



# Itchen Valley Parish Council

Serving the Communities of Avington, Easton, Itchen Abbas & Martyr Worthy

## Finance & General Purposes Committee Minutes

Wednesday 24<sup>th</sup> July 2019

**Present:** Cllr Appleby (Chair), Cllr Legat, Cllr Stirrup

**In Attendance:** M Leadbitter-Allen (Clerk).

### ACTION

#### 1. Apologies

Cllr Andrews, Cllr Langford, Cllr Jeffes, Cllr Moffat, Cllr Riley

#### 2. To approve the minutes of the meeting of 20<sup>th</sup> June 2019 and consider any matters arising.

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

#### **Matters Arising**

- IA Walnut Tree and Guards

Tree has been splinted and appears to be thriving. Guard rails have been installed round the tree. All agreed to close the 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 between 1 – 9 August.

YR/MLA

- Refurbishment of Notice Board and Step at Martyr Worthy

Clerk informed Cllr Andrews to go ahead with the refurbishment as an action point from last meeting. Clerk has not received a progress report.

SA

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

Cllr Appleby has made photocopies of the deeds and has given the originals to former Councillor Oliver Dennis to register.

PA

**Action:** Cllr Appleby to hold deed copies in safe until next meeting. Cllr Appleby to give copies of deeds to clerk at next meeting.

- Website Transparency Update

**Action:** Cllr Legat & Clerk continue to update documents and agendas on the website. Council discussed the following documents:

MLA/JL

- (i) GDPR

**Action:** Clerk to consult with HALC & ICO to check if our policy is up to date

MLA/JL



## Itchen Valley Parish Council

Serving the Communities of Avington, Easton, Itchen Abbas & Martyr Worthy

### (ii) Privacy Statement

**Action:** Only change if necessary, as per GDPR requirements.

MLA/JL

There was some concern regarding the 'harvesting' of IP address for Google Analytics.

**Action:** Cllr Legat to check with TLC. If necessary, update the Privacy Policy accordingly

MLA/JL

### (iii) Disciplinary:

**Action:** Review policy to be decided in Standing Orders

### (iv) Emergency Policy

**Action:** Clerk to forward Emergency Policy to Cllr Appleby for review when ready.

## • Review of IA Report & Actions

### i. Agenda Publication on Website

Agendas up to date.

**RAG to change to Green**

### ii. Website Updates:

Training Completed. Shared uploading of documents

**RAG to change to Green**

### iii. Accounts Spreadsheet;

Clerk has received costings for Avantedge and Rialtas. Demo's arranged for 6 August 2019.

**Action:** Cllr Riley to confirm attendance for telephone/online demo with Clerk on 6<sup>th</sup> August 2019.

**RAG to remain to Amber**

### iv. Risk Assessment:

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

**RAG to remain Amber**

## • Tree Inspections and Policy

Clerk contacted and gave maps to Merrit, Wessex and Arborcall. Clerk received initial responses from Merrit Tree Specialist & Wessex Tree Surgeons. Arborcall have made a request to meet on site.

**Action:** Clerk to arrange a date with Cllr Riley to meet Arborcall at Couch Green.

## • Lengthsman & Renewal of Contract

Clerk notified council that outstanding matters with Lengthsman and Four Marks have been resolved.

## • Car Parking and Events Policy Review



## Itchen Valley Parish Council

Serving the Communities of Avington, Easton, Itchen Abbas & Martyr Worthy

Clerk has added the Risk Assessment to the Policy as requested. All happy with new document.

### 3. **Quarterly Accounts & Bank Reconciliation**

Clerk presented the management accounts to the Council. Cllr Stirrup enquired how we obtain our income, Cllr Appleby explained. There were no other questions or concerned about the quarterly accounts.

### 4. **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:** Clerk to ask Cllr Moffatt to authorise payments. If he is unable to Cllr Appleby will authorise, Cllr Riley and Langford to re-authorise payments in retrospect at FCM in September to maintain internal controls.

PM/PBA

### 5. **King George the Vth Lease renewal with WYFC**

Clerk explained that the lease had been sent to chairs of WYFC, we are awaiting a signed copy in response.

**Action:** Clerk to follow-up with the Chairs.

MLA

### 6. **Review of Quotations for Couch Green following Traveller Occupation**

Cllr Appleby has not received a response from welder approached to weld the low barrier at the parking area.

Quote received for ditch and bund for £250 which includes the West Fence.

The quotes received were not listed 'like for like'.

**Action:** Cllr Appleby to consolidate the quotations and email them all councillors.

**Quote to repair trampoline received from Vitaplay.**

**Action:** Clerk to obtain excess from insurer so we can decide whether on the most cost-effective way to proceed.

### 7. **Update on Microsoft 365**

Clerk gave an update on services provided and the cost.

Council agreed that they would not be pursuing this as it could compromise internal controls.

### 8. **F&GP Committee Workplan Update**

- **External Auditors Queries due/to answer**

MLA/JL

Awaiting notice of completion from External Auditors

- **Charities Commission Annual Return**

**Action:** Clerk to seek advice from Cllr Riley



## Itchen Valley Parish Council

Serving the Communities of Avington, Easton, Itchen Abbas & Martyr Worthy

**Action:** Clerk to update KGVth Trust with new trustee details

- **Submit Co-opted Councillor's Declaration of Interest to WCC**

**Action:** Clerk awaiting submission from Cllr Jeffes

- **Archive Past Minutes & Other Documents to HCC records Office**

Clerk has contacted HCC for instructions

**Action:** Clerk to continue with archiving as appropriate.

**9. Items for Consideration at Next Meeting:** None

**10. Date and Time for Next Meeting:**

Thursday 19th September 2019 Itchen Abbas & Avington Village Hall

Meeting Closed at 9.15pm