

Finance & General Purposes Committee Minutes

Wednesday 20th June 2018 draft

Present: Cllr Riley (YR) - Chairman, Cllrs Appleby (PA), Langford (CL) Legat (JL).

In Attendance: A Weaver Clerk, Cllr Ward Boughton Leigh(part).

1. Apologies and Declarations of Public Interests

Cllr Andrews, Stoodley.

2. To approve the minutes of the meeting of 16th May and consider any matters arising.

The minutes were agreed as a correct record. The chairman signed the minutes.

Matters Arising

Review of Website – The new web site is complete but go live is delayed until the ownership of the domain name is resolved via Nominet. Clerk had sent a letter to Nominet, allowing TLC to represent the Council and resolve issues with Nominet. Uploading agenda packs was discussed, a small group to meet to discuss the best way forward. YR/JL/AW

IA Notice Board Update –

Decision – Members agreed to accept £77 quote for additional work to replace Perspex and add lock.

Action – Cllr Andrews to action and to obtain a quote for refurbishment work to be carried out to Martyr Worthy Board in the next calendar year. SA

Binding the Archive

Cllr Appleby stated that he had spoken to HALC and Hampshire Records Office about this is. It was confirmed that there was no need for 'binding'. All 'signed' documentation and Minutes would need to be put in archive. NALC guidance on retention of records also needed to be used to ensure documents are thinned prior to lodging with Records Office.

Action – Cllr Appleby to send HALC advice on Archiving to Clerk PA

Action – Clerk to incorporate 'archiving' into summer work programme. AW

Additional Tree Work

The removal of the walnut tree stump in IA was discussed. Cllr Riley had two quotes of approx. £200 for its removal and grinding out. Cllr Langford felt more work was needed if a new tree was to be replanted.

Decision – Cllr Langford to obtain quotes. CL

AGAR Submission

Clerk highlighted that AGAR had been submitted. External Auditors had been informed that dates for exercise of public rights would be Monday 26th June to Friday 27th July 2018.

Decision – Members agreed that dates for exercise of public rights would be Monday 26th June to Friday 27th July 2018.

Action – Notice to be displayed on notice board and website PA/JL

Balancing Budget and Cashbook

Action – Clerk to update budget and cashbook and forward to Cllr Stoodley prior to consideration at FCM in July. AW/RS

Bank Mandate

Members noted all detailed document requirements had been completed.

Action – Clerk to send completed form to Unity Trust Bank. AW

WYFC Temporary Facilities

Cllr Riley indicated that was meeting WYFC representative on the following day to discuss shipping container solution. Cllr Riley to report back in her July FCM report YR

3. Bills to Pay

Clerk Mr Weaver circulated Bills to Pay document and copies of invoices. Cllrs Appleby and Langford approved the payment list (This payment List will be included in the July 5th FCM minutes).

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

4. Car Parking & Event Policy on Council Land

Cllr Riley referred to the new document circulated with the agenda. This had changed substantially in the light of NALC policy guidance and legal advice. There was a discussion about request form, risk assessments, and relevant factors – including car parking on wet ground.

Action: Policy to be considered/approved at next FCM. **AW**

Action: Clerk to design request form & Send to Friend of IAPS **AW**

Action: Risk Assessment Template to be provided. **YR**

5. GDPR Policy

Clerk Mr Weaver provided details of his review of Four Marks Data Protection Policy (circulated with the agenda). He also highlighted the recent emergence of other Parish Council Data Protection Policies produced in response to the new legislation. He also summarized responses of members in their recently completed 'snapshot' questionnaires and stated that he would use this information to complete the larger NALC template data questionnaire. There was a discussion. Members agreed work on IVPC Data Protection Policy and possible Data Protection website statement be progressed.

Decision – IVPC to reconsider GDPR Policy in September 2018. **AW**

Action: Clerk to complete larger NALC template data questionnaire. **AW**

Action: IVPC Data Protection Policy/Statement to be progressed. **AW/JL**

6. IA Report and Action

Cllr Riley stated that Internal Auditor (IA) had highlighted a range of minor issues associated with the Internal Audit, although her key conclusion was that the financial affairs of the Parish Council were in good order. These other issues had been turned into an action plan which had been circulated with the agenda. Members agreed that the action plan be a standing agenda item until they are all resolved.

Action: Cllr Riley to RAG action plan prior to next meeting. **YR**

7. Risk Register

Cllr Riley circulated 3 examples of Risk Assessment Matrix.

Decision – Members agreed to adopt the 4x3 column Risk Assessment Matrix model.

Action: Risk Register to be re circulated with request that "risk owners" recategorise risks using the new format. **YR/SA**

8. KGV Lease WYFC 2018/19

Cllr Riley stated that Worthy Youth FC would like to lease the football pitch again next season. She had reviewed and revised the original agreement. Members agreed that pitch fees be held at current level - £13.

Decision – Members agreed the new agreement to be adopted.

Action: Chairman to sign the agreement on behalf of IVPC. **PA**

9. Transparency Code 2018

Cllr Riley stated that she and Cllr Legat had undertaken a lot of work on this issue during the previous week. All relevant data was now on the new parish website and IVPC will be totally compliant by the 1st July deadline.

10. Overtime Policy

Cllr Riley had consulted HALC who confirmed no overtime policy as the ability and rules for paying overtime were contained in the Clerks employment contract. All overtime request must be approved in advance by either the Chairman of FCM or F&GP.

Action: Clerk to forward email to F&GP chair requesting permission to incur overtime once contracted (15) hours have been completed. **AW**

11. To Review FGP Committee Annual Work Plan

Members considered the work plan. Members noted forthcoming actions included:

- 19. Quarterly Bank Reconciliation and
- 20. Review of Management Accounts for FY 19/20.

Action Clerk to forward bank statements and management accounts and associated control documentation to Cllr Stoodley.

AW/RS

12. Items to be Considered at Next Meeting

Personnel Policies

Action: Cllr Stoodley to bring updated personnel policies to July FCM.

RS

Action: Cllr Riley to bring updated recruitment policy and attachments to July F&GP

YR

Extra Lengthsman Day

Cllr Riley indicated that clearing work in respect of 3 footpaths plus 'sign' work needed to be carried out.

Action: Cllr Moffatt and Parish Lengthsman to be contacted re extra Lengthsman day.

AW/PM

13. Date and Time of Next Meeting

Thursday 19th July at 7.45/8.00 pm at Martyr Worthy Village Hall
Meeting closed at 9.30 pm.