



Finance & General Purposes Committee

Minutes of the Finance & General Purposes Committee Meeting held electronically on Thursday 15th October 2020 at 7.45pm.

Members Attending:

Cllr Riley (chair), Cllr Appleby, Cllr Langford, Cllr Percy, Cllr Stirrup, Cllr Rosewell

Members Absent:

Cllr Andrews (apologies received in retrospect), Cllr Moffatt

In Attendance:

Michelle Leadbitter-Allen (Clerk)

20.041 Apologies Received from:

Cllr Legat, Cllr Jeffes

20.042 Approve the minutes from 17th September 2020.

The Minutes of the 17th September 2020 were approved by all as a correct record of events. Minutes to be signed in retrospect.

Matters arising:

Ownership of goals purchased by WYFC: Cllr Riley confirmed that the goals, as purchased using a combination of Boomtown Community Funding, Football Association Funding and WYFC's own money, the goals would belong to WYFC. Cllr Riley reported that together with the clerk had met online with Chair of WYFC and confirmed that once the council have the rabbit situation under control at KGVth fields and upon confirmation that they still have access to the Football Association Funds, will order the goals. They will ask for the Boomtown Funding to be transferred to them until they have confirmed this. Cllr Riley explained that the two sets of adult goals will need to be removed and the holes filled in with topsoil.

Boomtown Funding Results: Clerk confirmed that she had posted the results on Itchen Valley PC Facebook Page.

Auditor Appointment: Clerk confirmed she had appointed 'Do the Numbers' as Internal Auditor for financial year.

Winchester Youth Football Club: Clerk confirmed she had told the club that we could not rent a field at Couch Green to them.



20.043 Bills to Pay:

Bills to Pay were circulated to the councillors before the meeting and viewed by all. Cllr Appleby and Cllr Langford agreed the payments and would send email confirming this to clerk.

Action: Clerk to process payments

Action: Cllr Riley to authorise payments with the bank when satisfied with the above

20.044 Review F&GP Committee Workplan for October

Cllr Riley ran through the items for action in October.

(i) Independent Review of Bank Reconciliation for September:

As Cllr Andrews was not at the meeting and could not confirm that he had reviewed and agreed the bank reconciliation the **Clerk must change the RAG status back to Amber & add this to the next Full Council Meeting Agenda.**

(ii) Review Quarterly Management Accounts for FY 20/21 :

Cllr Riley presented the Management Accounts as of 30th September 2020 explaining that Covid-19 has had a significant impact on both income & expenditure, but fortunately the general reserve would just cover the shortfall in income. Cllr Riley opened the floor to questions:

- Cllr Appleby wished to comment on his project of refurbishing the bus shelter at the bottom of Station Hill in Itchen Abbas. He was concerned that he may need to find another supplier to complete this renovation as although All Aspects had agreed to start works, they have not done so and not communicated with him. Action: Cllr Appleby to pursue a definitive answer from All Aspects. If they cannot/ will not do the work, then he will try and find someone else.
- Cllr Riley asked if any progress had been made regarding obtaining traffic control measures for Easton and Avington villages. Clerk explained that she had emailed and telephoned the Hampshire Highways department, but they had never replied. Cllr Stirrup had had a similar experience when she had tried to contact them as well. **Action:** Clerk to contact Cllr Porter to find out who the engineer is for our area as we need to progress this.



(iii) Budget requests for FY 21/22

Cllr Riley asked if there were any budget requests as no-one had submitted anything except Cllr Appleby.

Action: All Councillors must submit budget requests to clerk by 25/26 October.

Members shared their thoughts on budget requests:

- Cllr Appleby would like to roll over the bus shelter budget to next year.
- Cllr Appleby suggested the storage container be weather-proofed.
- A budget for the Environment Committee.
- Cllr Langford suggested that Cllr Jeffes be invited to submit a budget for footpath improvements. Cllr Riley agreed, but the budget must include a genuine set of projects.
- Clerk would like a budget to purchase a fire-retardant cupboard to store council files.

(iv) Remind MacPherson's Trust to post Annual Return.

Clerk has completed this task.

(v) Submit VAT return

Clerk has completed this task.

