



Finance & General Purposes Committee Minutes

20th February 2020

Easton Village Hall

Present: Cllr Riley (Chair), Cllr Appleby, Cllr Langford, Cllr Moffatt

In Attendance: M Leadbitter-Allen (Clerk).

Absent : Cllr Andrews, Cllr Percy

ACTION

1. **Apologies :** Cllr Jeffes, Cllr Legat, Cllr Stirrup
2. The minutes of the [Meeting of 16th January 2020](#) were agreed as a correct record.
The Chair, Cllr Riley signed the minutes.

Matters Arising

- Tree Inspection:

Cllr Langford reported the lengthsmen had removed the ivy from the lower half of the affected trees. However, to get to the top half we would need to employ the services of a tree surgeon for a day. Cllr Langford proposed that we use Colin J Luff Ltd.

Action: Cllr Langford to email quote from Colin J Luff Ltd to clerk

Action: Clerk to compare quote to those received from Wessex and Merritt
Cllr Langford also reported that he had purchase the Hawthorne plants which have now been planted.

Action: Cllr Langford to supply receipts for payment for the plants he has purchased and those purchased by Couch Green resident for reimbursement.

- Football Club Requirements: Storage Unit Purchase Update

Cllr Appleby reported that the storage unit is being implemented and WYFC have purchased a combination lock. Unit will need to be moved onto concrete when weather permits.

Clerk informed committee that the Council Insurers had been notified and the annual premium would increase by £7.73 from June 2020. The clerk confirmed the unit had been added to the asset register

Action: Clerk to add combination to password list

- Refurbishment of MW Noticeboard



Discussion around whether the noticeboard was too rotten to be refurbished. The Committee agreed that the work should be of the standard of Itchen Abbas Board and it may be cheaper to have one built instead of buying commercially but would prefer to refurbish properly if possible.

Action: Cllr Riley to give number of the carpenter to Cllr Appleby.

Action: Cllr Appleby to arrange with the carpenter to examine the noticeboard to determine the best course of action and to provide a quotation.

Action: Cllr Appleby to ask if the carpenter could provide repairs needed to playground equipment.

- Registering of Land at Couch Green

No progress, but Cllr Appleby shall send a further reminder to arrange a meet to collect the registered deeds.

- Itchen Abbas Bus Shelter

At Full Council on the 6th February, it was resolved that refurbishment of the Itchen Abbas bus shelter should be completed by All Aspects Fencing. However due to the length of time between the original quote and the decision, the price has gone up by £150 due to an increase in wood costs. The Committee agreed that the cost was still reasonable, and the works should be commissioned. Work would not be able to start until April 2020.

Action: Cllr Appleby to inform All Aspects and arrange for works to commence.

3. **Bills to Pay**

Clerk, Michelle Leadbitter-Allen circulated the [accounts for payment](#), Cllr's Appleby and Moffatt checked and signed-off the accounts.

Action: Clerk to submit payments.

Action: Cllr Riley to authorised submitted payments

MLA/YR

4. [F&GP Committee Annual Workplan Update](#)

- Archiving:

Clerk reported that the archiving is complete.

Action: Clerk to purchase archive boxes and deliver to archive office in Winchester

RAG to remain Amber

- Clerks Annual Review

Action: Clerk to discuss suitable dates with Cllr Riley

RAG to remain Amber

- Asset Register



After review by the committee, it was decided to continue to use the Asset Register Spreadsheet as new system register was too limited.

Action: Clerk to send Asset Register to Cllr Riley for review after ensuring it is up to date.

Action: Clerk to bring to March F&GP to be signed off.

RAG to remain Amber

Discussion around the Workplan for March which includes the following:

- Review & Update Risk register Mar-20 SA
- Annual Review of Financial Regulations
- Annual review of TOR from F&GP
- Annual Review of Discipline and Grievance Policy
- Update Asset Register prior to year end
- Review bids against 2020 Boomtown Community Grants
 - Carry forward to May as agreed.
- Annual Governance and Accountability Return
- Receive New Edition of the Practitioners Guide "Governance & Accountability for Smaller Authorities in England & Wales"

Clerk asked Committee to approve procurement of webinar recording from Advantedge which outlines all the processes the RFO must complete for year-end using the new accounting software. The cost is £20.

All agreed that the Clerk would benefit from this knowledge and agreed that the Clerk could purchase a copy of the webinar from Advantage

Action: Clerk to proceed with purchase.

