



## Finance & General Purposes Committee

Draft Minutes of the Finance & General Purposes Committee  
Meeting held electronically on Thursday 18<sup>th</sup> March 2021 at 7.30pm.

### Members Attending:

CLlr Riley (chair), Cllr Appleby, Cllr Percy, Cllr Langford, Cllr Rosewell, Cllr Legat (left meeting at 7.56pm), Cllr Moffatt.

### 20.084 Apologies Received from:

Cllr Andrews, Cllr Jeffes, Cllr Stirrup

### 20.085 Approve the minutes from 18<sup>th</sup> February 2021:

The [Minutes of the 18 February 2021](#) were approved by all as a correct record of events. Minutes to be signed in retrospect.

#### Matters arising:

#### **Tree management: Update on refund request**

Clerk confirmed that she had not received a response from last email requesting that HCC review their answer as it is evidenced that the land in question is maintained by Hampshire Highways and is not privately owned.

**Action:** Clerk to request that Tim Lawton look into this as well as the request for clamps to hang the repainted village signs in Avington.

#### **Memorial Bench:**

Clerk had not received any news regarding the memorial bench installation.

**Action:** Clerk to chase reply

#### **Lengthsman Contract:**

Clerk had sent the contract to RP Gardening Services for signature. They had queried some wording regarding disposal of waste from site. Their query was valid, and the contract would be amended and resent.

**Action:** Clerk to liaise with Chairman Cllr Appleby to rectify contract and send back to RP Gardening for signature.

#### **Footpath 31:**

Rights of Way Committee have committed to purchase of bark as per full council authorisation & financial regulations.



# Itchen Valley Parish Council

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**Action:** Clerk to order bark from Holm Products and arrange for delivery to Cllr Rosewell.

20.086 **To discuss and agree Clerk overtime payment. Confidential.**

F&GP Committee Members agreed to pay Clerk the submitted overtime request accrued over the last 4 months.

20.087 **Bills to Pay:**

The [Bills to Pay](#) were circulated to the councillors before the meeting. Cllr Appleby and Cllr Legat agreed the bills to pay on the proviso that the Section 137 application from Itchen Valley Churches was removed, for full council decision at the next council meeting.

Committee Members noted the [Income Received](#) as refund of Boomtown Town Community Funding from Worthy Youth Football Club & a refund from Greensmile Ltd for long-marking of football pitches at King George Vth Field at Couch Green.

20.088 **F&GP Workplan Update March 2021**

Cllr Riley ran through the March Workplan, referring to the Itchen Valley Parish Council website page [Standing Orders and Protocols](#), Cllr Riley asked the Clerk to put together an excel spreadsheet all the policies, when they required a review and who is responsible for doing so.

**Action:** Clerk to create spreadsheet.

**Action:** Clerk to make sure a current Freedom of Information Document is published on the website

20.089 **Review & agree Financial Risk Management Record for Adoption at Full Council Meeting 1<sup>st</sup> April 2021.**

Clerk had circulated the document to all councillors. All members agreed amendments. Document to be agreed by Full Council at next meeting.

20.090 **Discuss & agree play equipment quotes received for Old School Field Timber trail replacement. (see attached document)**

Clerk presented quote comparison document based on quotes received from Vitaplay, Handmade Places & Fawns. Clerk was waiting on a quote from Ava Recreation for final trampoline cost.



Members discussed the prices received and what would give the children the best 'play experience' and decided on installing a trampoline. Council members gave clerk permission to order a new trampoline once the last quote had been received. Decision to be based on cost & value for money. Clerk must be satisfied that all quotes are based on the same parameters.

**Action:** Clerk to place order for the trampoline was final quote received.

20.091 **Discuss and agree variable direct debit set-up for Land Registry e-business service for use by Rights of Way Committee.**

Cllr Rosewell explained that having access to the Land Registry map would prove useful in identifying land ownership within the parish boundaries to assist in the administration of public rights of way repair work. Although the service of map checking is free, if further information is required (i.e., the owners name) a nominal fee is charged. Access to the maps was only available after registering for the e-business service; to register for the e-business service the council would need to set up a variable direct debit. Council noted that all information was public information.

F&GP Committee members present all agreed to set up of variable direct debit to Rights of Way Budget.

**Action:** Clerk to set up variable direct debit.

20.092 **Update on Couch Green Pitch Renewal Costs (see attached)**

Cllr Riley presented the costs per pitch as compiled by the Clerk using quotations from Southern Ground Care.

Councillors discussed the following points:

- Did members of the local community participate in football at KGVth Field Couch Green.
- was it cost effective to do all this treatment,
- was it confirmed that Worthy Youth Football Club would return to Couch Green fields if the fields were repaired and maintained to a viable standard?
- Could we cover and sustain the costs to maintain them?