20.045 F&GP Review Environment Committee Terms of Reference

Cllr Appleby would like the Environment Committee to adhere to Council Standing Orders.

Action: Clerk to add to November F&GP Agenda for Review

All agreed that the Environment Committee should commission Kiss Management to perform the tree survey at Couch Green to determine what trees should be planted and where.

The environment committee had a number of projects it was looking at including a food waste project where they intend to spend £1000 on 20 individuals who participate in the project. Cllr Percy is said that the average price of the gadget was £100, and each individual would receive £50 towards the cost of the gadget. The elector would report back to the council. The committee will be advertising the scheme in the Itchen Valley News.



20.046 Update Discuss and resolve whether to re-tender Lengthsman Contract & amendments to Associate Parish Contracts

Cllr Riley explained that the Lengthsman contract was going to expire at the end of the year and we needed to decide whether the contract should be renewed or retendered.

Cllr Riley explained that our Financial Regulations allow us to roll over the contract for up to five years. If the contract is renewed it will be the fourth year.

Cllr Appleby spent some time talking about an associate parish that was experiencing issues with the lengthsman. Although other parishes have experienced problems, including Itchen Valley, problems seem to have been managed appropriately.

Cllr Percy felt that as a council we were reasonably happy with cost and the work completed and was therefore happy for the council to roll over the contract with the lengthsman.

Cllr Rosewell thought the council should continue with the lengthsman contract.

Cllr Stirrup said that it was not sensible at this time to retender, especially if it was only parish that was experiencing an issue.

Cllr Langford would be happy to roll the contract for another year, but the lengthsman must be made aware that we will be putting the contract out for retender next year.

Action: Cllr Appleby, Cllr Langford and Clerk to meet and discuss how the contracts can be amended to clearly state what is expected from the Associate Parishes and the Lengthsman. Contracts will be approved by Full Council at the next Full Council Meeting.

Action: Cllr Appleby will write to Associate Parish Councils to remind them how jobs should be presented; what jobs are allowed and how to handle disputes with the lengthsman.

The members agreed that the contract for the Lengthsman would be roll-over as per Financial Regulations allowed. The Lengthsman would be notified however, that the contract would be retendered next year.

20.047 Review of TheAppOffice Contract

Action: Clerk to send this to the Committee Chairs for review before the next FCM



20.048 Website Accessibility Update and Adoption of Accessibility Statements

Cllr Legat was no at this meeting.

Action: Add to FCM Agenda

20.049 King George Vth Field Grass Maintenance: The grass cutting maintenance contract is expiring soon. Discuss and resolve next steps.

As the contract with Greensmile has been active since 2014, the Council must offer the contract for retender as the contract will expire at the end of March 2021. According to the retendering process an advert must be place in the Hampshire Chronicle.

Action: Cllr Riley and the Clerk to prepare the documentation.

20.050 Items for consideration for next meeting

The following items will be discussed at the next Full Council Meeting:

(i) School Bus: Cllr Rosewell explained Easton had been left off the school and has been tagged on to existing routes. Cllr Rosewell was concerned about the use of a full size and sometimes double decker bus on the school bus routes to Henry Beaufort and Itchen Abbas School. The bus stops at on a blind bend to drop off children and makes a U-Turn on the junction at the Cricketers. These practices are a danger to the children. Cllr Rosewell said that a complaint had been made and they are awaiting an answer. Cllr Rosewell will report back at the Full Council Meeting.

(ii) Footpaths & Cycleways

(iii) Covid-19

20.051 Date and Time of following meeting:

Date: Thursday 19th November 2020 at 7.45/8.00 pm until 9.00 pm.

Location: Electronic – public welcome, contact clerk for entry.

The meeting was closed at 9.30 pm.