5. Boomtown Community Fund Update

Clerk advised Committee that the funds of £5600.00 had been received from Boomtown.

The Timeline was discussed, and the Committee decided on the following:

- Cllr Riley to produce an advert for Itchen Valley News April Edition, advertising the fund and outlining the application details. **YR**
- Cllr Appleby to include the Boomtown Community Fund in monthly report. **PBA**



- Applicants will have until the end of April to apply. After which the applications will be discussed, and beneficiaries decided at the F&GP meeting on the 21st May 2020.

MLA

Action: Clerk to pursue reports from last year’s beneficiaries to pass on to Boomtown.

6. **Community App Update:**

Clerk reported on information received from The App Office which explains the differences between a Full Mobile App and Web App. Clerk explained the main differences and benefits and the cost implications of both. The cost of the Web App was a lot cheaper that the cost of the full Mobile App.

The Costs were as follows:

The Webb App		The Full Mobile App	
Initial Set up	£ 200	Initial Set-Up	£ 599
Monthly	£ 20	Monthly	£ 39
		Annual Developer Account	£ 59
<u>Cost for 1st Year</u>	£ 440	<u>Cost for 1st Year</u>	£1146
<u>Total Annual Cost Thereafter</u>	£ 240	<u>Total Annual Cost Thereafter</u>	£ 527

The Committee decided that the Web App was the best option for the Council based on cost and functionality and that the Clerk should commission The Office App to build the Web App. The Clerk would project manage and administer the app going forward. The Boomtown Money received for this project is £800 which means the application would run as a trial for the next two years with a review after the 1st year to measure the uptake and use of the app.

It was noted that there would still be dual working of the website with Cllr Legat and Clerk.

Clerk explained that if successful it would have the capabilities of replacing the existing website. This would be reviewed after 2 years should the app be successful.



Action: Clerk to commission The App Office to build the App using the monies received from the Boomtown Community Fund.

7. Risk Register Discussion & Resolution

Clerk reported on progress made following the recommendations from the last meeting.

(i) Desire Line Cradle Swing – Old School Field

After much discussion the Committee decided that all the swings should have the same safety features, so the Desire Line should be installed.

Action: Cllr Riley to send the details of work required to the carpenter for quotation

(ii) Balance/Log Link – Old School Field

After discussing this at length the Committee decided that if we need to remove this piece of equipment, we need to replace it with something that the residents would use.

Action: Clerk to get quotes for the following pieces of Equipment

- 2 x Balance Trails
- 2 x Climbing Cubes
- Ground Trampoline

Action: Clerk to seek a second opinion from Monthly Inspectors

The Committee felt that a member of the Council, preferably an Easton resident, would then liaise with residents to get an idea of what they would like installed from the options above. The Council would then need to set up a schedule for demolition.

Action: Cllr Appleby to cordon off the site

(iii) Middle Hedge – Couch Green

Cllr Riley asked if we could add this hedge to the cutting schedule in September/October.

Committee decided to leave the cutting of this hedge for another year.

(iv) Knee Rail Flat Swings – Couch Green



The Committee felt it was unnecessary to add a knee rail to the remaining open side of the flat seat swing frame and decided not to go ahead with this recommendation at this time.

(v) Picnic Table – Couch Green

Discussion around the inspector's recommendations regarding the decayed seat board and fixings.

Action: Cllr Riley to forward details of the carpenter to Clerk so the Clerk can make enquiries and request a quotation to fix all that is necessary.

(vi) Flat Swing Timber Frame – Couch Green

Conversation regarding the replacement of the frame due to rotting posts.

Action: Clerk to ask for a quotation from Fawns to add to the list of quotations already received.

(vii) Nest Seat Swing – Couch Green

Discussion around the size of the surfacing and why it had failed the requirements of EN1176.

Action: Clerk to check with installers of the Nest Seat Swing

Action: Committee would like Clerk to continue investigating changing Annual Playground Inspectors

8. **Discuss and approve cost of wildflower maintenance at Couch Green**

Clerk reported on cost from Greensmile, it was agreed that the cost of £40-60 was acceptable, to maintain the wildflowers on the bund.

9. **Items for Consideration at Next Meeting:**

None

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

Thursday 19th March 2020 at Itchen Abbas & Avington Hall

Meeting Closed at 8.54pm