



ITCHEN VALLEY PARISH COUNCIL

(Serving the villages of: Avington, Easton, Itchen Abbas & Martyr Worthy)

Finance & General Purpose Committee Minutes Thursday 20th April 2017

Present: Cllr Labram Chair (HL), Cllr Riley (YR), Cllr Appleby (PA)

In attendance: Mr Weaver Clerk (AW), Trevor Foreman and Stuart Upcroft (Easton and Martyr Worthy Cricket Club), Verity Coleman (Wild Itchen Valley Verges).

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. There were no matters arising.
3. **To consider Boomtown Community Grant Applications and make recommendations and Approve Grant Funding to Appropriate Applicants.**
Chair Cllr Labram welcomed representatives from Easton and Martyr Worthy Cricket Club and Wild Itchen Valley Verges. He highlighted background to the introduction of Boomtown Community Grant and stated that 5 excellent applications had been received. Representatives provided more details about their applications and responded to member questions. There was a discussion and members made the following decision designed to reflect a focus on the Itchen Valley community – adults and children, education, sport, and the local environment and sustainability.

Decision – Itchen Valley Parish Council award the following funds:

<u>Organisation</u>	<u>Award</u>
McPhearson Easton School Field Trust	£750
Watercress Way	£500
Easton and Martyr Worthy Cricket Club	£300
Wild Itchen Valley Verges	£250
Friends of Itchen Valley School	£200

Action: Clerk to contact organisations, make arrangements for payments, and remind organisations about report back arrangements.

AW



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- 4. To consider options and make recommendations about IVPC Website Procurement.**
There was a discussion about the website quotes produced by Cllr Legat for the meeting. Members thanked Cllr Legat for producing this useful information. Committee members felt a statement of specific requirements and objectives was needed - together with an action plan and timescales to deliver it. Members also felt additional support was needed given the recent resignation of Cllr Carter. Chair Cllr Labram said that this was a project that must be completed within this financial year.
Action: Cllr Appleby to consider the project's resourcing as part of role allocation at the AGM. **PA**
- 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. To Consider 2017 Accounts and Narrative for Presentation at APM.**
Chair Cllr Labram stated that he received draft notes and links to accounts.
Action: Cllr Labram to finalise report for APM. **HL**
- 7. To agree the responses to the Annual Governance Return for recommendation to Full Council on 3rd May 2017.**
Clerk Mr Weaver indicated that he had circulated copies of the return for discussion and confirmation of procedure. There was a discussion.
Action: Clerk Mr Weaver to prepare page 2 of the return for consideration at AGM. **AW**
- 8. Financial Administration and Control Procedures – process 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. To Review the F&GP Committee Annual Work Plan**
Clerk Mr Weaver tabled draft FGP work plan for comments. There was a discussion. Cllr Riley highlighted the need to include tasks relating to the production of the new budget spreadsheet.
Action: FGP members to feedback any additional comments over following 10 days.
- 10. To Review Itchen Valley Parish Council Standing Orders**
- 11. To Review Itchen Valley Parish Council Financial Regulations**
- 12. To Review Finance & General Purposes Committee Terms of Reference**
Chair Cllr Labram had examined these documents. He concluded that they were broadly satisfactory although some minor changes needed to be made, which he had documented and circulated. Some further narrative changes and additions were discussed including 'bank reconciliation arrangements' and the need to include annexes



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highlighting the procedures recently prepared relating to financial processes and clerk's payment arrangements to 'Financial Regulations' document.

Action: Clerk to coordinate and produce final documents for approval at AGM. **AW**

13. Preparation for Internal Audit Inspection

Clerk Mr Weaver stated that IA meeting was arranged for Wed 10th May.

Action: Clerk and Cllr Riley to have pre-audit meeting (Tuesday 9th May 12.30) **AW/YR**

14. Preparation for Annual Parish Meeting (APM)

There was a discussion.

Action: Agenda to be circulated immediately and arrangements finalized over next few days. **AW**

15. Preparation for AGM

There was a discussion on agenda preparation.

Action: Clerk to rearrange meeting date in light of government election date – 8th June 2017 (now 1st June 2017 at Martyr Worthy).

16. Any Other Business

Clerk Mr Weaver provided an update on the following issues: Asbestos Survey quote, Martyr Worthy Bus Shelter, and notice boards, including the notification by the contractor that he was unable to complete works associated with the last two.

Action: Clerk to contact Cllr Langford for any leads he may have for alternative contractors re: these matters. **AW**

17. Date and Time of Next Meeting

Wednesday 17th May at 7.00 pm at Itchen Abbas & Avington Village Hall.

The meeting closed at 8.15 pm.