Itchen Valley Parish Council

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

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
90		£25.09	1120	04/08/20	Sydenhams - Cement & Ballast to repair post Peripatetic auto speed Indicator	
88		£34.80	1210	09/10/20	Cllr Chris Jeffes - Reimbursement of cost of water analysis at Northington Road	
81		£115.20	1080	15/10/20	Vitaplay - Playground Inspections - July 20	
82		£115.20	1080	15/10/20	Vitaplay - Playground Inspections - September 20	
83		£398.03		15/10/20	Greensmile - Grounds Maintenance - Sept 20	
1		£298.43	1140/2		Grounds Maint KGV	
2		£99.60	1150/1		Grounds Maint OSF	
84		£1,852.00	1220	15/10/20	Friends of Itchen Abbas School - Boomtown Grant for School Bike Shelter	
85		£104.99	1140/2	15/10/20	Sydenhams - Top Soil KGVth	
86		£24.00	1030	15/10/20	EKS Accounting - Payroll - September 20	
89		£15.17	1130	15/10/20	Michelle Leadbitter-Allen - Reimburse monthly cost of Adobe DC	
Sub Total		<u>£2,684.48</u>				
		<u>£1,160.14</u>			Confidential	
Total		<u>£3,844.62</u>				

Signature _____	Signature _____
Date _____	Date _____

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Itchen Valley Parish Council

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Financial Budget Comparison

Com. parison between 01/04/20and 30/09/20 inclusive.
Excludes transactions with an invoice date prior to 01/04/20

