



ITCHEN VALLEY PARISH COUNCIL

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

Finance & General Purpose Committee Minutes Thursday 17th May 2017

Present: Cllr Riley (YR), Cllr Stoodley (RS)

In attendance: Mr Weaver Clerk (AW).

1. **Apologies** – Cllrs Andrews, Appleby, Dennis.
2. **To Appoint a Chair.** Cllr Riley took the chairship for the meeting. There was a discussion about the discrepancy between Standing Orders and Terms of Reference (TOR) for the Committee on the appointment of the Chair.
Action: FGP TORs to be reviewed and chairship of Committee to be referred back to FCM for approval. **AW/FCM**
3. **To approve the minutes of the meeting of 20th April 2017 and any matters arising.** The minutes were agreed as a correct record. The Chair signed the minutes.
Matters Arising
Re 3: Boomtown Grant Applications –
Action: Boomtown Grant recipients to be invited to provide a report back for January FGP 2018 meeting. **AW**
Re 4. Website Procurement
Action: Chairman to clarify to Cllr Stoodley precise nature of Cllr Stoodley's task. **PA**
Re 16. AOB
Couch Green Pavilion
Action: Standing Item on Couch Green to be included on future FGP meeting agendas.
Action: Cllr Langford to be requested to suggest potential asbestos surveyors for Couch Green Pavilion. (NB Checkatrade) **AW/CL**
Re 16AOB
Martyr Worthy Bus Shelter
Cllr Riley updated committee with the refurbishment issues , more work that anticipated due to rot at back and sides.
Decision: Committee approved payment of £240 for materials and £480 for labour – within the initial 2017 budgeted amount of £750 but above the £600 estimate.
4. **Bills to Pay.** Clerk Mr Weaver circulated Bills to Pay document and copies of invoices. Cllr Riley and Stoodley approved the payment list.
Action: Clerk to create electronic Bills to Pay transaction; Cllr Riley to approve payments. **YR/AW**
5. **To Discuss Feedback from Meeting with Internal Auditor.**
Members considered the points in the Internal Auditors Letter circulated prior to the meeting.



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- i. Minutes item to be adopted and taken forward;
- ii. Annual Meeting of the Council – nominations for chairman point to be noted;
- iii. Clerk's Appointment – Cllr Riley to write to HALC HR Advisor re: this issue;
- iv. Precept and Budget – FCM to note;
- v. Workplace Pensions – clerk to follow up;
- vi. Payroll – Clerk to follow up;
- vii. Asset Register – Item to be placed on work programme; Auditor's suggestions to be discussed with Cllr OD and register revised with following revaluation of assets;
- viii. Risk Assessment – Cllr Riley to progress;
- ix. Cash Book – Bank reconciliation note to be extended to include balance at 1st April 2016 and closing balance at 31st March 2017.
- x. Variation Explanation – Cllr Riley and Clerk to progress at separate meeting.
- xi. Transparency Protocols – Suggested list of documents to be forwarded to Cllr Legat for his attention and review.

Other Points – Audit Commission proforma to be progressed as listed in Internal Auditor's letter and copies forwarded together with copies of other documentation as listed forwarded to the Internal Auditor.

Action: In addition, Audit Commission Proforma/Annual Governance Review and Internal Audit Letter points to be progressed through work plan. **FGP**

Action: Internal Auditors letter and action plan to be agendaed at next FCM **AW/YR**

6. **To agree the responses to the Annual Governance Return for recommendation to Full Council on 1st June 2017.**

There was a discussion on the requirements for 1st June together with additional points, eg valuation for fencing and office equipment to be incorporated within asset register/governance return

Action: Clerk Mr Weaver to prepare return for consideration and approval at FCM. **AW**

7. **Asset Register**

Action: Committee agreed that Asset Register needed to be updated as per recommendation of Internal Auditor's letter once Cllr Dennis had completed work on the review of assets and renewal of insurance premium. Cllr Stoodley to restructure format of asset register. **AW/OD/RS**

8. **Renewal of Insurance Policy**

Cllr Riley provided background details. Cllr Dennis has sent revised figures to Came & Co. Avington War Memorial has been revalued and next year's premium will reflect the increase. All asset values have to be increased and Parish Council is awaiting a revised quote and schedule.

