



**Minutes of the Finance & General Purposes Committee Minutes
held electronically on Thursday 23rd April 2020
starting at 7.40pm.**

Members Attending: Cllr Appleby, Cllr Langford, Cllr Percy, Cllr Riley (chair), Cllr Rosewell, Cllr Legat,

In Attendance: Michelle Leadbitter-Allen (Clerk)

Item	Content	Action
20.001	Apologies Received from Cllr Jeffes, Cllr Andrews, Cllr Stirrup, Cllr Moffatt	
20.002	The Minutes of the Meeting of 19th March 2020 were approved by all as a correct record of events. Minutes to be signed in retrospect. There were no matters arising	
20.003	Bills to Pay Bills to pay were viewed by all and agreed by Cllr Appleby and Cllr Legat. Both Councillors to email agreement to Clerk. Action: Clerk to process payments Action: Cllr Riley to authorise payments with the bank when satisfied with the above.	PA/JL MLA YR
20.004	F&GP Committee Annual Workplan Update <ul style="list-style-type: none"> Clerk to close previous accounts and open current year on Advantedge RAG: Amber <ul style="list-style-type: none"> Reclaim VAT owed for period – Processed and Claim Filed Online RAG: Green <ul style="list-style-type: none"> Review previous year Final Accounts and Supporting Documents – Reviewed at FCM on 16/4 RAG: Green <ul style="list-style-type: none"> F&GP to Review Section 1 & 2 of Annual Governance and Annual Return Statement- External Audit – on Agenda for this evening. RAG: Green <ul style="list-style-type: none"> Ensure IVPC receives funding for Lengthsman & HCC delegated contract. HCC have confirmed a further years' worth of funding & Purchase Order has been received. Clerk to raise invoice after IA. Action: Clerk to raise invoice after IA	



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	Action: Cllr Riley and Clerk to discuss dates for parish contract renewal	
	RAG: Amber	
	<ul style="list-style-type: none"> Check Prep for Internal Audit Apr-20 IA booked for 24th April. Completed 	
	RAG: Green	MLA
	<ul style="list-style-type: none"> Review level of Insurance Cover 	
	IVPC to start year 2 of 3-year agreement with Axa through Came & Company Storage Unit was added to insurance part-way through the year.	MLA
	Action: Clerk to notify insurer of gate purchase at Couch Green upon renewal.	MLA
	RAG: Green	MLA
	(i) <u>Annual Review of Standing Orders</u>	
	Action: Clerk to check for new NALC model standing orders	YR
	Action: Add to FCM agenda for approval	
	(ii) <u>Annual Review of Financial Risk and Health & Safety Register</u>	MLA
	Action: Add to FCM agenda for approval	
	(iii) <u>Annual Review of Financial Regulations</u>	
	Action: Cllr Riley to check Clerk’s changes to regulations and the new model regulations issued by NALC	MLA
	Action: Add to FCM agenda for approval	MLA
	(iv) <u>Annual review of TOR’s (Planning & F&GP)</u>	
	TOR’s have been reviewed by respective Chairs	CL
	Action: Add to FCM agenda for approval	
	(v) <u>Annual Review of Discipline and Grievance Policy</u>	
	Action: Clerk to send to HALC for review	MLA
	(vi) <u>Review of Asset Register</u>	
	Action: Cllr Langford to complete review and update at FCM	
	(vii) <u>Annual Governance and Accountability Return Update</u>	
	Cllr Riley ran through the completed AGAR Documents.	
	Action: Add to FCM agenda for approval	
	(viii) <u>Receive New Edition of the Practitioners Guide “Governance &</u>	



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	<p><u>Accountability for Smaller Authorities in England & Wales"</u></p> <p>This has been received and all the AGAR documentation complies.</p>	
20.005	<p><u>Boomtown Community Fund</u></p> <p>F&GP Committee decided earlier this year to push back the application process as due to 'lockdown' applicants to the fund could not present their bids at an F&GP meeting. However, as electronic meetings have now been made possible by changes to legislation, applicants can present their bids. Based on this, the committee discussed whether IVPC should now go ahead and advertise the fund. The members felt unanimously that although it was possible to present the bids, most applicants would not be able to fulfil their projects, as the lockdown would make it impossible to run with them. It was resolved that IVPC should seek approval from Boomtown to push the applications back until later in the year.</p> <p>Action: Clerk to ask Boomtown Community Liaison Officer if this is possible.</p>	<p>MLA</p>
20.006	<p><u>Avington War Memorial</u></p> <p>Cllr Langford explained that he has been looking into getting the lean and the surrounds of the Avington War Memorial fixed. Two stonemasons have said to establish a specification of works the memorial would have to be taken down. Cllr Langford has looked at how he can raise funds to fix this, including the Avington annual Car Boot Sale, War Memorial Trust, and our Insurers. Although the insurers have said that subsidence is covered there is a £1000 excess and Cllr Langford felt that as the subsidence began before we appointed the insurers, they would be unlikely to cover any repairs. Cllr Langford confirmed that there is currently no financial commitment to the Parish Council, but in the longer term, the memorial is an asset of the parish council and IVPC should look after it.</p> <p>Cllr Riley stated that there was no money in the budget for the war memorial and Cllr Langford would need to put in a project bid for next year.</p> <p>Action: Cllr Langford to set up a method of measuring the lean to establish if there is movement.</p>	<p>CL</p>



Item	Content	Action
20.007	<u>Any items for consideration at the next meeting:</u> Cllr Riley asked if we could add a request for funds from Winchester Villages Trust to the FCM agenda Cllr Langford has concerns over the quality of work provided by the lengthsman. Add to FCM Agenda for discussion	MLA MLA
20.008	The meeting was closed at 8.51pm Date and Time of following meeting: Thursday 21st May 2020 at Itchen Abbas & Avington Hall at 7.45/8.00 pm until 9.00 pm	ALL