INCOME	Description	Actual Net	Forecast / Commitment	Total	2020/21 Budget	Variance to Balance	Notes
100	Precept	£ 33,706.00	£ -	£ 33,706.00	£ 33,706.81	£ 0.19	Precept receipt rounded up
105	Interest	£ 44.72	£ -	£ 44.72	£ 145.00	£ 100.28	Interest Rate reduced to 0% by Unity Trust in response to base rate reduction to 0.25% by Bank of England in May
	Sub-total	£ 33,750.72	£ -	£ 33,750.72	£ 33,851.81	£ 101.09	
110	Grants						
110/1	Parish Infrastructure Fund	£ -	£ -	£ -	£ -	£ -	
110/2	Lengthsman	£ 14,000.00	£ -	£ 14,000.00	£ 14,000.00	£ -	
110/3	Lengthsman Admin	£ 1,400.00	£ -	£ 1,400.00	£ 1,400.00	£ -	
110/4	Grants Other - CIL Bid	£ -	£ -	£ -	£ -	£ -	
110/5	Boomtown Community Grant	£ -	£ -	£ -	£ 5,600.00	£ 5,600.00	Festival Cane therefore no community fund expected
110	Grants Sub-total	£ 15,400.00	£ -	£ 15,400.00	£ 21,000.00	£ 5,600.00	
115	Miscellaneous	£ -	£ -	£ -	£ 1,500.00	£ 1,500.00	Delayed project with McPheerson's Trust fencing at OSP
120	VAT Refund	£ 1,190.57	£ 1,753.35	£ 2,943.92	£ 2,800.00	£ 143.92	(as per VAT Refund for submission)
125	Football Pitch Rental	£ 497.28	£ -	£ 497.28	£ 1,657.60	£ 2,154.88	refund of pitch rental due to covid19 lockdown & lease not renewed due to poor state of field
130	H&S	£ 57.50	£ -	£ 57.50	£ 55.62	£ 1.88	
	Other Income Sub-total	£ 750.79	£ 1,753.35	£ 2,504.14	£ 6,013.22	£ 3,509.08	
	Total Income	£ 48,901.51	£ 1,753.35	£ 51,654.86	£ 60,865.03	£ 9,209.17	Income shortfall
EXPENDITURE	Description	Actual Net	Forecast / Commitment	Total	2020/21 Budget	Variance to Balance	Notes
1000	Clerks Salary	£ 7,423.24	£ 8,542.13	£ 15,965.42	£ 15,965.42	£ -	
1005	Pension	£ 373.96	£ 330.12	£ 704.08	£ 650.24	£ 43.84	2 months overtime increased pension May & June
1010	PAVE/NI	£ 1,520.66	£ 1,162.14	£ 2,682.80	£ 2,090.45	£ 592.35	2 months overtime increased tax M ay & June, tax code change sept tax decreased by £11 per month
	Salary Sub-Total	£ 9,317.86	£ 10,034.44	£ 19,352.30	£ 18,716.11	£ 636.19	
1020	Expenses	£ -	£ -	£ -	£ -	£ -	
1030	Admin	£ 185.00	£ 311.00	£ 496.00	£ 496.00	£ -	
1040	Bank Charges						
1040/1	Unity Trust	£ 36.00	£ 36.00	£ 72.00	£ 72.00	£ -	
1040/2	Lloyds Bank	£ 18.00	£ 18.00	£ 36.00	£ 36.00	£ -	
1040	Sub-Total Bank Charges	£ 54.00	£ 54.00	£ 108.00	£ 108.00	£ -	
1050	Hall Hire						
1050/1	IAAVH	£ -	£ 54.00	£ 54.00	£ 173.00	£ 119.00	only 5 possible physical meeting left at this venue in fiscal year
1050/2	Martyr Worthy VH	£ 14.00	£ -	£ 14.00	£ 38.00	£ 24.00	
1050/3	Easton VH	£ -	£ 12.00	£ 12.00	£ 35.00	£ 23.00	only 2 possible physical meeting left at this venue in fiscal year
1050	Sub-Total Hall Hire	£ 14.00	£ 232.00	£ 80.00	£ 246.00	£ 166.00	
1060	Subscriptions						
1060/1	H&L	£ 439.71	£ -	£ 439.71	£ 441.55	£ 1.84	
1060/2	H&L HR	£ 192.00	£ -	£ 192.00	£ 150.00	£ 42.00	Second level purchased cost more than expected
1060/3	Hampshire Playing Fields	£ -	£ -	£ -	£ 40.00	£ 40.00	HFFA has closed down no payment made
1060/4	ICO	£ -	£ 35.00	£ 35.00	£ 35.00	£ -	
1060/5	Society Local Council Clerks	£ 192.00	£ -	£ 192.00	£ 174.00	£ 18.00	Increase in salary for yr 2021 lead to increase cost of membership
1060	Sub-Total Subscriptions	£ 823.71	£ 35.00	£ 858.71	£ 840.55	£ 18.16	
1070	Insurance	£ 1,268.36	£ -	£ 1,268.36	£ 1,266.55	£ 1.81	agreed increase on contract renewal - missing months due to Covid-19
1080	H&S	£ 85.50	£ 768.00	£ 1,153.50	£ 1,219.09	£ 65.59	
1090	Audit/Access	£ 620.00	£ -	£ 620.00	£ 644.80	£ 24.80	no increase in cost as anticipated
1100	Section 137						
1100/1	General	£ 350.00	£ -	£ 350.00	£ 350.00	£ -	
1100	Section 137 Sub-Total	£ 350.00	£ -	£ 350.00	£ 350.00	£ -	Decision to increase budget to allow extra donation to Citizens Advice Bureau because of increased use during Covid 19 pandemic. Budget Adjusted in accounting system
1110	Training	£ -	£ 300.00	£ 300.00	£ 300.00	£ -	
1120	Highways	£ 41.88	£ 506.20	£ 548.08	£ 548.08	£ -	SIP Batteries charged to Highways
1130	Office Supplies	£ 103.20	£ 100.00	£ 203.20	£ 500.00	£ 296.80	will need more - printer paper + pakka pads
1135	Streetlights	£ 156.12	£ 151.39	£ 307.51	£ 307.51	£ -	
1140	REVB Playing Field						
1140/1	Electricity	£ -	£ -	£ -	£ -	£ -	
1140/2	Maintenance	£ 3,202.99	£ 1,482.25	£ 4,685.24	£ 4,024.45	£ 660.79	Extra costs incurred for resolution of Annual Inspection
1140/3	Equipment	£ 2,870.75	£ -	£ 2,870.75	£ 2,500.00	£ 370.75	Total cost to remove & install replacement swing frame
1140	REVB Playing Field Sub-total	£ 6,073.74	£ 1,482.25	£ 7,555.99	£ 6,524.45	£ 1,031.54	
1150	Old School Field						
1150/1	Maintenance	£ 498.00	£ 249.00	£ 747.00	£ 1,535.94	£ 788.84	
1150/2	Equipment	£ -	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ -	
1150	Old School Field Sub-total	£ 498.00	£ 2,749.00	£ 3,247.00	£ 4,035.84	£ 788.84	
1160	Churchyard	£ -	£ 500.00	£ 500.00	£ 500.00	£ -	
1170	Notice boards	£ -	£ 250.00	£ 250.00	£ 250.00	£ -	
1180	Footpaths	£ 400.00	£ -	£ 400.00	£ 1,000.00	£ 600.00	
1190	Website	£ 108.00	£ -	£ 108.00	£ 212.32	£ 104.32	
1200	Lengthsman						
1200/1	IWPC Operations	£ 597.50	£ 402.50	£ 1,000.00	£ 1,000.00	£ -	
1200/2	Associated Councils	£ 5,777.50	£ 7,222.50	£ 13,000.00	£ 13,000.00	£ -	
1200/3	Administration Costs	£ -	£ 1,400.00	£ 1,400.00	£ 1,400.00	£ -	
1200	Lengthsman Sub-total	£ 6,375.00	£ 9,025.00	£ 15,400.00	£ 15,400.00	£ -	
1210	Miscellaneous	£ -	£ 375.00	£ 375.00	£ 750.00	£ 375.00	
1220	Boomtown Grants	£ -	£ 3,600.00	£ 3,600.00	£ 11,200.00	£ 7,600.00	£2000 used to establish Environment Commitee as shown below
1230	Financial Software	£ 385.00	£ -	£ 385.00	£ 420.00	£ 35.00	
1300	Covid-19	£ 103.06	£ 396.94	£ 500.00	£ 500.00	£ -	
1310	Chaffer Grub Removal	£ -	£ 1,320.00	£ -	£ 1,320.00	£ -	treatment done with Greenhumb - seeking a diff approach with another company



