



# Itchen Valley Parish Council

## Finance & General Purpose Committee Minutes

Thursday 15<sup>th</sup> December 2016

**Present:** - Cllr Labram - Chair (HL), Cllr Riley (YR), Cllr Langford (CL) (arrived 6.35 pm), Cllr Legat (arrived 6.55pm). **In attendance:** Mr Weaver Clerk (AW).

1. **Apologies** – Cllr Appleby, Cllr Dennis.
2. **To approve the minutes of the meeting of 17<sup>th</sup> November 2016 and any matters arising.** The minutes were agreed as a correct record.

### **Matters Arising**

Recording Parish Land with the Land Registry. Ongoing. Cllr Dennis has contact within Land Registry.

Asset Register. and Valuation of Parish Assets for insurance purposes: There was general recognition of excellent work carried out by Cllr Dennis and members looked forward to welcoming him back in February. Members recognised that valuation of parish assets needed to be resolved by FGP members in March so that meaningful discussion and decisions could take place well in advance of Insurance Renewal date (1<sup>st</sup> May).

**Action:** Asset register and level of insurance cover to be re-examined in February 2017.

**ALL/AW**

Outsourcing of Payroll: Members reviewed progress and considered the inclusion of EKS Accounting proprietor as an approved accounting signatory for payment of clerk's monthly salary.

**Action:** Matter to be tabled/decided at AGM with any other changes required to bank mandate at the same time.

**AW**

Parish Lengthsman: Cllr Riley highlighted the ALC response about the Parish Lengthsman scheme. Members noted solicitor's interpretation but felt that there might not be full knowledge of HCC Parish Lengthsman scheme. Noted that the end date of the HCC agreement had passed and it needed to be renewed.

**Action:** Clerk Mr Weaver to contact HCC Mike Pillans about the need to renew the HCC agreement. Clerk to forward proposed Parish Lengthsman contract to contractor.

Draft Boomtown Bid Protocol- Cllr Riley stated that this was still to be progressed.

**Action:** Cllr Riley to follow this matter up with C. Johnson.

3. **Bills to Pay:** Clerk Mr Weaver circulated Bills to Pay document and copies of invoices. Cllr Labram and Riley approved the completed list for payment.

Labram to approve payments.

**HL/AW**

4. **Development of Couch Green:** Cllr Riley brought meeting up to date with the current position: her recent visit to South Wonston. She felt the top priority was to level the pitch. There was a brief discussion about the proposed vision for the development, the general shortage of pitches in Winchester, and the timing of such an initiative. Cllr Labram queried current position re: decommissioning of old changing rooms. It was confirmed that water supply was switched off. Clerk Mr Weaver stated he would contact Kings Worthy FC about the decision to decommission the changing rooms as a matter of priority.

**Action:** Clerk to contact SSE to arrange for disconnection of electricity and make progress to arrange for decommissioning of electricity to the changing rooms. **AW**.

5. **Precept Request to WCC:** There was a brief discussion about arrangements to request precept.

**Action:** Clerk to contact WCC asap re: WCC communication about the precept and submission arrangements.

6. **Review of FGP Workplan:** There was a general discussion about the workplan.

Review quarterly management accounts – **Action:** to be prepared and considered at next month's FGP meeting for consideration at February FCM. **AW**

7. **Transparency Code:** Clerk relayed his understanding of Transparency Code requirements. There was a discussion about those requirements, wider data and information provision requirements, and the current data and information kept on IVPC website.

**Action:** Copy of Annual Governance Statement to be forwarded to Cllr Legat for inclusion on IVPC website. Clerk to attend forthcoming HALC Transparency Code course to learn more about requirements. **AW**

8. **Date and Time of Next Meeting:** Thursday 19<sup>th</sup> January from 7.45/8.00 pm (following Planning Committee) to 9.00 pm at Easton Village Hall.

The meeting closed at 7.15 pm.