



Itchen Valley Parish Council

Finance & General Purpose Committee Minutes

Thursday 16th March 2017

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

In attendance: Mr Weaver Clerk (AW).

1. **Apologies** – Cllr Dennis.

2. **To approve the minutes of the meeting of 16th February 2017 and any matters arising.** The minutes were agreed as a correct record. The Chair signed the minutes.

3. **Costing of VitaPlay**

Cllr Riley outlined that an annual inspection of playgrounds was required. She had investigated the issue and established that it would be more cost effective to combine inspection and maintenance activities within one company/visit and discontinue the monthly WCC inspection.

Cllr Labram proposed that maintenance and inspection activities be combined and contract awarded to VitaPlay and that WCC inspection work be discontinued. Members agreed unanimously.

Action: Clerk to contact WCC to discuss arrangements necessary to discontinue WCC contract. **AW**

4. **Couch Green – King George V Field Sign**

There was a discussion about the need for a King George V Field sign at the entrance to King George V field – likely cost £160 plus VAT plus the cost of a post.

Cllr Labram moved the Parish Council make such a purchase. Cllr Riley seconded the motion. The meeting agreed unanimously. It was agreed that purchase would be funded from the maintenance budget.

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 to create electronic Bills to Pay transaction; Cllr Labram to approve payments. **HL/AW**

6. **2017/17 Draft Accounts Preparation**

Members discussed end of year draft account preparations.

Chair FGP Cllr Labram proposed Clerk be given authority to pay routine remaining bills before year end to ensure less carry over and more complete accounting. Cllr Appleby seconded the proposal. Members agreed unanimously.

Action: Clerk to contact contractors expecting larger payments to submit invoices asap and secure payment by year end on 31st March. **AW**

Action: Clerk to write to Internal Auditor requesting details of his requirements at Audit Meeting on Wednesday 10th May 2017 – and to forward details of Recruitment Policy prepared in response to his report back last year. **AW**

Action: Clerk to ensure cash book and accounts are up to date for next FGP meeting. **AW**

Action: Clerk to prepare draft accounts and draft narrative for Chair of FGP's report for FCM on 6th April 2017. **AW**

7. Risk Register

Cllr Riley reported back on progress with Risk Register. Councillors discussed progress.

Action: Cllr Riley to finalise Risk Register for next FCM. **YR**

Action: Clerk to make available completed Risk Register to Internal Auditor for Internal Audit meeting on 10th May 2017. **AW**

8. Financial Administration and Control Procedures – Progress for Effective Remuneration of the Clerk

Clerk Mr Weaver circulated draft procedure for comment.

Action: Members to forward comments over the next week or so. **HL/PA/YR**

9. Review of Work Plan

Members reviewed current work plan.

Asset Register -

Action: Clerk to contact insurance brokers and inform them that review of asset register is in progress but is taking longer than expected. Insurance brokers to be requested to extend the contract until the review is complete in 6 months' time. **AW**

Transparency Code – Members noted that Transparency Code work was in progress.

Disciplinary and Grievance Policy – Members considered this issue and concluded that RAG status could be altered to Green.

Action: Cllr Riley to examine Disciplinary and Grievance Policy **YR**

Other Issues –

Action: Cllr Labram noted the need to conclude Clerk's appraisal, and to review Standing Orders, Terms of Reference for FGP as a matter of priority prior to May AGM. **HL**

10. Clerk's Role

Chair Cllr Labram referred to a preliminary conversation he had had with Clerk about time spent by the Clerk on parish council work. There was a discussion on the Clerk's role and work content. Clerk was requested to seek ways of reducing work demands.

Members were encouraged to reflect on work allocation before requesting Clerk to take on work.

Action: Chair FGP to make a report, including any recommendations to the next FCM on 6th April 2017. **HL**

11. Preparation for Annual Parish Meeting (APM)

There was a general discussion about arrangements for APM meeting (Tuesday 25th April at Martyr Worthy Village Hall).

Action: Draft Chairman of Parish Council's report to be produced for consideration at next FCM **PA**

Action: Clerk to contact Cllr Moffatt about refreshments **AW/PM**

Action: Clerk to contact WCC councilors re: attendance at APM **AW**

12. Any Other Business

Itchen Valley Churches –

Action: Clerk to contact Itchen Valley Churches to confirm budget payment plus details of arrangements for next year. **AW**

Resignation – Chair FGP Cllr Labram stated that he would be stepping down from the Parish Council at the APM in April. He felt that he had made a contribution to the work of the Council in the last 3 years, he had learnt a lot about the Council's work and he had enjoyed working with fellow members and the clerk. A time limit of 3 years for council service had been his original objective. He feared that he could not be present at APM, for which he apologised. Chair, members and clerk thanked Cllr Labram for his help and support. Cllr Appleby stated that Cllr Carter had also resigned due to other pressing commitments.

13. Date and Time of Next Meeting

Thursday 20th April at 7.00 pm at Easton Village Hall.

The meeting closed at 9.00 pm.