



# Itchen Valley Parish Council

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

## Finance & General Purposes Committee Minutes

21<sup>st</sup> November 2019

**Present:** Cllr Riley (Chair), Cllr Appleby, Cllr Stirrup, Cllr Langford, Cllr Moffatt, Cllr Jeffes

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

### ACTION

1. **Apologies**

None Received

**Absent:** Cllr Andrews

2. **To approve the Minutes of the [Meeting of 17th October 2019](#) and consider any matters arising.**

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

**Matters Arising**

• Football Club Requirements

Refrigerated Unit:

Cllr Appleby attended meeting with Chairman of WYFC and agreed that a refrigerate unit was not required. They are looking for a lock up to store football gear i.e. posts, flags etc. Councillors discussed the logistics of positioning of unit and felt it would be best placed on flat ground, over the ditch, adjacent the car park. All agreed as the money was available in the budget that IVPC should continue with purchase of suitable unit.

**YR**

**YR**

**Action:** Cllr Appleby to check with WYFC if a shipping container would suitable.

**PBA**

Chafer Grubs:

Cllr Appleby received an email from Chair of WYFC informing us of the damaged grass caused by the Chafer Grubs.

**Action:** Cllr Appleby to email response explaining that the area can only be treated for Chafer Grub Removal in May of next year as it is too late in the year to treat them.

**PBA**

• Registering of Land at Couch Green

Land has been registered and Cllr Appleby has sent a letter of thanks. Cllr Appleby gave Clerk the photocopies of the deeds for safe keeping. Deeds are also available in electronic form.

**Action:** Cllr Appleby to collect original deeds when possible.

**PBA**

• Website Transparency

Website up to date

All minutes had been uploaded and were up to date.



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- Tree Inspections:  
 Cllr Riley met with several suppliers at Couch Green and found Kiss Tree Management to be very knowledgeable. Quotes for surveys were received from Wessex Tree Surgeons, Arborcall and Kiss Tree Management. Cllr Riley proposed that Kiss Tree Management be the provider of this service. **MLA**  
**Action:** Clerk to forward the survey and cost of Old School Field to McPherson's Trust for actioning. **MLA**  
**Action:** Clerk to forward all quotes for survey and recommended works to Cllr Langford.
  
- 3. **Bills to Pay**  
 Clerk, Michelle Leadbitter-Allen circulated the [accounts for payment](#), Cllr's Moffatt and Langford checked and signed-off the accounts.  
**Action:** Clerk to submit payments. **MLA/YR**  
**Action:** Cllr Riley to authorised submitted payments
  
- 4. **F&GP Committee Annual Workplan Update**  
Internal Controls Review:  
 Committee reviewed the Internal Controls. F&GP committee were happy with the Controls.  
**Action:** Clerk add to Adoption of Internal Controls to FCM agenda **MLA**  
Budget and Precept Setting Discussion  
 Discussion around the proposals made at the November FCM. [See Separate Document](#).  
 F&GP meeting noted that due to time constraints on Cllr Riley and Clerk the budget will only be agreed at FCM on 9<sup>th</sup> January 2020.  
**Action:** Cllr Riley and Clerk to meet to discuss budget before next FCM once Band D figures for 2020-2021 have been released. **MLA/YR**  
Lengthsman Contracts renewal for Uplands Scheme  
 Clerk has sent out all contracts for renewal and is currently accepting returned signed copies.  
 New Budget Headings of Pest Control, Tree Survey, Accounting Software under Risk Management, proposed by Clerk Agreed by All in attendance
  
- 5. **Review of Quarterly Accounts**  
 Clerk provided the following documents for review:
  - Financial Budget Comparison
  - Cashbook Financial Summary + Detailed Statement
 Unfortunately, it was decided the reports provided by the new system were inadequate at this point.  
**Action:** Cllr Riley and Clerk to meet to discuss and go through the software **MLA/YR**  
**Action:** Clerk to approach Advantage to ask if a 'Management Accounts report can be supplied' that measures the budget, actual to date and forecast to the **MLA**



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end of the year.

6. **Decision regarding Signage at Couch Green**

Committee were happy with the quotes and design of the signs.

**Action:** Clerk to check if the cost of the addition of the Council Telephone number is for 2 new signs or to cover up the old number with a vinyl strip.

**MLA**

7. **Review of Health & Safety Assessment**

**Action:** Cllr Riley and Clerk to meet & review

**MLA/YR**

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

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

Thursday 19<sup>th</sup> December 2019 at Itchen Abbas & Avington Village Hall

Meeting Closed at 8.50pm