



**Minutes of the Finance & General Purposes Committee Minutes
held electronically on Thursday 21st May 2020
starting at 7.30pm.**

Members Attending: Cllr Appleby, Cllr Langford (left meeting at 8pm), Cllr Percy, Cllr Riley (chair), Cllr Rosewell, Cllr Legat,

In Attendance: Michelle Leadbitter-Allen (Clerk)

Item	Content	Action
20.009	Apologies Received from Cllr Jeffes, Cllr Stirrup, Cllr Moffatt Absent: Cllr Andrews,	
20.010	The Minutes of the 23rd April were approved by all as a correct record of events. Minutes to be signed in retrospect. There were no matters arising	
20.011	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. The Members noted that the Lengthsman Funding had been received.	PA/JL MLA YR
20.012	F&GP Committee Annual Workplan Update 20.012.01 Members reviewed the Direct Debits and Standing Orders . Members agreed these were a correct record of the direct debits and standing orders by the council, except for Item No 2. The DD for HMRC is not required as this paid by BACS. Action: Clerk to remove DD to HMRC 20.012.02 Councillors Declaration of Pecuniary Interest Councillors have reviewed their forms, made the necessary amendments and have begun to post to the clerk. Action: Members to send signed declarations to clerk by 4 th June 2020 20.012.03	



Item	Content	Action
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Members reviewed the [Internal Auditors Report FY 19/20 | IA Action Plan](#) provided by the clerk

Action: Clerk to change the RAG status for the following items:

- (i) Green (ii) Green (iii) Amber
- (iv) Amber (v) Green (vi) Green

Action: Clerk to report back to FCM with any replies from email to Uplands Scheme Parishes regarding the retained reserves

20.013 Covid-19

The Council had made a bid for SEN Resilient Communities funding to supply the over 70's in the community with a picnic box to celebrate VJ Day. Unfortunately, our bid was not successful.

Cllr Langford reported that Itchen Abbas & Avington Village Hall had received a £10 000 grant. Cllr Riley said that Martyr Worthy Village Hall were also applying for this grant. There was nothing else to report.

20.014 Asset Register and Insurance Values for Insurance Renewal

Cllr Langford explained that he had been reviewing the IVPC assets in order to determine their insurance values.

There was some discussion around whether the treeguards at the various halls should be gifted to the village halls. Members decided that this was a good approach.

Action: Cllr Langford to write up some suggested wording for clerk to send out to Itchen Abbas & Avington, Easton and Martyr Worthy Village Halls.

Members also discussed the finger posts around the village and whether in fact IVPC owned them.

Action: Cllr Langford to pursue this with a retired Councillor, who was the chairman of the parish council when the finger posts were erected in the village.

Action: Clerk to remove disposed items and record on separate 'disposed assets' spreadsheet.

Action: Clerk to confirm renewal of insurance as per the asset register and



Item	Content	Action
	add the adjusted insurance invoice to the 4/6 FCM payment run.	
	Action: Clerk to contact Came & Co and ask them to remove the 4% index link of items insured against loss of damage	
20.015	<u>WYFC & Football Association Ground Maintenance Programme</u> As there was a lot to discuss the Committee agreed that Cllr Appleby, Cllr Riley and the clerk should meet separately to discuss this , the Greensmile maintenance contract renewal and the wildlife issues (Chafer Grubs & rabbits) at Couch Green.	
	Action: Cllr Appleby, Cllr Riley and the clerk to set up meeting and report back to committee	
20.016	<u>Discuss possibility of Supplier Contract Renewal – Greensmile</u> Actions as above	
20.017	<u>Discuss possible appointment of new Annual Inspector</u> Cllr Riley reported that the current annual inspector wasn't booking any inspections due to Covid-19, but prior to the lockdown we had been looking at the possibility of commissioning another company to do the work as the council wasn't happy with the report format of our current provider. The clerk reported that The Playground Inspection Company looked like a good option as they were able to fit us in within 6-8 weeks from the time of booking, at a reasonable cost of £75 per site and an £57.50 additional for Itchen Abbas & Avington Village Hall Play Area. (all prices exclude VAT) They would also send an online summary spreadsheet for an extra £5 which would alleviate a large amount of work for the clerk. The committee resolved to commission The Playground Inspection Company to complete the annual playground inspections for Couch Green, Old School Field and Itchen Abbas & Avington Village Hall. The committee noted that IVAAH reimburse IVPC for the cost of the inspection.	
	Action: Clerk to book play inspections with The Playground Inspection Company.	
	The Clerk ran through the playground to do list :	
	Action: Cllr Appleby to set up a meeting with All Aspects to quote for items detailed in the To-do-list.	



