

Finance & General Purposes Committee Minutes

Thursday 21st March 2019

Present: Cllr Riley (YR) - Chair, Cllr Appleby (PA), Cllr Legat (CL)

In Attendance: M Leadbitter-Allen (Clerk).

Absent: Cllr S Andrews, Cllr R Stoodley

ACTION

1. Apologies and Declarations of Public Interest

Cllr Langford; Cllr Stoodley

2. To approve the minutes of the meeting of 21st February and consider any matters arising.

The minutes were agreed as a correct record. The Chair, Cllr Riley signed the minutes

Matters Arising

IA Walnut Tree and Guards

Cllr Appleby told the meeting that he had collected the free tree guards for the Walnut Tree, however they are rather large at circa 6ft tall. There was discussion around the option of cutting down the tree guards, but it was decided to leave them at the original height and paint them with some metal paint.

Action: Cllr Appleby investigate purchasing some metal paint, if he does not already have some at home.

Old School Field Parking

Action: Clerk to check if she has received correspondence to prove that the Trustees at agree with the parking proposals laid out in the letter from Cllr Appleby last year.

Unity Bank Signatories

In the previous meeting it was thought that the Clerk should be able to authorise internet banking transactions. Cllr Riley explained how this would compromise the security of the council's internal controls. The Committee agreed that the Clerk's authorities should remain at submit and view.

Unity Bank Credit Card

Following the last meeting where it was agreed that the Clerk should have a Multi User Credit Card for adhoc purchases, the Clerk had downloaded and completed the necessary forms.

The signatories present signed the forms to authorise the bank to issue the clerk with a credit card and for the bank to use the Clerk's address as the key address.

Couch Green Play Equipment Nothing to Report

□ Football Club Requirements

Cllr Riley had met with the two new Chairman who had explained their plans to purchase a used Refrigerated Unit which would be better to refurbish than a steel container. Cllr Riley had found a unit which she thought would be suitable and is going to forward the details to the Chairman of the Football Club. Cllr Riley explained that we do have enough money in the budget to purchase the unit and begin the refurbishment.

Cllr Riley is happy that progress is being made.

Action: Cllr Riley to forward details of refrigerated unit to the Chairman YR

Cllr Appleby said that they had asked him to deal with the Chafer Grubs and that he would seek advice from Tony Gaster PA

Action: Clerk was asked to approach Steve at Greensmile for a metre of top soil for the Football Club. MLA

□ Website

Cllr Legat told the meeting that he was now able to add events and latest news to the website.

Cllr Legat told the Clerk that he appreciated the email with the video showing the errors on the Council Mobile Site as it was then easy to make the necessary fixes.

Cllr Legat said that both Cllr Moffatt and himself could now use their Council email address, but he had not yet heard from Cllr Andrew's about the problems that he had been experiencing.

Further to the previous meeting, where it was agreed that Michelle should have more access to the editor of the website in order to add agenda's, minutes etc, Cllr Legat agreed to take this proposal back to the Council's website provider to see if it was possible.

3. Boomtown Community Grants

Action: Clerk to ensure that the all the accounts that would be receiving money from the Boomtown Community Grants are business and not personal accounts. MLA

Action: Cllr Riley to write an article about the successful bidders for the Itchen Valley News magazine. It was noted that the submission date for the May Newsletter was the 15 April. YR

i. Itchen Valley Parish Council Project 1 – Itchen Abbas Bus Stop

Cllr Appleby went on to talk about the Itchen Abbas Bus Stop (one of two projects that were successfully bid for by IVPC)

Cllr Appleby had nothing to report regarding quotations.

Action: Cllr Riley will send the check list she used for the Martyr Worthy bus stop to Cllr Langford. YR

Cllr Appleby believes that the bus stop may need reroofing. Cllr Riley explained that the Martyr Worthy bus stop had also appeared to need reroofing, but once it was cleaned up it was as bad as first thought. This may be the case at Itchen Abbas too. Cllr Appleby also said that drainage would need to be put in at the bus stop site.

Action: Cllr Appleby to submit bid to the 2020 budget. PA

Cllr Appleby said that he and Cllr Langford are working together on this project and will deliver results.

ii. Itchen Valley Parish Council Project 2: Community App

Cllr Riley explained that there are times when the Parish Council needs to communicate with the populous and the Itchen List is no longer an option as the Council needs to communicate within GDPR parameters.

Cllr Riley explained that there are different methods that can be used including a mailing list (Mailchimp), social media (Facebook) or a Social Media App which would only be available to the parish community.

If in the instance a free method is decided upon then the monies received from the Boomtown Grant for this project would be returned.

Cllr Riley would like to run with this project and agreed to investigate on how we could communicate effectively. YR

Cllr Riley asked Cllr Legat to look in to what could be the most effective solution for the Council. JL

4. Standing Orders

Cllr Appleby said that he was happy with the Financial Standing Orders.

Action: Clerk to check if we have a soft copy of the latest Standing Orders and Financial Orders and circulate to Cllrs Appleby and Riley. MLA

Action: Clerk to add Resolution to Adopt Standing Orders on the next FCM Agenda and to bring any proposed changes to the F&GP meeting on the 18th April 2019. MLA

5. Refurbishment of Martyr Worthy Notice Board and Step

Cllr Riley explained that the Notice Board at Martyr Worthy was next on the rolling refurbishment list.

Cllr Riley agreed to use the same company that had been used to refurbish the notice board at Itchen Abbas.

Action: Cllr Riley to ask Cllr Andrews to liaise with the company and ensure that the cost will be within budget. YR

The Cover will need to be transparent Perspex and the wooden surround would need to be stained.

It is not sure how best to put in a step in front of the board as it is a sharp incline, however it would be part of the deal.

6. 2018-2019 Financial Year End Preparation and Draft Accounts

Cllr Riley and the Clerk had received a message from PKF Littlejohn with a link to a video explaining the new rules for completing and submitting the AGAR. Cllr Riley and Clerk, Mrs Leadbitter-Allen have diarised time on the 1-3 April to work on the end of year accounts, ensuring Draft Accounts are prepared for Full Council Meeting on the 4th April.

7. Bills to Pay

Clerk, Michelle Leadbitter-Allen circulated the accounts for payment, Cllr's Appleby and Legat checked and signed the accounts.

8. F&GP Committee Annual Workplan Update

Action: As soon as AGAR has been received and downloaded, Clerk to forward to Cllrs Appleby and Riley

MLA

Action: Cllr Riley to follow-up on the deeds for Couch Green.

YR

9. PC Elections

Clerk, Mrs Leadbitter-Allen gave an update regarding the upcoming elections and that she had not yet heard back from Karen Vincent at WCC with an appointment time.

Action: Clerk to follow-up appointment with Karen Vincent

MLA

10. Items for Consideration at Next Meeting:

Financial Instructions for Consideration

11. Date and Time for Next Meeting:

Thursday 18th April at 7:45-8.00pm at Itchen Abbas & Avington Village Hall

Meeting Closed at 9:15pm