

Finance & General Purposes Committee Minutes

Tuesday 18th December 2018

Present: Cllr Riley (YR) - Chair, Cllr Appleby, Cllr Legat (CL), Cllr Jeffes (CJ).

In Attendance: A Weaver Clerk.

1. Apologies and Declarations of Public Interests

Cllr Andrews, Langford, and Stoodley.

2. To approve the minutes of the meeting of 13th November and consider any matters arising.

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

Matters Arising

IA Walnut Tree

Cllr Appleby confirmed that IA walnut tree stump had been ground out but there was no sign of replacement tree. It was not clear which contractors had completed the work and when invoices could be expected.

Action – Clerk to follow up with Cllr Langford.

AW/CL

GDPR Action Plan

Clerk Mr Weaver confirmed that privacy notices had been sent to contractors and members. In addition, he had contacted HALC re: advice about default email text messages used but they had sent back examples of privacy notices only. Cllr Legat highlighted some appropriate text from a HALC email.

Action – Clerk Mr Weaver to incorporate text and also carry out some pertinent research for further examples. Issue to be discussed with new Clerk.

AW

Recruitment of New Clerk

Action – Cllr Riley to forward new employee details to Payroll provider.

YR

Action – Clerk Mr Weaver to forward request for P45 details to payroll provider.

AW

Action - Clerk Mr Weaver to provide guidance on financial procedures to new clerk.

AW

Car Parking at Old School Field (OSF)

Action - Clerk Mr Weaver to follow up Chair's letter to McPherson Trustees.

AW

SDNP 'CiL'

Action – SDNP Call for Projects to be placed on next FGP Agenda.

MLA

Polling Station Review

WCC consultation responded to, confirming support for the 3 existing polling stations... NFA

3. Bills to Pay

Clerk Mr Weaver circulated Bills to Pay document and copies of invoices. Cllrs Appleby and Legat approved the payment list (This payment List will be included in the January 3rd FCM minutes).

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

AW

4. 2019-20 Precept Setting including Prioritising Projects

Cllr Riley confirmed that Band 'D' charge would be £44.31pa, an increase of £1.11 over last year. Cllr Riley circulated the Parish Precept Request Form 2019/20.

Action – Clerk Mr Weaver to sign form and forward to WCC.

AW

5. Boomtown Community Fund Grant Application Timetable

Cllr Riley confirmed funding had been received. Members discussed the schedule and timescales for completing application process.

Decision: Closing date for applications – Monday 25th February; Applications to be considered – FCM 7th March.

Action – Amended Application form to be forwarded to Cllr Legat together with associated details for publication on website.

YR/JL/AW

6. To Review FGP Committee Annual Work Plan

Cllr Riley confirmed all actions were up to date.

7. 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.

Confidential minute of 13th November was signed.

8. Items to be Considered at Next Meeting

There were no items for discussion.

9. Date and Time of Next Meeting

Thursday 17th January at 7.45/8.00 pm at Itchen Abbas & Avington Village Hall.

Meeting closed at 8.30 pm.