After discussion Councillors agreed that one 9v9 pitch would be brought up to standard as a trial The quotation for this work was £1847.00 including ferreting and weed killer.

**Action:** Clerk to ensure that there were enough funds in the budget to cover the works, if so, works should be commissioned.

**Action:** Cllr Riley to confirm return of WYFC to KGVth Field at Couch Green.



## 20.092.1 Vibrant Economy

### **CREATING A VIBRANT ECONOMY**

19: What types of economic development do we need to consider? Please add industries and professions that should be supported throughout the district

- Education
- Medical Services
- Light Commercial/Industrial

20: Do you agree or disagree with the following statements?

20a: *"The town centre policies should be flexible in order to reflect changes that are taking place to the retail and leisure sector, people's shopping habits and the decline in the number of office-based jobs that are located in town centres".*

(Strongly agree/ agree/ neither agree nor disagree/ disagree/ strongly disagree)

20b: *"The Local Plan should be more encouraging and supportive of the use of vacant upper floors in town centres above shops for other uses?"*

(Strongly agree/ agree/ neither agree nor disagree/ disagree/ strongly disagree)

If you agree what uses would be acceptable?

- Accommodation
- Offices
- Studios/Gyms/Craft Units

21: Should the rural employment policies in the Local Plan be:

... "less restrictive allowing for a wider range of employment options in the rural areas and provide a wider range of uses".

(Strongly agree/ agree/ neither agree nor disagree/ disagree/ strongly disagree)

If you agree, how does this fit with moving towards carbon neutrality?

22: How can the Local Plan support home working and move towards a green economy?

- FTTP Broadband – fibre to the premises
- Mobile Network coverage – 5G
- Support Community Energy Generation Projects
- Wider use of all potential renewable energy sources – wind, hydro, solar



20.094 **Update on Phone Box at Easton**

Cllr Riley had met with the Easton resident who would like the Parish Council to purchase the Phone Box in Easton when the telephone is decommissioned. Cllr Riley said that a license agreement would need to be created to alleviate concern from councillors that once the community 'moved on' and priorities changed, the parish council would be responsible for the upkeep.

20.095 **Items for next meeting**

- Discuss churchyard maintenance at next Environment Committee Meeting

20.096 **Date and Time of following meeting:**

**Date:** Thursday 22<sup>nd</sup> April 2021 at 7.45/8.00 pm until 9.00 pm.

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

The meeting was closed at 9.18 pm.

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## 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
145		£200.00	1200/2	18/03/21	RP Gardening - Lengthsman for Boarhunt	
146		£398.03		18/03/21	Greensmile - Grounds Maintenance - February 2021	
1		£298.43	1140/2		Grounds Maint KGV	
2		£99.60	1150/1		Grounds Maint OSF	
147		£115.20	1080	18/03/21	Vitaplay - Playground Inspections - February 2021	
148		£400.00	1200/2	18/03/21	RP Gardening - Lengthsman: Four Marks & Medstead	
149		£15.17	1130	18/03/21	Michelle Leadbitter-Allen - Reimburse monthly cost of Adobe DC - March	
<b>Sub Total</b>		<u>£1,128.40</u>				
		<u>£1,430.14</u>			Confidential	
<b>Total</b>		<u>£2,558.54</u>				

Amended Bills to Pay List: Section 137 grant request removed for formal full council approval at next meeting 1 April 2021. Minute Number: 20.086 F&GP Meeting 18th March 2021

Signature \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

19/03/21 11:31 AM V: 8.54.02

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## List of Contra Transactions

Start of year 01/04/20

paid between 01/03/21 and 14/03/21, for the Full Council

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Details	Heading
BACS210311G RN	11/03/21	151		-£612.00	-£102.00	-£510.00	Greensmile	Grounds Maint KGV 1140/2
		151/1		-£612.00	-£102.00	-£510.00	Greensmile	Contra 133, Refund of long marking at KGVth 1140/2
BACS210311 WYFC	11/03/21	152		-£800.00	£0.00	-£800.00	Worthys Youth Football Club	Contra 109, Boomtown Grant Award returned: Goals not purchased 1220

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# Itchen Valley Parish Council

