



## Finance & General Purposes Committee

### Minutes of the Finance & General Purposes Committee Meeting held Thursday 16<sup>th</sup> May 2019 at 7.30pm.

#### **Members Attending:**

Cllr Riley (YR) Cllr Appleby (PA), Cllr Langford (CL)

#### **In Attendance:**

M Leadbitter-Allen (Clerk).

#### **Members Absent:**

Cllr S Andrews

#### **1. Apologies Received from:**

Cllr Legat, Cllr Moffat

#### **2. To Elect a Chairman:**

Cllr Riley was elected as Chairman of the F&GP Committee

Proposed by Cllr Appleby

Seconded by Cllr Langford

#### **3. Approve the minutes from 18th April 2019 and consider any matters arising.**

The minutes were agreed as a correct record. The Chair, Cllr Riley signed the minutes

##### Matters arising:

- IA Walnut Tree and Guards

Progress is being made. We are to expect a small invoice from Kevin Rosewell for refurbishment of bolt lugs

**Action:** Continue painting of guards – PA/CL

- Unity Bank Credit Card Update

The credit card has been received, but the Clerk is still having difficulty accessing the online account. This is in hand with the Technical Team at Lloyds Commercial Cards.

In the interim if access is need, Cllr Riley may register for access with Lloyds.



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The Clerk handed Cllr Appleby her Passwords in a sealed envelope as set out in Internal Controls, these are to be replaced if needs be when access to Lloyds online system given.

- Couch Green Play Equipment

Nothing further to report,

- Football Club Requirements

Refrigerated Unit:

**Action:** Cllr Riley meeting with the Chairmen next week to continue search for appropriate refrigerated unit

Topsoil:

Item Complete

Chafer Grubs:

Clerk has contacted Greensmile who have put her in touch with Peter Marshall at Complete Weed Control. Clerk is awaiting response to email.

**Action:** To update at next meeting.

- Boomtown Community Grants

Clerk advised recipient of Boomtown Funding that a Group/club Bank Account that is available from Lloyds Bank. They will be changing bank accounts in the next year. No further payments will be made to personal account.

- Refurbishment of Notice Board and Step at Martyr Worthy

Cllr Riley is awaiting costings from Cllr Andrews who has been tasked with this project.

- Follow up on Property Deeds at Couch Green

Cllr Appleby has received copies from Oliver Denniss who is in the process of getting the 2 separate pieces of land registered with Land Registry

**Action:** Cllr's to read the deeds and discuss at next F&GP whether further legal advice should be sort.



**Action:** Cllr Appleby to follow up on land registry with Oliver Denniss 1 week before next F&GP

**Action:** Clerk to check 'box' containing property title deeds for originals

- Website

It was agreed to add a link to RSN funding bulletin using logo and link provided by RSN.

**Action:** Clerk to forward all details to Cllr Legat to upload to website.

#### 4. Clerk & Member Training

Clerk submitted draft training policy for review by committee.

It was agreed that ALL New Councillors should attend 'The Knowledge & Core Skills' at HALC.

It was agreed that Councillors serving on Committees for the first time are required to attend the applicable course ie: Finance & Planning

It was agreed that due to the possible increase in training, the Training Budget should be enhanced accordingly for 2020-2021

**Action:** Clerk to send courses out to Councillors at intervals throughout the year

**Action:** Clerk to add the following to the Policy:

- Clerk's training needs are to be identified at appraisal except where there are Legislative Changes during the year, where the Clerk should be trained appropriately.
- There is an expectation that all New Councillors attend 'The Knowledge & Core Skills' courses at HALC
- There is an expectation that Councillors standing on Committees for the first time should attend applicable training in that area.

#### 5. HALC HR Consultancy Invoice

All agreed to continue with HR Consultancy Subscription with HALC.

**Action:** Clerk to add Invoice to FCM 6/6 Bills to Pay



## 6. Insurance Renewal

The Committee agreed on behalf of the Council (as agreed at FCM 4/4/19) to renew insurance through Came & Co 'Inspire by AXA' as it offered the 'best value' out of the 3 applicable offers. The Committee agreed to accept the Long-Term Agreement Option over a 3-year period, which offers the same insurance level at reduced rate of 5% per annum.

**Action:** The Committee agreed that the Clerk should add to the current bills to pay, to be signed off immediately as if left to the FCM it would not be paid before it's due date of 31<sup>st</sup> May.

**Action:** Clerk to notify Came and Co of decision

**Action:** Clerk to forward Notice of Employers Liability Certificate to Cllr Legat for uploading to website

## 7. Review of IA Report

**Action:** Clerk to add Serial Numbers and RAG system to Workplan.

### i. Public Attendance:

It was noted that public names must not be minuted due to GDPR. Cllr Appleby has informed residents through Chairman's report in Itchen Valley News  
Change RAG to Green

### ii. Agenda Publication on Website

**Action:** Cllr Legat to inform TLC to change format to allow agenda and applicable minutes to sit together in perpetuity.

