

Finance & General Purposes Committee Minutes
Thursday 20th June 2019

Present: Cllr Riley (YR) (Chair) Cllr Appleby (PA), Cllr Langford (CL), Cllr Moffat (PL), Cllr Legat

In Attendance: M Leadbitter-Allen (Clerk).

ACTION

1. Apologies

Cllr Andrews

2. To approve the minutes of the meeting of 16th May 2019 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

The Guard has been altered and painted.

Action: Cllr Appleby & Cllr Langford to install it. Resolved that no mesh is required, and not to replace the tree at this point following vandalising.

PA/CL

Unity Bank Credit Card Update

Clerk notified that technical fault is fixed, if Clerk has access as promised, Clerk to close agenda item.

Football Club Requirements

Refrigerated Unit:

Cllr Riley still looking for Refrigerated Unit.

YR

Chafer Grubs:

Clerk to arrange inspection meeting with GreenThumb and Cllr Riley at King George Vth Fields.

MLA

Refurbishment of Notice Board and Step at Martyr Worthy

Cllr Riley reported Cllr Andrews has received quotation for £600 which is around what we were expecting. However, the cost for the pinboard insert is not included in the price, or locks. Price includes steps. Cllr Andrews will be pursuing these costs with the provider.

SA

Action: Clerk to inform Cllr Andrews to go ahead with refurbishment

Update on Property Deeds at Couch Green – KGVth and adjacent play area

Clerk obtained original copies of deeds. After much discussion it was decided that no further legal advice regarding the legality of the deeds shall be sought. The land must be used for its intended purpose for recreation.

Action: Cllr Appleby to advise local landowner that in the Councils opinion the land is for recreation only.

PA

Action: Cllr Appleby to advise South Downs National Park of outcome.

Registering Land at Couch Green

Action: Cllr Appleby to show Oliver Denniss original deeds for him to register them with Land Registry.

Website

Action: Clerk and Cllr Legat to ensure all 2019 documents are uploaded to website to comply with Transparency Code by the end of June

MLA/JL

Action: Clerk to undergo website training with Cllr Legat

MLA/JL

Training Policy

Clerk updated Training Policy as requested at previous F&GP. To be

adopted by council at next FCM on 4th July 2019.

- **Action:** Clerk to add Adoption of Training Policy to FCM Agenda
- Review of IA Report & Actions
 - i. Agenda Publication on Website

Action: Cllr Legat in talks with TLC regarding changes to page(s) to accommodate request by IA to hold agendas, papers and minutes from all meetings on the website. Cllr Legat has begun putting all agendas and minutes on the meetings.

Cllr Riley happy with proposed changes of splitting agenda and minute pages by Cllr Legat and should only be working forward from Internal Audit last year. (June)

Cllr Legat stated that the website is accessible. TLC is aware of the new accessibility requirements and are looking at it in depth. No additional budget requirements at this point.

Action: Cllr Legat to continue changing the page layout and uploading the corresponding papers as per point raised above.

Action: Cllr Legat to update Councillors Bios with Committee Memberships.

RAG to change to Amber
 - ii. Tabled Papers:

Action: Clerk has advised City and County Councillors that reports need to be submitted by the last week of the month if they are to be discussed at the FCM. Any topic for decision should be listed clearly on the agenda.

Rag to change to Green
 - iii. Tabled Papers:

Action: Chairman to write to WC & HC County Councillors to remind them to send in their reports by the end of the month for inclusion in mtg papers.

Rag to Remain Amber
 - iv. Accounts Spreadsheet:

Clerk has emailed other parishes inquiring about what accounting systems they use.

Action: Clerk to continue investigation, get costings and arrange demo's

RAG to change to Amber
 - v. Website Updates:

Noted that Clerk as Proper Officer is responsible for content on website.

Cllr Legat has arranged with website provider for clerk to have access.

Action: Clerk to arrange training with webmaster Cllr Legat

Rag to remain to Amber
 - vi. Risk Assessment:

Action: Cllr Riley and Clerk to separate two categories as per IA recommendation when new playground Inspection received.

