

Finance & General Purposes Committee Minutes

Thursday 19th July 2018

Present: Cllr Riley (YR) - Chairman, Cllrs Appleby (PA), Stoodley (RS).

In Attendance: A Weaver Clerk, 1 visitor.

1. Apologies and Declarations of Public Interests

Cllr Andrews, Langford, Legat.

2. To approve the minutes of the meeting of 20th June and consider any matters arising.

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

Matters Arising

Binding the Archive

Action – Clerk to incorporate ‘archiving’ into summer work programme.

AW

Launch of New Website and Emails

Action – Cllr Legat to be asked to provide support to those councillors who have yet to take up new IVPC emails and who may welcome additional support viz:- Cllrs Andrews, Appleby, Moffatt, Stoodley

JL

Additional Tree Work Quotes

Action - To be deferred to next meeting.

CL

AGAR External Audit Feedback

Cllr Riley indicated that this was expected in next couple of weeks and will need to be considered at September FCM

Action – Cllr Appleby and Clerk Mr Weaver to answer any questions if posed.

PA/AW

Bank Mandate

Clerk Mr Weaver reported that Unity Bank signatories form had been received at the bank on 27th June. Signatories expected to be updated by Friday July 27th.

WYFC Temporary Facilities

Cllr Riley stated that she expected to bring a Project Initiation Document (PID) to September FCM. She highlighted that she was working with Watercress Way Group and Boomtown on the provision of a suitable shipping container.

Internal Audit Work Plan

Cllr Riley stated that she had RAG'd the Plan.

Action – Cllrs Legat, Riley and Clerk Mr Weaver to meet separately to progress publication of relevant documents on new IVPC website.

JL/AW/YR

Car Parking & Event Policy

There was a brief discussion with a visitor representative from Martyr Worthy Village Hall Whist Drive Group about parking arrangements adjacent to Martyr Worthy Village Hall. Cllr Appleby stated that he had spoken to various representative groups and was seeking to find an acceptable solution for all. It was hoped this would be achieved by the use of painted white lines.

Clerk Mr Weaver confirmed that he had amended content of Car Parking and Event Management Discussion Document and form attached. Final policy had been forwarded to Cllr Legat for inclusion on IVPC website. /

GDPR Action Plan

Cllr Riley highlighted the need for Data Protection Policy Statement as soon as possible.

Action – Clerk to progress

AW

3. Bills to Pay

Clerk Mr Weaver circulated Bills to Pay document and copies of invoices. Cllrs Appleby and Stoodley approved the payment list (This payment List will be included in the September 6th FCM minutes).

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

4. Budget and Management Accounts

Cllr Stoodley stated that he had reviewed Management Accounts and found them a sensible collation. He highlighted some minor variances in totals column (minor VAT expenditure reclaim error). Cllr Riley stated that budget expenditure was much as planned, aside from Clerk's salary, where 'recategorisation' in response to Internal Auditor comments now gave a misleading impression of expenditure.

Action: Cllr Riley to make corrections and recirculate. **YR**

5. To review the Councils Recruitment Policy and supporting documentation in light of new GDPR regulations.

Cllr Riley referred to the Recruitment Policy which had been circulated with the agenda. She stated that the document needed to be reread and updated and that supporting documents needed to be changed.

Action:

Cllr Appleby to review Recruitment Policy	PA
Recruitment Protocol to be taken to FCM in September	AW
FCM to appoint Selection Panel in September	ALL
Job description to be reviewed in light of GDPR by Clerk, Cllr Stoodley to check	AW/RS
Person Specification to be reviewed by Cllr Riley	YR
Job Advert to be reviewed by Cllr Appleby	PA

6. To Review the F&GP Committee Annual Work Plan.

Action: Councillors and Clerk to review risk ratings in light of revised/new classification model. **ALL**

7. Items to be Considered at Next Meeting

No other items considered.

8. Date and Time of Next Meeting

Wednesday 19th September at 7.45/8.00 pm at Itchen Abbas & Avington Village Hall.

Meeting closed at 8.30 pm.