



## Finance & General Purposes Committee Minutes

19<sup>th</sup> March 2020

**The F&GP Committee discussed a cut-back agenda on a virtual platform Zoom, due to the Covid-19 Government Requirements for social distancing**

**Present:** Cllr Appleby, Cllr Riley (Chair), Cllr Langford, Cllr Legat, Cllr Rosewell

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

**Absent :** Cllr Stirrup, Cllr Andrews, Cllr Moffatt, Cllr Percy

### ACTION

1. Apologies Received from Cllr Jeffes
2. The [Minutes of the Meeting of 20<sup>th</sup> February 2020](#) were approved by all as a correct record of events. Minutes to be signed in retrospect.
  - **Tree Inspection:**

All agreed for tree surgeons C.J. Luff Ltd to cut down the diseased trees at Couch Green, at a cost of £500 as recommended in the tree inspection report provided by Kiss Tree Management. Works would take place on the 1<sup>st</sup> May. C.J. Luff Ltd was the cheapest quotation received. Other quotes received by Wessex Tree Services, Merritt Tree Specialists and Arborcall.
  - **Boomtown Community Fund**

Cllr Riley had spoken to Cllr Appleby about the logistics of advertising the Boomtown Community Fund with the COVID 19 lockdown likely to be implemented and that the PC may want to reshape the scheme due to Covid-19 crisis. All agreed to push back advertising the Boomtown Community Fund for the time being but to keep under regular review.
3. **COVID-19 Contingency Planning & Risk Assessment**

We need to think about setting up a Business Continuity Plan which would include a scheme of delegation, a back-up for the accounting system and a written agreement for the Clerk to spend money on behalf of the Council should the need arise.

**Action:** Clerk to begin work on Continuity Plan MLA

**Action:** Cllr Riley to email continuity plan template to Clerk YR

It was decided that core Councillors should meet virtually daily to share updates and information on the Covid-19 emergency plan for the parish.

**Action:** Clerk to set up schedule for Zoom meetings for 11am each day. MLA



Discussion around the Covid-19 leaflet that the Council had produced in conjunction with Itchen Valley Churches and its distribution.

Cllr Riley shared a spider map showing the proposed distribution groups.

If Volunteer details are to be stored by IVPC we need to think about a GDPR policy.

#### 4. Litter Pick

The litter pick was cancelled due to government guidance of social distancing. This is consistent with Keep Britain Tidy initiative, as they had cancelled all their litter picks as well. Cllr Appleby had modified all posters in the parish.

**Action:** Cllr Riley to take down IVPC litter pick advert from Keep Britain Tidy website. YR

#### 5. Proposed WYFC & Football Association Grounds Maintenance Scheme

Deferred.

#### 6. Bills to Pay

Bills to pay were signed off by Cllr's Appleby and Legat. Cllr Appleby picked up a mistake on RG Gardening invoice 1264. The amount listed on the payments list was correct, so once all agreed that once a resubmitted invoice was received, the payment could be processed.

**Action:** Clerk to process payments MLA

**Action:** Cllr Riley to authorise with the bank when satisfied with the above. YR

#### 7. F&GP Committee Annual Workplan Update

- **Update & Adopt Financial Risk register:**

The Financial Risk Management Document was adopted by full agreement of the Committee. This will be signed in retrospect and the next opportunity.

- **Annual Review of Financial Regulations**

**Action:** Any changes to be brought to the next F&GP with a view to adopting this document at the AGM on 5<sup>th</sup> May 2020.

- **Annual review of TOR's (Planning & F&GP)**

YR/MLA

**Action:** Any changes to be brought to the next F&GP with a view to adopting this document at the AGM on 5<sup>th</sup> May 2020.at the AGM on 5<sup>th</sup> May 2020.

- **Annual Review of Discipline and Grievance Policy**

**Action:** Any changes to be brought to the next F&GP with a view to adopting this document at the AGM on 5<sup>th</sup> May 2020.

- **Review of Asset Register**

**Action:** Cllr Langford to complete a check locally of items on the Asset Register as per the Financial Risk Management Record CL



- **Annual Governance and Accountability Return Update**

Clerk has downloaded the form from the PKF Littlejohn website and has begun filling it in.

- **Receive New Edition of the Practitioners Guide "Governance & Accountability for Smaller Authorities in England & Wales"**

Clerk told the Councillors that this was not yet available but would download and circulate once it is.

8. **Boomtown Community Fund Status Update – duplication. Refer to matters arising.** YR

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

**Date and Time of following meeting:**

Thursday 23<sup>rd</sup> April 2020 at Itchen Abbas & Avington Hall at 7.45/8.00 pm until 9.00 pm ALL