RAG to remain Red
- DD to HCC for street lighting

Clerk attempted to set this up but was unsuccessful. It was instead paid manually via BACS.
- Tree Inspections and Policy

Clerk presented draft Tree Management Policy.

Clerk to awaiting responses from Arborsense, Merritt Tree Specialists, Wessex Tree Surgeons regarding Tree Survey.

Action: Clerk to contact Arborcall

Action: Tree Management Policy to be in line with the National Tree Safety Document – we will accord with the National Tree Safety Document.

Action: Tree Survey to be in accordance with the National Tree Safety Document

Action: Clerk to advise Tree Surgeon of where the trees are in accordance with the Asset Register.

□ Fidelity Insurance

Cllr Riley found proof of reference which meets the requirements of the Fidelity Insurance

3. 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
YR

Action: Cllr Riley agreed to authorise payments.

4. Arrangements for Paying Bills in August

Action: Cllr Appleby and Cllr Riley are on hand to authorise any payments for August.

MLA

Action: Clerk to check for suitable date for a provisional planning meeting and inform all Councillors to ensure quorum is possible. Bills to pay can go to this meeting if meeting goes ahead.

5. Lengthsman Appraisal Review & Renewal of Contract

Cllr Moffat explained that the meeting went well. Some new procedures have been put in place based on comments made by other Uplands Scheme Councils and RP Gardening.

Action: Cllr Langford to review contract

CL

Action: Cllr Langford to draft email to Uplands Scheme Councils regarding the new procedures.

CL

Action: Clerk to send reviewed contract to Rob at RP Gardening

MLA

Agreed to add an extra half a day for IVPC during Summer for trimming back footpaths. This is chargeable to the council and not part of the Lengthmans Scheme.

Action: Cllr Moffatt to contact Rob directly in this regard.

PM

Action: Clerk to add Lengthsman Rotation on website

MLA

6. Co-option Update

Clerk discovered from Electoral Services at WCC that Co-optees not bound by ward boundaries.

Vacancies have been advertised online, Itchen Valley Parish News and on parish notice boards by PA

7. Transparency Code

Action: Clerk and Cllr Legat to ensure that all documents for 2019 are correct and uploaded to website by 1st July 2019.

MLA/JL

8. King George the Vth Lease renewal with WYFC

Action: Clerk to review existing lease necessary changes to new lease and submit to WYFC for signing. Include provision for two Chairman signatures. Committee resolved to increase rental charge by 5%

MLA

9. Car parking and Events policy review

Action: 2018 Policy – requires removal of Clerk's contact detail, refer to

- website for contact details.
- Action:** Add risk assessment to Policy. MLA
10. **Consider if all Councillors should be provided with Microsoft 365**
 Allows all documents to be accessible to Councillors providing an audit trail of changes. It would provide additional controls around versions of documents
 Action: Clerk to investigate the cost. MLA
11. **F&GP Committee Annual Workplan Update**
MAY
- (1) Budget has been added to Cashbook
- (5) Lengthsman: Contract and Report submitted to HCC. Invoice Raised on receipt of PO. Monies have been deposited. MLA
- (10) Councillors Declaration of Pecuniary Interest– Complete but awaiting signature from Cllr Andrew’s before hand-delivering all to WCC MLA
- JUNE
- (12) Review Internal Auditors Report FY18-
 Agenda item at F&GP and action plan initiated ALL
- (14) Review Lease for KGVth Playing Fields – as per agenda Item 6
- (15) Transparency Code for website – ALL
Action: Cllr Legat and Clerk to ensure that website complies with
 Transparency Code regulations by end of June – as per agenda item 7 MLA
- (16) Event and Car Parking Policy (on Parish Council owned Land) JL/MLA
Action: Clerk to review and revise existing Policy.
Action: Cllr Riley to present car parking map created by Cllr Appleby
 McPhersons Trust at meeting on 21st June. YR
- (17) Quarterly Bank Reconciliation to be signed off by Cllr Riley and presented at
 FCM YR
- (18) Review of Management Accounts MLA
12. **Items for Consideration at Next Meeting: None**
13. **Date and Time for Next Meeting:**
 Thursday 18th July at 7:45-8.00pm at Martyr Worthy Village Hall
 Meeting Closed at 9.47pm