RAG to remain Red

### iii. Tabled Papers:

It was noted that decisions may not be taken on papers tabled at meetings. All items for resolution/discussion must on the agenda.

**Action:** Clerk to advise City and County Councillors that reports need to be submitted by the last week of the month if they are to be discussed at the FCM.



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Any topic for decision should be listed clearly on the agenda.

Rag to change to Amber

iv. Payment Listing:

Noted that list of payments was not always submitted with signed minutes. Clerk now submits all bills to pay and bank reconciliation with signed minutes.

Rag to change to Green

v. Inquorate Meetings:

Noted that previous Planning meeting had been inquorate.

Council to ensure that the minimum of 3 councillors present at all meetings to attain quorum. All councillors have committed to attending committee meetings to ensure this.

Rag to change to Green

vi. Rate of Pay & Confidential Minutes

Noted previously at the FCM

Rag to change to Green

vii. Website Updates:

Noted that Clerk as Proper Officer is responsible for content on website. Cllr Legat has arranged for clerk to have access.

**Action:** Clerk to arrange training with webmaster Cllr Legat

Rag to change to Amber

viii. Accounts Spreadsheet;

**Action:** Cllr Riley and Clerk to investigate use of Proprietary Parish Software Packages

RAG to remain Red

ix. Risk Assessment:

Noted at FCM

**Action:** Cllr Riley and Clerk to separate two categories as per IA



recommendation.

RAG to remain Red

## 8. Review of DD/SO Schedule

The Committee agreed for NEST and ICO to remain and SSE and HMRC to be removed as these are no longer required

**Action:** Clerk to remove Scottish and Southern Electric and HMRC Cumbernauld from DD list

**Action:** Clerk to arrange bi-annual DD with HCC for ongoing maintenance and energy management costs of street lights operated under the PFI.

## 9. Bills to Pay

Clerk, Michelle Leadbitter-Allen circulated the accounts for payment, Cllr's Appleby and Langford checked and signed the accounts.

**Action:** Clerk to submit payments.

**Action:** Cllr Riley agreed to authorise payments.

## 10. F&GP Workplan Update

### MAY

- a. (1) Cllr Riley and Clerk have agreed to meet on 6/6/2019 to add the budgets to cashbook in time for next FCM
- b. (5) Lengthsman Contract has been submitted to HCC. Clerk is awaiting PO's in order to submit invoice.
- c. (10) Councillors Declaration of Pecuniary Interest- Complete but awaiting signature from Cllr Andrew's before hand-delivering all to WCC
- d. (11) The Review of the IA has been completed

### JUNE

- e. (12) Review Internal Auditors Report FY18-19 Add IA action plan to FCM agenda - Agenda item at F&GP and action plan initiated



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f. (13) Confirm AGAR and supporting papers submitted to EA – Clerk confirmed that the AGAR was submitted to EA 16/05/2019 RAG Green

g. (14) New Lease for KGVth Playing Fields –

**Action:** Cllr Riley will take this to the meeting with Chairmen next week

h. (15) Transparency Code for website –

**Action:** Cllr Legat and Clerk to ensure that website complies with

Transparency Code regulations

i. (16) Event and Car Parking Policy (on Parish Council owned Land)

**Action:** Cllr Appleby to create map for McPherson's Parking Arrangement Policy.

## 11. Matters Arising from Newsletter received from Came and Co 02/05/2019

i. Tree Inspections:

It was noted that according to article in Came and Co newsletter that our insurance dictates that the Council should be undertaking tree inspections on trees situated on land belonging to the Council, this would include any land owned by McPherson's Trust as they fall under the Council Insurance Policy

**Action:** Clerk to contact HALC for advice on any legislation regarding the need for tree inspections.

**Action:** Clerk to contact Mike Merritt to obtain a quotation to risk assess trees

**Action:** Clerk to write to McPherson's Trust asking them to initiate risk assessments on the trees at Old School Field Easton. Clerk to forward the link to the newsletter article as proof of risk should we not complete these assessments.

ii. Fidelity Insurance

It was noted that the Council should have a written reference for any staff member who handles money (i.e. Clerk) to comply with the requirements of



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Fidelity Insurance.

**Action:** Cllrs Riley and Appleby to check emails for proof of verbal or written references received from members of HALC.

## 12. Items for consideration for next meeting

Renewal of Lengthsman Contract

## 13. Date and Time of following meeting:

Thursday 20<sup>th</sup> June at 7:45-8.00pm at Itchen Abbas & Avington Village Hall

The meeting was closed at 8.58 pm.