Itchen Valley Parish Council

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Projects							
1240	Old School Field Fencing	£ -	-£ 1,750.00	-£ 1,750.00	-£ 1,750.00	£ -	-
1250	Tree Management Programme	-£ 500.00	-£ 1,302.00	-£ 1,802.00	-£ 1,802.00	£ -	-
1260	Itchen Abbas Bus Stop	£ -	-£ 2,950.00	-£ 2,950.00	-£ 2,950.00	£ -	-
1270	Social Media Provision IVPC	£ -	-£ 800.00	-£ 800.00	-£ 800.00	£ -	-
1280	School Path	£ -	£ -	£ -	£ -	£ -	-
1290	Couch Green Ramp	£ -	£ -	£ -	£ -	£ -	-
1320	Office Equipment	£ -	-£ 500.00	-£ 500.00	-£ 500.00	£ -	-
1330	Avington & Easton Traffic Monitoring	£ -	-£ 400.00	-£ 400.00	-£ 400.00	£ -	-
1340	Environmental Sub-Committee	£ -	-£ 2,000.00	-£ 2,000.00	-£ 2,000.00	£ -	-
	Project Sub-totals	-£ 500.00	-£ 7,702.00	-£ 10,202.00	-£ 10,202.00	£ -	-
NC CODE	VAT Paid		£ -			£ -	-
Total Expenditure		-£ 27,762.43	-£ 39,892.22	-£ 68,168.65	-£ 77,857.30	-£ 8,368.65	underspend due to non-recpt of boomtown monies

Total Income	£ 49,901.51	£ 1,753.35	£ 51,654.86	£ 60,864.03	-£ 8,368.65	Refund to WVC pitch rental/Overspend subscriptions & underspend due to future non receipt of boomtown monies/ Loss of WVC income
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Total Expenditure	-£ 27,762.43	-£ 39,892.22	-£ 68,168.65	-£ 77,857.30		
Surplus for Year	£ 22,139.08	£ 38,138.87	£ 16,513.79	£ 16,993.27		

Reserves	As at 30.09.20
General Reserve	£ 15,056.95
Strategic Reserve	£ 13,754.67
Play Equipment Reserve	£ 13,000.00
Retained Boomtown Community Grants	£ 1,890.00
IVPC LEng Ibsen	£ 750.00
IVPC LEng Ibsen Admin Reserve	£ 1,050.00
Associated Council LEng Ibsen Funding	£ 9,750.00
TOTAL RESERVE	£ 48,251.62