

Finance & General Purposes Committee Minutes

Wednesday 19th September 2018

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

In Attendance: A Weaver Clerk.

1. Apologies and Declarations of Public Interests

Cllr Andrews.

2. To approve the minutes of the meeting of 19th July and consider any matters arising.

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

Matters Arising

IA Walnut Tree Quote –

Action – Cllr Langford to request quote from Parish Lengthsman at Uplands Scheme meeting on Tuesday 25th September. CL

Bank Mandate Update –

Clerk Mr Weaver stated that he had confirmed with UT Bank that there were now 6 signatories aside from Clerk (Cllrs Andrews, Appleby, Langford, Legat, Moffatt and Riley). Cllrs Andrews and Legat have yet to log in. If they have lost email they can arrange for another one if they contact Unity Bank.

Action – Cllr Andrews and Legat to progress. JL/SA

Internal Audit Work Plan

Members considered items within the IVPC IA action plan. It was agreed to publish the S137 grant forms on the website. There was a discussion about publishing agenda reports with agendas.

Decision – Members agreed that all necessary documents and report links would be included within published agendas

Action – S137 Grant forms to be sent to Cllr Legat for publication AW/JL

Action - Decision to be ‘trialled’ within IVPC Committees from October JL/AW

GDPR Update Privacy Policy

Clerk Mr Weaver confirmed that all GDPR text, policy and associated documents, privacy notices, subject access form etc. had been forwarded to Cllr Legat for inclusion on IVPC website and had been uploaded. There was a discussion about outstanding requirements.

Action – GDPR Action Plan to be updated. AW

Action – Effective operation of IVPC emails for Cllrs Andrews, Legat and Moffatt to be secured. SA/JL/PM

Recruitment of New Clerk

Cllr Riley updated members on the current position. Quotes for local newspaper advertising had proved to be expensive so advertising was now limited to IVPC website, HALC website, Facebook job boards, and IV News. There was a discussion.

Action – Clerk to circulate job details to Uplands Scheme members. AW

Action – Chair to sound out several appropriately qualified parish clerks to see if they would be interested in the role. PA

Action – Cllrs Appleby, Langford, Riley and Clerk Mr Weaver to participate in the interview panel on Monday 29th October 2018 at 1.00/1.30 pm at IAA Village Hall.

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 October 4th FCM minutes).

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

4. Car Parking

Cllr Riley provided a review of the car parking issue on the Old School Field for a recent event at the church. She confirmed that Chair Cllr Appleby had given approval to car parking subject to a risk

assessment and compliance with certain conditions, viz:- no footpath parking, attendants with Hi-Viz outfits and torches, etc.

Cllr Riley confirmed that McPherson Trustees were now covered by the council's insurance policy. While naming trustees and taking on their liabilities had involved no preliminary costs, there was likely to be increased premiums if or when claims were made. Currently Itchen Valley PC are not responsible for day to day maintenance, although IVPC has an interest as a custodian trustee, and is potentially taken on far more responsibility because of the extension of insurance cover. Currently, IVPC takes responsibility for play equipment checks and grass cutting but does not take any responsibility for boundaries, gates hedges, and trees.

Members discussed car parking fees, current demand (weddings and funerals), capacity, impact of weather conditions, etc.

Decision – Chair Cllr Riley to write a proposal for consideration at FCM outlining differing options to include responsibilities discharges by:

- Trustees
- IVPC

Decision – Members agreed that no car parking should take place until the proposal is finalised.

5. Risk Register (RR)

Cllr Riley referred to the RR containing the new scoring system, which had now been forwarded to all members. There was a discussion about the various issues and tasks within the RR.

Action – RR to be taken to FCM for approval and adoption.

YR

6. Budget/Precept Timetable

Cllr Riley commented upon the specific activities within the budget timetable circulated with the agenda – culminating in 2019/20 precept request sent to WCC on 1st January 2019.

Members discussed the need for another vision workshop this year.

Decision – Members agreed to examine notes from last workshop when putting together budget bids.

Decision – Portfolio holders to be asked at next FCM for budget bids, bids to be considered at 1 Nov 18 FCM.

Action – Clerk to distribute workshop notes and request for submission of budget bids to next FCM

AW/ALL

7. External Audit

Cllr Riley highlighted the External Audit Report. Auditors had highlighted a minor error in the completion of the precept figure box on the form. This was simply the insertion of a figure into the wrong column that had no other significance for the accuracy or authenticity of the figures presented in the accounts. In addition, the Auditors had highlighted the Exercise of Public Rights to inspect the Annual Accounts had been less than 30 consecutive days (25 consecutive days). The Clerk Mr Weaver stated that this had been due to a calendar error.

Decision – Members approved the 'Publication of Notice of Conclusion of Audit for IVPC from Monday 24th September.

Decision – Members agreed the Decision to Approve the Annual Return for the year ended 31st March, including the External Audit Certificate, be taken to FCM on 4th October.

Action – Clerk to arrange publication and display of Notice of Conclusion of Audit.

AW/JL

8. Internal Audit – Appointment and Dates

Action: Clerk to establish whether Internal Auditor needs to be re-appointed and agreed dates for FY 2018/19 Audit.

AW

9. FGP Workplan

Members considered the FGP work plan circulated with agenda. Members noted the forthcoming actions included:

Item 15. Review of Readiness for GDPR Regulations –

Action: Categorise as 'amber' due to outstanding Cllr email issues.

YR

Item 22. Charity Commission Annual return for KGV trust now submitted.

Action: CC IT Support Desk to be contacted re: updating Trustee contact email details.

AW

Item 24. Archive past council minutes at HCC Records Office.

Clerk Mr Weaver provided an update. There was a discussion.

Decision- Documents and records less than 5 years old to be retained by Clerk

Action – Clerk to action.

AW

Item 32 Independent Review of Bank Statements

Action – Bank Reconciliation documents to be forwarded to Cllr Stoodley for his examination at month end.

AW/RS

10. Items to be Considered at Next Meeting

Chaffer Grub Damage

There was a discussion.

Action: Cllr Langford to discuss with Cllr Moffatt.

CL/PM

11. Date and Time of Next Meeting

Tuesday 16th October at 7.45/8.00 pm at Itchen Abbas & Avington Village Hall

Meeting closed at 9.30 pm.