

Finance & General Purposes Committee Minutes

Thursday 17th January 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

2. To approve the minutes of the meeting of 18th December and consider any matters arising.

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

Matters Arising

- IA Walnut Tree

Item is to be deferred.

Action – Clerk to follow up with Cllr Langford

MLA/CL

- GDPR Action Plan

Clerk Mrs Leadbitter-Allen identified some appropriate text for the email disclaimer.

Action – Clerk Mrs Leadbitter-Allen to create disclaimer and email signature for council members. Bring to FCM for approval. Add to FCM Agenda under General Items

MLA

Cllr Appleby expressed his concern over the number of Councillors still using their personal emails for council business.

Action: Cllr Riley to remind Councillors of the importance of using the appropriate council email address for all Council business

YR

- Clerk

Mrs Leadbitter-Allen received a draft copy of Employment Contract for review

MLA

Cllr Riley to check with HALC for recommendations for pension, although Mrs Leadbitter-Allen has requested to stay with Nest if still deemed suitable by HALC.

YR

Current Minimum Contributions: Employer Contribution: 2% Employee Contribution: 3%
From the 6th April 19 the Employer contribution will rise to a minimum of 3% with the employee contribution rising to 5%

- Old School Field Car Parking

Cllr Riley explained that IVPC proposal letter had been circulated to Trustee's for approval, still awaiting response from the Chairman of the McPherson Trust

□ Boomtown 2019 Grants Publicity

All happy that application form and Fund details were now on the website, Cllr Riley also sent an article to the IV News.

3. Bills to Pay

Clerk Mrs Leadbitter 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 February 7th FCM minutes).

All agreed that new Clerk Mrs Michelle Leadbitter-Allen should be added as a signatory on the bank account and for Mr. Weaver to be removed.

- i. **Action:** Clerk to submit application to Unity Bank adding her details and removing Alan Weaver's from the internet banking account portal. Cllr Riley to create and authorise all transactions until application is approved. **MLA**
- ii. **Action: Clerk to record the above as complete in FCM minutes** **MLA**

4. Management Accounts Review

Cllr Riley ran through the management accounts income, expenses and the anticipated overspend. The forecast is currently less than expected at budget setting. The most pressing issue was identified as the provision for new storage and play equipment at Couch Green. If this project is not initiated before the end of the financial year the overspend will be reduced and the project will need to be carried over into the next financial year.

- iii. **Action:** Cllr Riley to approach Vitaplay for options. **YR**
- iv. **Action:** Cllr Riley to talk to Football Club regarding their requirements for the new storage facility at Couch Green **YR**

Cllr Riley also explained that £1800 had been taken out of Footpaths and removed from the budget.

All agreed that they were happy with the current budget and the Management Accounts could be sent to FCM

- v. **Action:** Clerk to add Management Account Review to FCM Agenda. **MLA**

5. To Agree IVPC capital project priority in response to the request from SDNP Cil lead

Cllr Riley referred to the capital list of projects approved at Oct 18 FCM. Of the projects listed, all present agreed after discussion that the priority for the CiL bid should be:

'Footpath from the carpark of IA & Avington Village Hall up to the back field of Itchen Abbas Primary School. To enable children to move to the village hall in a traffic free environment and encourage parents to use the village hall as the drop off and collection

point rather than residential streets.'

- vi. **Action: Cllr Riley to submit electronic bid** YR

6. NALC Legal Briefing on Public Sector Bodies (websites & mobile Apps) Accessibility Regulations 2018 - Determine the Actions Required

Cllr Legat has approached the IVPC website providers TLC to ensure that we were compliant with current accessibility regulations. It appears that we already comply with the Accessibility Regulations. Cllr Riley made Cllr Legat aware that if any money was required to make our website compliant the budget setting was to take place in October, and he would need to bid for funding. Clerk Mrs Leadbitter-Allen wondered if perhaps NALC was aware of any funding for councils to become compliant.

- vii. **Action: Clerk to investigate with NALC and report back** MLA

- viii. **Action: Cllr Legat to forward TLC contact details to Clerk** JL

Cllr Legat reported that Alan Weavers details on the website had been replaced by Mrs Leadbitter-Allen.

- ix. **Action: Clerk to confirm if Clerk's address needs to be on the website.** MLA

7. To Review the F&GP Committee Annual Workplan

It was noted that the following items had been actioned with their status turning green

- Item 16: RESOLVE ANY QUERIES FROM INTERNAL AUDIT
- Item 24: ARCHIVE PAST COUNCIL MINUTES AT HCC RECORDS OFFICE
- Item 36: SDNP COMMUNITY INFRASTRUCTURE RESPONSE (discussed and resolved at meeting see agenda item 5)
- Item 38: REVIEW 1/4LY MANAGEMENT ACCOUNTS (reviewed at meeting see agenda item 4)
- Item 35: NEW CONTRACT WITH LENGTHSMAN & ASSOCIATED PARISHES

- x. **Action: Clerk to follow-up with parishes that still need to sign & return contracts** MLA

8. Items for Consideration at Next Meeting:

YR/CL/PM to consider the agenda for next meeting & FCM as PA is away. No items to consider for next meeting

YR/CL/
PM

9. Date and Time for Next Meeting:

Thursday 21st February at 7/45-8.00pm until 9pm at Itchen Abbas & Avington Village Hall
Meeting Closed at 9:15pm