Action: Clerk to progress with Came & Co and Cllr Dennis. **AW**



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9. To Review/Update Personnel Policies – Disciplinary, Grievance, etc.

Cllr Riley stated that she had contacted Dawn Hiblett at HALC to check that the policies adopted last year had not been overtaken by legislative changes. HALC confirmed that the policies were still current.

Action: Next FCM to confirm that readoption of existing disciplinary and grievance policies. **AW/FCM**

10. Update on the new play area maintenance visits and small maintenance works.

Cllr Riley showed the committee the new maintenance monthly reports produced by Vita Play they were significantly better than those provided by WCC. The committee agreed to appoint Vita Play to carry out monthly maintenance on small items of repair at the same time as the inspections. The cost for both inspection and maintenance was £42.00 (exc VAT) per play area per month. This was considered to be VFM when gauged against a quote for £100 for small maintenance item to be fixed separately.

Cllr Riley had received a second quote from Vita Play for the replacement of the grass fall mats under the equipment at Couch Green and Old School Field. She felt the quotes were still too high and would be seeking alternative solutions.

Action: Cllr Langford to be contacted with ideas for relevant contractors. **YR**

Cllr Riley stated that at April FCM it had been agreed to inspect/lopp trees at Old School Field.

Decision – FGP Committee approved a quote from Mark Merritt at a cost of £250. It was also agreed that dead tree on the northern boundary also be removed at cost of £300.

Action: Cllr Riley to notify the contractor to proceed. **YR.**

Cllr Stoodly commented on the vegetation growth around the large oak at OSF

Action: Cllr Riley to contact Green Smile about the grass cutting below the tree. **YR**

11. Opening of a credit account at Sydenham’s Builder Merchants and Multipay Card

FGP Committee discussed the value of setting up an IVPC credit account to enable contractors engaged by IVPC to benefit from trade discount when purchasing materials for parish council works.

Decision: It was proposed and agreed that Clerk and RFO, Parish Lengthsman plus Cllrs Moffatt and Riley be authorised to order materials, and that there be a credit limit of £250. Bills to be forwarded to Clerk and presented to members through Bills to Pay.

Action: Item to be included in Finance section of next FCM agenda for Chairman of Council to sign. **AW/FCM**



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Action: Multi-Pay Card to be in Finance section of next FCM agenda for consideration.

AW/FCM

12. **To review the F&GP Committee Annual Work Plan.**

Annual Work Plan was examined and a number of issues discussed: VAT returns, Standing Orders, etc. Clerk tabled a list of Direct Debits and Standing Orders. Committee reviewed the list. It was noted that the Direct Debit to SSE would cease.

Action: Cllr Riley to update and add in a number of additional items including Parish Lengthsman contract(s) issues.

YR

Action: Cllr Riley and Clerk Mr Weaver to meet to discuss variances, bank reconciliation, cash book and budget.

AW/YR

13. **Planning**

(i) [Erection of an indoor riding arena, conversion of part of an existing portal frame barn to provide 15 Stables, the provision of a new access road and 20 space car park, and the relocation and erection of a horsewalker.](#)(L)

Manor Farm Alresford Road Itchen Stoke SO24 0QT
SDNP/16/05360/FUL. Consultation deadline – 30th May 2017

Decision – *No additional comments.*

(ii) [Addition of 6 no. Conservation Rooflights](#)(L)

Former Cattle Range Buildings Northington Road Itchen Abbas Hampshire
17/00706/FUL. Consultation deadline – 19th May 2017

Decision – *No objections.*

14. **Any Other Business**

Action: Alternative dates for FGP/Planning meetings to be discussed with Councillors

AW

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

Thursday 14th June at Itchen Abbas & Avington Village Hall at 7.45/8.00 pm until 9.00 pm
The meeting closed at 8.45 pm.