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

F&GP Calendar of recurrent work FY 20/21 as at 14th March 2021

Serial Nbr	Activity	Month	Comment	RAG STATUS	Lead
1	CF				
2	Close 2019-2020 accounts, Open new fiscal year	Apr-20	Year End complete. Add budgets	Green	MLA/YR
3	Reclaim VAT owed for period 1 Sep 19-31 Mar 20	Apr-20	Claim consolidated, Filing complete. Payment Rec'vd.	Green	MLA
3	Review Previous Years Final Accounts & Supporting Documents	Apr-20	Circulated to members at April FCM	Green	MLA/YR
4	F&GP to Review Section 1 & 2 of Annual Governance and Annual Return Statements- External Audit	Apr-20	Part 1 & 2 to be signed of at May FCM. RFO to sign of Section 1 after Apr F&GP, prior to May FCM	Green	MLA/YR
5	Ensure NPC receives funding for Lengthman & HCC delegated contract.	Apr-20	HCC have confirmed a further years worth of funding. Clerk to raise invoice after IA	Green	MLA
6	Check Prep for Internal Audit	Apr-20	IA Completed	Green	YR/MLA
7	Review level of Insurance Cover	Apr-20	Beginning second year of 3 year contract on 1st June. Cl checking asset register. YR and ML to review insurance amounts	Green	MLA
8	Review bids against 2020 Boomtown Community Grants	May-20	Now accepting Boomtown Applications. Discuss all received applications at September F&GP	Green	YR
9	Annual review of Direct Debt/ Standing Order Schedule	May-20	F&GP Agenda 2105/2020	Green	MLA
10	Councillors Declaration of Pecuniary Interest	May-20	All declarations Received, scanned and submitted to WCC	Green	MLA
11	Review Internal Auditors Report FY 19/20	May-20	Action Plan Initiated	Green	MLA/YR
12	Review Monthly Inspection & Maintenance Contract	May-20	Contract Agreed and signed by all parties	Green	MLA/YR
13	Resolve any queries from IA	Jun-20	Lengthman Reserve: 6 replies received only - all in favour of continuing to hold the reserve. Council voted in favour based on results to keep reserve. IA report complete.	Green	MLA/YR
14	Confirm AGAR and supporting papers submitted to EA	Jun-20	AGAR Submitted.	Green	MLA
15	Check Lease of KGVth to WYFC for next season	Jun/20	Lease not renewed for 2020-2021. Itch to be revamped and maintained for future contract.	Green	MLA/YR
16	2019 Transparency Code Requirements	Jun/20	Ensure all mandatory documents for FY 20-21 posted on web site. All available reports have been uploaded	Green	MLA/YL
17	Event and Car Parking Policy (on Parish Council owned Land)	Jun/20	Event and Car park Policy to remain as is.	Green	MLA/YR
18	1/4 ly Bank Reconciliation	Jul/20	Presented and reviewed at July FCM	Green	MLA/YR
19	Review Management Accounts for FY 19/20	Jul-20	Presented and reviewed at July FCM	Green	MLA/YR
20	Answer External Auditors (PKF) Queries	Jul/20	AGAR Conclusion Received. No concerns raised	Green	MLA/YR
21	Charities Commission Annual Return for KGVth	Aug/20	Annual Return submitted 24/08. Additional Trustees added. No Income or Expenditure to be recorded as per IA.	Green	MLA
22	Archive past Council minutes at HCC records office	Aug/20	On Going. Clerk has added 2013 to archive box, not full. Clerk investigating cost of Fire Resistant Filing cabinet to protect all Council documents	Green	MLA
23	Financial Risk Assessment Review	Sep-20	Reviewed at F&GP. Adopted by full council at 11020 FCM	Green	SA
24	Review any External Audit Comments & Conclusion of Audit notice.	Sep-20	N/A	Green	MLA/YR
25	Appoint Internal Auditor, agree date for FY 19/20 Audit	Sep-20	Do the Numbers appointed	Green	MLA
26	Review and update Asset Register	Sep-20	Reviewed at F&GP. Adopted by full council at 11020 FCM	Green	MLA
27	Review Boomtown applications	Sep-20	Applications reviewed and resolved	Green	ALL
28	Independent review of Bank Statements and reconciliation (Part of Internal Control)	Oct-20	On 15/10 Agenda - Cllr Andrews appointed. Bank Rec and Supporting Docs sent to Cllr Andrews.	Green	SA
29	Review Management Accounts for FY 20/21	Oct-20	Cllr Andrews not at F&GP. Moved to 5/11 AGM. Emailed received	Green	MLA/YR
30	Budget requests for FY 20/21	Oct-20	5/11 FCM Agenda Item	Green	All
31	Bernard MacPherson's Trust to post Annual Return	Oct-20	Email Sent to James Bamber	Green	YR
32	Reclaim VAT owed	Oct-20	Clerk to process VAT Reclaim	Green	MLA
33	Review of Financial Processes and Internal Controls	Nov-20	F&GP Agenda	Green	MLA/YR
34	Review Draft budget after FCM comments, prepare final position	Nov-20	F&GP Agenda	Green	MLA/YR
35	New Contract with Lengthman & Associated Parishes.	Nov-20	Council agreed to hold mtg end of January 2021. Clerk to send out contracts 2020-2021 for signing.	Green	MLA
36	Agree Budgets and Precept request	Dec-20	BY FCM, FCM minutes must refer to actual precept increase/decrease	Green	YR
37	Clerks Annual review	Jan-21	Completed 6th January 2021 - discuss F&GP 210121	Green	YR/PA
38	Review 1/4 ly Management Accounts	Jan-21	Add to F&GP Agenda for review, add to FCM February agenda for Signature	Green	MLA/YR
39	20/21 Precept request sent to WCC	Jan-21	Sent to WCC on 8th January 2021	Green	MLA
40	1/4ly Bank Reconciliation	Jan-21	Sent to Cllr Riley for agreement	Green	MLA/YR
41	Book Annual Playground Inspection	Jan-21	Rebooked with Playground Inspectors in July 2020	Green	MLA
42	Review & Update Financial Risk Management Record	Mar-21	F&GP March Agenda, Adopt at April FCM	Amber	YR/MLA
43	Annual Review of Financial Regulations	Mar-21	April F&GP For review, AGM for Adoption	Red	YR/MLA
44	Annual review of TOR from F&GP	Mar-21	April F&GP For review, AGM for Adoption	Red	YR/MLA
45	Annual Review of Discipline and Grievance Policy	Mar-21	April F&GP For review, AGM for Adoption	Red	YR/MLA
46	Update Asset Register prior to year end	Mar-21	Updated and agreed FCM 01/30 Review F&GP and agree at F&GP or at FCM April if not allowed	Amber	MLA
47	Annual Governance and Accountability Return Download	Mar-21	RFO to download from external auditor site	Red	MLA
48	New Edition of the Practitioners Guide "Governance & Accountability for Smaller Authorities in England & Wales" received?	Mar-21	To be circulated to all councillors, F&GP to determine changes need to accountability practice.	Red	MLA





