

Finance & General Purposes Committee Minutes

Wednesday 16th October 2018 draft

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

In Attendance: A Weaver Clerk.

1. Apologies and Declarations of Public Interests

Cllr Andrews and Stoodley.

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

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

Matters Arising

IA Walnut Tree Quote –

Cllr Langford confirmed he had booked Parish Lengthsman for this work on 12th December at a cost of £220, including cost of hiring stump grinder.

Decision – Members agreed order.

Action – Cllr Langford/ Clerk Mr Weaver to progress.

CL/AW

Internet Banking Access

Action - Cllr Legat and Cllr Andrews to complete their logon details asap.

JL/SA

IVPC Website – Domain Renewal

Members discussed the options of renewal of domain name.

Decision – Members agreed domain name authorisation renewal for a period of 5 years at a cost of £32.

Action – Cllr Legat to request invoice from TLC.

JL

External Audit Letter and AGAR

Action – Cllr Legat to upload EA letter and completed AGAR onto IVPC website. Removing previous AGARs

JL

Internal Audit Work Plan

IVPC Email Addresses

Clerk Mr Weaver confirmed Cllr Andrews was now using his IVPC email address. Cllr Legat confirmed he was now using his.

Action – Cllr Moffatt to be contacted to check he is now using his IVPC email address only

AW/JL

Agenda Packs and Minutes

Action – Agenda packs to be uploaded onto IVPC website

JL

Action – Tabled documents (Bills to Pay and Precept Projects Table) to be attached to minutes.

AW

GDPR Action Plan

Clerk Mr Weaver confirmed that GDPR Action Plan had been updated and circulated with the agenda. Preliminary parts of the action plan had been completed. Next steps included progress on 'information audits' and 'contracts'. There was a discussion about issues involved in transferring old email records onto the new server.

Action – Cllr Legat to discuss options with TLC.

JL

Members discussed communication with contractors re: handling of data and information.

Action – Clerk Mr Weaver to contact HALC re: examples of appropriate text used by parishes.

AW

Recruitment of New Clerk

Clerk Mr Weaver confirmed application period for new clerk's post had expired and interviews would be held shortly.

Action – Clerk Mr Weaver and councilors to progress.

PA/CL/YR/AW

Car Parking at Old School Field (OSF)

Cllr Appleby reminded members of decision made at last Full Council Meeting.

- a. McPherson Trust trustees should undertake risk assessment utilizing a competent person;
- b. IVPC review (and amend, if necessary) the risk assessment;
- c. McPherson Trust trustees be requested to develop a risk mitigation plan to deal with the issues raised by the risk assessment.

Cllr Riley confirmed 2 risk assessments (Day and night) had been received from McPherson trustees and had been attached to the agenda. Members consider 2 main issues – any areas missing plus whether the parish council's rights were fully protected. Members discussed: tree safety; safety near gates; the need to fence in the play area, marshals' and associated issues.

Decision – Members agreed:

- a) Marshals need to have written instructions re: duties;
- b) Marshals need a Parking Plan showing specified parking areas to protect the Right of Way and children's play area;
- c) Organisers must inform visitors about parking surface and ground conditions prior to and the advisability of suitable clothing and equipment;
- d) The Parish Council must be informed about the event as early as is reasonably practicable in order that its contractors can be notified
- e) Trustees are responsible for making good any damage to the playing surface.
- f) Parking limited to organised fundraising activities, weddings and funerals/memorials
- g) Trustees to ensure appropriate arboricultural checks to the trees in the field.

Action – The above requirements to be notified to the Trustee's and the Play Area Inspector to be requested to take a view on protection of play area (fencing) in light of car parking provision. **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 November 1st FCM minutes). There was a discussion about Bank service charges and interest paid by the Bank.

Action: Clerk to raise invoice for football pitch fees and forward to Kings Worthy Youth Football Club. **AW**

Action: Clerk to email Boomtown Re: Boomtown Community Grant funding arrangements for this year and invoice them appropriately. **AW**

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

4. Increase to Clerk's Monthly Salary Standing Order (SO)

Decision – Members agreed salary SO be increased to £900 pcm.

Action: Clerk to action. **AW**

5. Management Accounts (MA) 1 April 18- 30 Sept 18

Members considered MA circulated prior to the meeting. Cllr Riley stated receipts received were £54.6K with a further £6.75K expected from grants and football pitch fees. Cllr Riley stated that so far, this financial year the Parish Council had paid out £32.7K with forecasts of further £38K expenditure and a final 2018/19 outturn of £70.9K. This would result in £9K over budget which had been planned at outset of the financial year. The largest single item of proposed expenditure in this financial year related to Couch Green Equipment – storage and playground equipment. Areas of concern included lack of expenditure on footpaths. There was a discussion.

In summary, Cllr Riley confirmed that IVPC finances were doing well with planned overspend being achieved albeit the projected overspend at YE being less than anticipated at outset.

Action – Proposed footpath expenditure to be discussed with Cllr Jeffes. **PA/YR/CJ**

6. S137 Grant Awarding Policy

Cllr Riley outlined that there was an element of grant policy attached to S137 Grant Application form but nothing more substantial. Other parish council policies examined prescribe amounts, timetables,

clarity on activities supported, etc. Cllr Riley pointed out that the best policy she had examined was the Denny Lodge Policy that had been circulated with the agenda.

There was a discussion.

Decision – Members agreed that Denny lodge Policy be adopted with the added requirement that applications also provide organisations’ financial accounts with their applications.

Action – Draft Grant awarding Policy to be brought to next FCM for examination and ratification.

YR/AW

7. 2019-20 Precept Setting, including Prioritising Projects

Cllr Riley referred to the table circulated at the meeting (see appendix 1). Created from all the budget bids received to date. Cllr Riley explained that the table comprised current, short, medium, and long-term projects. The final part comprise a wish list.

There was a discussion.

Decision – It was agreed to add a £1000 footpath budget to the list then the list to be taken to FCM for prioritization.

Action – Clerk Mr Weaver and Cllr Riley to action.

YR/AW

8. To Review FGP Committee Annual Work Plan

Members examined the Work Plan circulated with the agenda. There was a discussion about current itemized activities.

Item 24 – Achieve Past Council minutes at HCC Records Office – current position – outstanding ‘amber’

Item 29 – Bank Reconciliation - current position – forwarded to Cllr Stoodley for checking.

Action – Cllr Appleby to discuss next steps with Cllr Stoodley.

PA/RS

Item 32 – Reclaim VAT April to Sept 2018 – current position - completed.

Items 33 and 34 – Review of Financial Processes and Internal Controls - & Draft Budget current position to be considered in November/December

Item 35 Lengthsman Contract - current position – Clerk confirmed Parish Lengthsman’s contract ran until December 2019.

Action – Clerk Mr Weaver to check he has received all Associate contracts. Cllr Appleby to discuss next steps with Cllr Stoodley.

9. Exclusion of Press & Public

Decision - Cllr Riley proposed that pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this agenda item by reason of the confidential nature of the business to be transacted. Members supported the proposal unanimously.

Action - Item to be brought to the next meeting of FCM.

AW

10. Items to be Considered at Next Meeting

There were no items to be considered.

11. Date and Time of Next Meeting

Thursday 13th November at 7.45/8.00 pm at Itchen Abbas & Avington Village Hall.

Meeting closed at 9.30 pm.