Item	Content	Action
	<p>Action: Clerk to commission Greensmile to complete soil grading as per the To-do-list at Couch Green and Old School Field. If Vitaplay have not done the work within the two weeks as promised by them, Clerk to offer the job to Greensmile</p> <p>Action: Clerk to check the cutting schedule with Greensmile for Couch Green and Old School Field. Clerk to notify Cllr Appleby when Greensmile are next cutting at OSF so he can check if the grass is being cut properly.</p> <p>Action: Clerk to get the playground consultation ready for when the playgrounds reopen.</p> <p>Action: Add cleaning of goal posts at Couch Green to lengthsman job list when they have been reinstated.</p> <p>Action: Clerk to contact GH & IEJ Gray to add central hedge at Couch Green to the hedge cutting roster.</p> <p>Action: Clerk to reply to elector that had requested access to basketball hoop. As it is in a state of disrepair and it is within the locked play area unfortunately it cannot be used at this time.</p> <p>Action: Clerk to investigate alternative surfacing for basketball apron</p> <p>Action: Cllr Riley to forward details of companies that provide ground trampoline surfaces. Clerk to collect repair/resurface quotations.</p> <p>Action: Clerk to accept Vitaplay's quotation for replacement flat swing frame on the proviso that it fits exactly in the same position as the current one.</p> <p>Action: Clerk to accept Vitaplay's quotation to replace the basket swing and safety locks.</p>	
20.018	<u>Lengthsman: Quality of Work/Complaints</u>	
	As Cllr Langford was leading on this and had left the meeting at 8pm it was decided to discuss this at FCM instead.	
	Action: Clerk to add to FCM agenda	
20.019	There were no other items for consideration at the next meeting	
20.020	The meeting was closed at 9.04pm	
	Date and Time of following meeting:	ALL
	Thursday 18 th June 2020 at 7.45/8.00 pm until 9.00 pm. Location TBA	



Itchen Valley Parish Council

Expenditure transactions - payments approval list Start of year 01/04/20

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
28		£600.00	1250	14/05/20	CJ Luff Ltd - Tree Work at Couch Green	
23		£398.03		17/05/20	Greensmile - Grounds Maintenance - April 20	
1		£298.43	1140/2		Grounds Maint KGV	
2		£99.60	1150/1		Grounds Maint OSF	
24		£24.00	1140/2	17/05/20	Greensmile - Cutting of Bund at CG	
25		£100.80	1080	17/05/20	Vitaplay - Playground Inspections - April 20	
26		£24.00	1030	17/05/20	EKS Accounting - Payroll - April 20	
27		£795.00	1200/2	17/05/20	RP Gardening - Lengthsman for FM, Mestead, BS, Boarhunt	
Sub Total		£1,941.83				
		£1,428.34			Confidential	
Total		£3,370.17				

Signature _____ Signature _____
Date _____



Received Income Transactions

between 14/05/20 and 14/05/20

Start of year 01/04/20

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
BACS200514 HCC	14/05/20	6		£15,400.00	£0.00	£15,400.00	1102	Hampshire County Council Uplands Scheme Grant 2021-2021
Total				£15,400.00	£0.00	£15,400.00		