# Itchen Valley Parish Council

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

## PITCH COSTS ex VAT with weedkiller

<u>ONE 7V7 PITCH</u>		<u>ONE 9V9 PITCH</u>		<u>TWO 9V9 PITCHES</u>		<u>TWO 9V9 PITCHES PLUS 7V7 PITCH</u>	
Areate Pitch	£ 300.00	Areate Pitch	£ 450.00	Areate Pitch	£ 900.00	Areate Pitch	£1,200.00
Overseed	£ 200.00	Overseed	£ 300.00	Overseed	£ 600.00	Overseed	£ 800.00
Weedkiller	£ 130.00	Weedkiller	£ 195.00	Weedkiller	£ 390.00	Weedkiller	£ 520.00
Seed	£ 290.00	Seed	£ 406.00	Seed	£ 812.00	Seed	£1,102.00
Fertilizer	£ 102.00	Fertilizer	£ 136.00	Fertilizer	£ 272.00	Fertilizer	£ 374.00
	<u>£1,022.00</u>		<u>£1,487.00</u>		<u>£2,974.00</u>		<u>£3,996.00</u>
Cost of Ferretting	£ 360.00	Cost of Ferretting	£ 360.00	Cost of Ferretting	£ 360.00	Cost of Ferretting	£ 360.00
	<u>£1,382.00</u>		<u>£1,847.00</u>		<u>£3,334.00</u>		<u>£4,356.00</u>

## PITCH COSTS ex VAT without weedkiller

<u>ONE 7V7 PITCH</u>		<u>ONE 9V9 PITCH</u>		<u>TWO 9V9 PITCHES</u>		<u>TWO 9V9 PITCHES PLUS 7V7 PITCH</u>	
Areate Pitch	£ 300.00	Areate Pitch	£ 450.00	Areate Pitch	£ 900.00	Areate Pitch	£1,200.00
Overseed	£ 200.00	Overseed	£ 300.00	Overseed	£ 600.00	Overseed	£ 800.00
Weedkiller	£ -	Weedkiller	£ -	Weedkiller	£ -	Weedkiller	£ -
Seed	£ 290.00	Seed	£ 406.00	Seed	£ 812.00	Seed	£1,102.00
Fertilizer	£ 102.00	Fertilizer	£ 136.00	Fertilizer	£ 272.00	Fertilizer	£ 374.00
	<u>£ 892.00</u>		<u>£1,292.00</u>		<u>£2,584.00</u>		<u>£3,476.00</u>
Cost of Ferretting	£ 360.00	Cost of Ferretting	£ 360.00	Cost of Ferretting	£ 360.00	Cost of Ferretting	£ 360.00
	<u>£1,252.00</u>		<u>£1,652.00</u>		<u>£2,944.00</u>		<u>£3,836.00</u>

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