



# Itchen Valley Parish Council

## Finance & General Purpose Committee Minutes (Draft)

Thursday 16<sup>th</sup> February 2017

**Present:** Cllr Riley (YR) Chair, Cllr Appleby (PA), Cllr Langford (CL).

**In attendance:** Mr Weaver Clerk (AW).

1. **Apologies** – Cllrs Labram (Chair), Dennis. Cllr Riley took the chair.
2. **To approve the minutes of the meeting of 15th December 2016 and any matters arising.** The minutes were agreed as a correct record. The Chair signed the minutes.
3. **Boomtown Grant**

The tabled draft grant application form for Boomtown Community Grant which set out the criteria for considering grants and the closing date for receipt of applications (13 April), was discussed and agreed.

**Action:** Clerk to agenda item at next FCM (under financial matters) seeking delegation of authority for F&GP to award grants. Boomtown Community Grant details to be publicized in Itchen List, IV News, and in a flyer on notice boards. Clerk to receive applications and distribute to F&GP members. **YR/PA/AW**
4. **Update on Open Spaces**

Costing of Vita Play Maintenance Visit – Cllr Riley introduced this item about the effective delivery of maintenance and inspection of playgrounds in Couch Green and Easton and the overlapping services provided by VitaPlay and WCC. There was a discussion about the merits of different approaches.

**Action:** Cllr Riley to provide detailed options and costs at next FGP meeting. **YR**

Bench and bin at Couch Green – Cllr Riley highlighted that she had been in discussions with Cllr Carter about this issue and they had agreed that the best option was a sturdy rustic towpath bench with a firm base. However, the cost of purchase and installation would require budget provision for this item to be increased slightly from £1K to £1250.

**Decision:** Members agreed budget be revised appropriately.

**Action:** Clerk to amend budget. YR to liaise with clerk on a purchase order.

**AW/YR**

Decommissioning of Pavilion at Couch Green – Clerk Mr Weaver provided feedback on current position. SSE had notified that electricity would be disconnected by 13<sup>th</sup> March 2017. Hampshire Fire Services had indicated that they were not interested in removing the pavilion to use it for training purposes. Clerk provided details of feedback received via HALC round robin service with a number of leads to follow up. Members discussed options.

**Action:** Clerk to follow up various leads. **AW**

**Action:** Chair to publicise intentions to decommission Pavilion in his Itchen Valley News Report. **PA**

**5. Update on MW Bus Shelter**

The Lengths confirmed he was unable to do the work. Cllr Riley has now contacted contractors currently engaged on notice board work for a quote for bus shelter work.

**6. S137 Grant Application**

Members discussed the application from Winchester Citizens Advice Bureau.

**Action:** It was agreed to recommend approval to full council for the amount requested, subject to grant terms and conditions (particularly contributions to capital projects). Clerk to add to FCM agenda under finance section

**YR/AW**

There was a general discussion about approaches from local organisations for donations.

**Action:** Clerk to respond to recent request from a local organization outlining approach.

**AW**

**7. 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 to create electronic Bills to Pay transaction; Cllr Labram to approve payments.

**HL/AW**

**8. Quarterly Management Accounts**

The Management Accounts as at the 31 Jan 2017 were discuss. Cllr Riley explained the purpose of the Play Equipment Replacement Reserve. Bar a small error on the Lengthsmans funding the accounts as at 31 Jan 17 were recommended for discussion at FCM.

**Action:** Management Accounts to be taken to next FCM.

**HL/AW**

**9. Financial Administration and Control Procedures**

Clerk Mr Weaver tabled the documents. He highlighted that these had been out together in response to Chair FGP's request and constituted a more detailed description of procedures relating to 'payments' and 'clerk's payroll and expenses', drawing on financial regulations, chair's notes, and current practice. There was a discussion about 'purpose' of procedures and their 'context' within overall IVPC governance and policies.

**Action:** FGP members to consider procedures in more detail and respond with comments.

**FGP**

**Action:** Chair FGP to consider 'purpose' and 'context' and provide overall direction about this.

**HL**

**Action:** Procedures to be considered again at next FGP prior to their consideration at FCM and AGM.

**FGP**

## 10. Unity Corporate MultiPay Card

Clerk Mr Weaver summarised current position. IVPC need to complete Business Application Form, Cardholder Application Form, and Indemnity Agreement. Clerk had completed (two) Programme Administrator details (Chair and Clerk), proposed transaction expenditure limits, and proposed blocking of expenditure on specific goods and services (vehicles, service and spares, fuel, auto rental, hotel and accommodation, restaurant and bars, leisure activities, miscellaneous). There was a discussion.

**Decision:** Cllrs Appleby and Riley signed the indemnity agreement. There was agreement about blocking of expenditure on specific goods and services itemized above. Members agreed a maximum monthly transaction limit and monthly single transaction limit of £1K in both cases.

**Action:** Clerk to contact Chair (Cllr Labram) to arrange his completion of Business Application Form and then forward to Unity Trust. **FGP/HL**

## 11. Review of Risk Register

Cllr Riley highlighted Risk Register. She affirmed Chair FGP's comment that everyone needed to be familiar with it, and to address the following key questions:

The key questions are: -

- *What risks, if any, are missing?*
- *Are we dealing with the risks appropriately?*
- *Where there are follow up actions, who is responsible, what is being done, and what is blocking progress, and if the latter how can these blocks be removed?*

There was a discussion. Members considered an issue highlighted as a risk in recent HALC training seminars 'vexatious complaints' and agreed transparency was the key to dealing with such issues.

**Action:** Cllr Appleby Chair of FCM to write to all members requesting them to consider risk issues, and the above questions closely, in preparation for the item at next FCM.

## 12. Transparency Code

Clerk Mr Weaver highlighted Transparency code and circulated a short note on publishing requirements for smaller authorities – in particular, all items of expenditure above £100; end of year accounts; annual governance statement; internal audit form; list of councilors; asset register; minutes, agendas and papers. There was a discussion about general compliance with financial requirements, the publication of internal audit report and asset register and the need for regular

update of information: eg. list of councilors and duties, and better presentation of information on the website.

**Action: Move the 2015/16 accounts and annual governance statement out of breaking news on web site to dedicated page.**

**JL**

**13. Preparation for Annual Parish Meeting (APM)**

There was a general discussion about arrangements for APM meeting (Tuesday 25<sup>th</sup> April at Martyr Worthy Village Hall). An important consideration was the need to present Unaudited/Draft Annual Accounts. Annual Accounts would need to be ready for FGP April 20<sup>th</sup> Meeting.

Action: Clerk & Chair to note date. Clerk to organise suitable refreshment. **AW/HL**

**14. Date and Time of Next Meeting**

Thursday 16<sup>th</sup> March from 7.45/8.00 pm (following Planning Committee) to 9.00 pm at Easton Village Hall.

The meeting closed at 9.20 pm.