



ITCHEN VALLEY PARISH COUNCIL

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

Finance & General Purpose Committee Minutes (draft) Wednesday 14th June 2017

Present: Cllr Riley (YR) - Chair, Cllrs Andrews (SA), Appleby (PA), Stoodley (RS)

In attendance: Cllr Langford, Mr Weaver Clerk (AW).

1. **Apologies** – Cllr Denniss.
2. **To approve the minutes of the meeting of 17th May 2017 and any matters arising.** The minutes were agreed as a correct record. The Chair signed the minutes.
Matters Arising
3.4 Website Procurement –
Action: Cllr Appleby to clarify to Cllr Stoodley precise nature of task. PA
3.5 Boomtown Grant Applications – completed
3.6 Couch Green Pavilion – completed.
3.16 Martyr Worthy Bus Shelter
Action: FCM minutes to be revised to reflect last FGP meeting minutes. AW
5. Feedback from Meeting with Internal Auditor.
(iii) Clerk's Appointment – Cllr Riley to write to HALC HR Advisor re: this issue; YR
(v) Workplace Pensions
Action: Clerk to complete appropriate form on workplace pensions website. AW
(vi) Payroll – Clerk confirmed P60 details had been forwarded to Internal Auditor.
(xi) Transparency Protocols
Action: Cllr Legat to be contacted by Clerk and requested to identify what documents are needed to update the website to comply with Transparency Code. AW/JL
8. Renewal of Insurance Policy- Clerk confirmed Insurance Policy had been renewed and premium paid.
Action: Clerk to compare last year's and this year's documents for details of asset revisions. AW
9. To Review/Update Personnel Policies – Disciplinary, Grievance, etc. – completed.
10. Play Area Maintenance – completed.
11. Opening of a Credit Account at Sydenham's Builders merchants and Multipay Card – completed.
3. **Couch Green Update**
Parish Clerk relayed details of asbestos survey quotes received.
Decision: FCM approved most competitively priced quote – blue star asbestos quote £235 plus £10 per sample taken up to maximum of 5 samples.
Action: Clerk to arrange asbestos survey. AW
4. **FGP Plan**
Committee members considered circulated FGP work Plan.
Re **2. Reclaim VAT owed** – Clerk confirmed that claim for Oct 17 to March 17 had been sent off.



ITCHEN VALLEY PARISH COUNCIL

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

Action: RAG status to be recategorized – ‘Amber’ until receipt of payment from HMRC YR
Re 3. Establish new cash book and M.A. Cllr Riley (chair) highlighted the changes needed to 2017/18 budget to reduce proposed expenditure by £8K due to shortfall. It was proposed to:

Saving	Impact
Reduce provision for employers N.I. in clerk’s salary running expenses from £1k to £200	£800
Remove proposed Neighbourhood Plan /LLCA provision	£5000
Remove Land Registry Fees	£1000
Reduce s137 expenditure to £300	£1200
Total	£8000

Action: Budget statement to be prepared and management accounts to be updated AW/YR

Action: To be recategorized ‘green’ RAG status on approval of next FCM AW/YR

Re 7. Ensure IVPC has signed contract with the Lengthsman – Clerk confirmed that there is in place signed contract with parish lengthsman up until 31/12/17.

Action: To be recategorized ‘green’ RAG status. Add new contract requirement to Nov workplan AW/YR

Re 8. Ensure IVPC has signed associate contracts with all Uplands Parishes – Clerk confirmed that there is in place signed contracts with all Uplands parishes up until 31/03/18.

Action: Clerk to write to Old Alresford PC requesting completion of signed contract asap (*Update – Old Alresford Parish Clerk has been in touch to confirm that contract will be taken to their meeting of 20th July for approval.*) AW

Re 9. Ensure IVPC have signed delegated contract with HCC – Clerk confirmed that signed delegation annual contract (to 31st March 2018) with HCC had been signed and returned to HCC.

Re 10. Review and update Asset Register – In progress.

Re 11. Review Insurance Cover Level

Action: To be recategorized ‘amber’ RAG status. AW/YR

Re 13. Send additional documents to Internal Auditor

Action: To be recategorized ‘green’ RAG status. AW/YR

Re 14. Check Lease of KGV to WYFC for next season.

Action: To be taken forward YR

Re 15. Review Management Accounts

There was a discussion about tabling of quarterly management accounts.

Action: To be produced immediately after FCM July 6th and circulated with FGP agenda (to be sent out 11th July); To be considered at next FGP AW

Re 16. Charities Commission Annual Return for KG Vth

Action: To be considered at next FGP AW



ITCHEN VALLEY PARISH COUNCIL

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

5. **Bills to Pay.** Clerk Mr Weaver circulated Bills to Pay document and copies of invoices. Cllrs Andrews and Appleby approved the payment list. There was a discussion about itemized accounting of receipts.

Action: Clerk to create electronic Bills to Pay transaction; Cllr Riley to approve payments. YR/AW

Action: Salary preparation table to be redesigned. YR/AW

6. **Other Items**

There was a discussion about forthcoming meetings

Action: Revised FGP/Planning Committee meeting dates to be arranged for next six months. AW

7. **Date and time of Next Meeting**

Wednesday 12th July at 7.00 pm in IAA Village Hall.

The meeting closed at 9.00 pm.