), S137 Grants (£1500), Website (£1000), etc. There was a discussion about churchyard grant, archiving, and file cabinet budget requests. He drew attention to proposed changes to reserves previously earmarked for play equipment - i.e. removal of parish plan – young people and adult gym feasibility.

For Neighbourhood Plan proposed expenditure, Cllr Langford highlighted his recent discussions with members of Steep Parish Council and the timescales for grant applications.

(Cllr Dennis arrived at 6.55 pm).

Action: Members agreed that Chair Cllr Labram take the existing 2017/18 budget proposals to next Full Council Meeting. **HL**

4. **Parish Lengthsman** – Cllr Riley confirmed HCC funding for existing Uplands and two new parishes had now been received. Clerk Mr Weaver confirmed new associate agreements were being prepared and would be forwarded to parishes shortly with the other schedules and documentation discussed at recent Uplands Parish Lengthsman meeting. Arrangements were being made to organise a follow up meeting in the new year. Draft Parish Lengthsman contract had been forwarded to the Chair of FCM, Cllr Appleby and would be finalised over the next two weeks.
5. **Bills to Pay:** Clerk Mr Weaver circulated Bills to Pay document and copies of invoices. Cllr Appleby and Riley approved the completed list for payment.
Action: Clerk Mr Weaver to create appropriate payment transactions and Chair Cllr Labram to approve payments. **HL/AW**
6. **Report on Bank Reconciliation:** Clerk Mr Weaver reported back on bank reconciliation carried out with Cllr Carter on 10th November. There was a discussion about appropriate ways to manage cash book in the light of the new deposit account.
Action: All income, including bank interest, to be recorded in the cash book. **AW**

7. **Refurbishment of Couch Green Changing Rooms** – Cllr Riley stated that she had met with Kings Worthy FC two weeks ago. Unfortunately, the ‘Condition’ report had suggested likely refurbishment costs of £8-10K. This was beyond the ability of Kings Worthy FC to resource. Potentially, this was now much bigger issue or possibly project.

Action: Cllr Riley to produce a one page A4 report on Couch Green to be considered at next FCM. **YR**

8. **To Review the Draft Boomtown Bid Protocol**

Cllr Riley said she had not had time to complete this. She highlighted that there was also the need to develop and establish arrangements for awarding £2K grant from Boomtown.

9. **Review of FGP Workplan:** There was an examination of the workplan. Clerk reported that completion of VAT return was now a high priority

Action: Clerk Mr Weaver to amend colour coding FGP workplan and circulate for comment. **AW**

10. **Date and Time of Next Meeting:** Thursday 15th December at 6.30 pm to 7.15 pm at Itchen Abbas & Avington Village Hall.

The meeting closed at 7.15 pm.