

Finance & General Purposes Committee Minutes

Thursday 18th April 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

No apologies received

2. To approve the minutes of the meeting of 21st March 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

This project is planned to be finished by the end of June

Action: Cllr Appleby and Cllr Langford to complete painting of guards

Unity Bank Update

Mandate has been submitted for key address to be change to that of new clerk.

Unity Bank Credit Card

Unity Bank Multi-Card supplied by Lloyds bank application has been submitted, received as is being currently being processed.

Action: Clerk to update password sheet with new Multi Card passwords and return to Cllr Appleby at next F&GP meeting

Couch Green Play Equipment Nothing to Report.

Action: Carry forward to next F&GP Meeting

Football Club Requirements

Refrigerated Unit:

Cllr Riley reported new Chairpersons of FC have offered to pay £2K towards cost of decommissioned refrigerated unit.

Action: Cllr Riley and FC to continue to look for suitable unit

YR

Topsoil

Clerk approached Greensmile for topsoil for FC. Greensmile has agreed to lay 5

bags of topsoil to the pitches, which will suffice until September.

Chafer Grubs:

Discussion regarding best way ahead.

Committee agreed with Cllr Appleby's suggestion of using Nematode Worms

Action: Clerk to contact Greensmile for cost of treating the 2 areas most affected. MLA

□ Boomtown Community Grants

Cllr Riley has completed the report for Itchen Valley News.

After checking all bank accounts into which Grants had been paid, it was found that one of the claimants was still using a personal bank account. This is unacceptable and although allowed this year, going forward it will be made clear to all applicants that a business bank account is a mandatory requirement.

□ **Action:** Clerk to advise said claimant of a Group Bank Account that is available from Lloyds Bank. MLA

□ Refurbishment of Notice Board and Step at Martyr Worthy

Cllr Riley is awaiting response from email to Cllr Andrews who has been tasked with this project.

□ Follow up on Property Deeds at Couch Green

Action: Cllr Appleby agreed to pursue this PA

□ Website

Following the proposal that the Clerk have access to the website to upload agendas and minutes, Cllr Legat reported that TLC are holding firm on their stance of having only one Admin User Account.

There was discussion around introducing an IVPC Facebook page or a Push App i.e AA, Romanse traffic to keep residents updated about traffic issues in the area.

Action: Cllr Riley to send link of Kingsworthy FB page to Cllr Legat for his information. YR

3. Clerk Probation Period

Cllr Riley explained that the Clerk's probation period of 3 months had ended and that Cllr Riley and Mrs Leadbitter-Allen had had a conversation where it was reported that everyone was happy for Mrs Leadbitter-Allen to continue as clerk for IVPC and that Mrs Leadbitter-Allen also wished to stay.

4. Clerk & Member Training

Clerk has identified some courses at HALC which she would like to attend. All agreed that she should attend.

- Action:** Clerk to draw up a Draft Training Policy for new members and to include appropriate training if sitting on sub-committees. MLA
5. Standing Order Review
- Action:** Cllr Appleby to resend Standing Orders to Clerk PA
- Action:** Clerk to submit Standing Orders to AGM for adoption. MLA
- Cllr Riley ran through 2019 Changes to Governance and Accountability for Smaller Authorities in Southern England and felt happy based on the changes that the Financial Regulations were in line with current legislation, although would check if the General and Earmarked Reserves would change the layout of our Management Accounts.
- Discussion around the use of an accounting package instead of Excel. It was agreed to defer this to a later date.
- Action:** Cllr Riley to check Advice on General and Earmarked Reserves before submitting Financial Regulations for adoption. YR
- Action:** Once Cllr Riley has completed her checks, clerk to submit Financial Regulations to AGM for adoption. MLA
- It was agreed that the Clerk would continue to use the current reconciliation the one used for the AGAR is too simplified for our accounting needs. MLA
6. New Edition of Practitioners Guide ‘Governance & Accountability for Smaller Authorities in England & Wales’
- Cllr Riley reported that the new edition has been published and the Clerk and Cllr Riley have been referring to it whilst performing the AGAR.
7. Bills to Pay
- Clerk, Michelle Leadbitter-Allen circulated the accounts for payment, Cllr’s Appleby and Legat checked and signed the accounts.
- Action:** Clerk to submit payments. MLA
- Action:** Cllr Riley agreed to authorise payments. MLA
8. F&GP Committee Annual Workplan Update
- Busy with Annual Review of Financial Regulations
 - Clerk Probation is complete
 - Practitioners Guide has been received and reviewed
 - Review of Insurance Schedule complete and submitted to Came & Co – we are currently awaiting quotations.
 - New Cashbook and Management Accounts has been established

Action: Clerk to submit VAT reclaim MLA

Action: Clerk to complete review of Financial Year & Supporting Documents before IA on 26 April. MLA

Action: Clerk to forward Section 1 & 2 of Annual Governance and Annual Return Statement-External Audit to F&GP Committee for review. MLA

Action: Clerk to raise invoice for Lengthsman Scheme and to include Kingsworthy PC. MLA

9. I Verdi Grant

All agreed to not pursue this any further as member of the public had cleared out the Copse of Trees that was previously identified as a possible candidate for crowd funding.

10. Data Protection

Members noted new charge payable to ICO for 2020.

Action: Clerk to increase DD amount to £40 as per notice in January 2020. MLA

11. Items for Consideration at Next Meeting:

Financial Instructions for Consideration ALL

12. Date and Time for Next Meeting:

Thursday 16th May at 7:45-8.00pm at Itchen Abbas & Avington Village Hall
Meeting Closed at 8.54pm