



## Finance & General Purposes Committee

Draft Minutes of the Finance & General Purposes Committee Meeting held electronically on Thursday 22<sup>nd</sup> April 2021 at 7.30pm.

### Members Attending:

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

### In attendance:

Michelle Leadbitter-Allen (Clerk)

### 21.001 Apologies Received from:

Cllr Moffat, Cllr Jeffes, Cllr Andrews

### 21.002 Approve the minutes from 18<sup>th</sup> March 2021:

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

### Matters arising:

#### **Memorial Bench:**

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

**Action:** Clerk to chase reply

#### **Lengthsman Contract:**

Clerk reported that the contract with the Lengthsman had been rectified and subsequently signed by RP Gardening Services. Clerk had sent all associate parish contracts out for signature and had sent a signed copy of the lead parish contract to HCC. Clerk waiting on purchase order from HCC to submit invoice for 2021-2022 funding.

#### **Footpath 31:**

Cllr Rosewell confirmed that the bark chipping had been purchased but is waiting on a response from Countryside Service regarding the outcome of funding application for works on Footpath 31. Further works on Footpaths 31 and 30 are now pending, awaiting this outcome.



## 21.003 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. The Council noted the receipt of the 1<sup>st</sup> half of the precept as per [Income Received](#).

## 21.004 F&GP Workplan Update April 2021

Cllr Riley ran through the [April Workplan](#).

- Clerk to close 2021-2021 accounts and open new fiscal year.  
Clerk reported the accounts had been closed and the new fiscal year opened.
- Submit [VAT claim](#) for period 1 October 2020 – 31st March 2021.  
Clerk reported that the VAT claim had been submitted.
- Review Previous Years [Final Accounts](#) & [Supporting Documents](#) & [Explanation of Variances Report](#)

Cllr Riley presented the Final Draft Accounts and supporting documents to F&GP members which showed a fall in income over the last year of just under £10 000 and an increase in expenditure of approximately £ 2500 with a deficit of £3888.00. The Clerk explained that previously VAT paid had not shown on the draft accounts only the VAT reclaimed, but to be transparent and accurate both should appear on the accounts to give a true picture of the Council's accounts for the year.

Cllr Langford asked what the Miscellaneous Income had been in the 2019-202 accounts. The Clerk explained that this was mostly a sum of insurance monies paid out to the council as well as money for pitch rental at KGVth field at Couch Green.

Cllr Riley explained that the council were carrying forward a reserve of £45 464.00 into the new financial year.

Cllr Riley explained that the variances triggered by the AGAR had been set at 15% which meant that any differences between the accounts of 2019/20 and 2020/21 of 15% or greater would trigger a request for an explanation of how the variance occurred. Cllr Riley referred to the variance document which explained the Income Variance and the Salary Cost Variance in detail.



Cllr Langford asked why the Strategic Reserve was an odd number. Cllr Riley explained that it was because it was set at an agreed proportion of the precept which was not always a round number. Clerk reported that the deposited amount was rounded up by WCC, so we could round the Strategic reserve as well.

**Action:** Clerk to update the Strategic Reserve opening amount to reflect the new precept for 2021-22.

- F&GP to Review [Section 1&2 of Annual Governance and Annual Return Statement](#)

Cllr Riley presented **Section 1 of the Annual Governance and Annual Return Statement for 2020-2021.**

Cllr Riley reminded Council members that for Section 1 of the AGAR to be submitted they must be sure that they agree with points 1 through 9, as if agreement is not given, the council must provide explanations to the external auditor on a separate sheet for each 'No' response describing how the council will address any identified weaknesses.

**Section 2 – The Accounting Statements** were presented. Cllr Riley proposed that they be accepted and the clerk/RFO allowed to sign the document, Cllr Appleby seconded, and the committee agreed unanimously that the clerk may sign Section 2 therefore certifying them before presentation to Full Council for agreement on 5th May 2021.

- **Review & Agree** [Updated Asset Register & Asset Value Report for AGAR](#)

Cllr Riley presented the Updated Asset Register and the Asset Value Report which needed to be agreed for the Annual Return Submission.

After discussion Councillor Riley proposed that this be signed as a correct record and Cllr Appleby Seconded the proposal. The F&GP members agreed that the Asset Register was an accurate reflection of the assets owned by the council for purposes of the AGAR.

- **Ensure IVPC receives funding for Lengthsman & HCC delegate contract.**

Clerk has submitted contract and Lengthsman report and is awaiting Purchase Order to submit invoice for 2021-2022 funding as discussed under matters arising.



## 21.005 **Review Financial Regulations for adoption at Annual General Meeting**

The Clerk had reviewed and made a couple of small changes to the Financial Regulations which had been circulated to the council members. The F&GP members agreed the changes and were happy for the Financial Regulations to be adopted at the AGM.

## 21.006 **Review [Discipline](#) and [Grievance](#) Policy for adoption at Annual General Meeting.**

Clerk explained that as part of the HALC HR subscription IVPC were entitled to a review of the Discipline and Grievance Policies as attached. All council members agreed for both the Discipline and the Grievance Policy to be adopted at the AGM.

## 21.007 **Review [Standing Orders](#) for adoption at Annual General Meeting**

Cllr Appleby took the members through the changes he had made to the Standing Orders which had been agreed previously in May 2020 as a new model had been released from NALC. Cllr Riley requested that the version with the tracked changes be sent out to councillors prior to the AGM if they had not had a chance to read the document in its entirety.

All members agreed that the Standing Orders should be put forward for adoption at the AGM.

## 21.008 **Review [FOI policy](#) for adoption at Annual General Meeting**

Clerk had been unable to locate the previous Freedom of Information Policy, so had written a new version which was circulated to the members before the meeting.

All members agreed that the FOI policy should be put forward for adoption at the AGM.

## 21.009 **Review [FOI Publication Scheme](#) for adoption at Annual General Meeting**

Clerk had been unable to locate the previous Freedom of Information Scheme, so had written a new version using the publication model on the Information Commissioners website, which was circulated to the members before the meeting.



Cllr Legat proposed that the cost per sheet should be raised to 50p for any hardcopy document requested. All members agreed.

All members agreed that the FOI publication Scheme should be put forward for adoption at the AGM.

**21.010 Meeting contingency: agree delegation procedure when no meetings are held & any movement of meetings.**

Although it was hoped the case brought before High Court to allow Councils to decide their own fate regarding virtual meetings will be successful it was decided prudent to put a contingency plan of delegated powers forward for adoption at AGM if required.

It was proposed that all Council decisions should be finalised and ratified by Cllr's Appleby and Riley and the clerk, or when the clerk is away on sick leave, the locum clerk would stand in. The delegated members would only act on essential or urgent decisions as required until council meetings were held again from 22 June 2021.

**Action: Clerk to add to AGM Agenda**

**21.011 Review Risk Assessment for returning to Face-to-Face Meetings for adoption at AGM.**

Clerk had completed a risk assessment for returning to Face-to-Face Meetings under the current restrictions. As it was unlikely that the Council would be able to return to Face-to-Face meetings until the Covid-19 restrictions are lifted in June, it was deemed unnecessary at this point and would be reviewed if needed.

**21.012 Note the Requirement for Reserve Policy as per JPAG 2020-2021**

F&GP Members noted the requirement for a reserve policy. Clerk has added the requirement to the F&GP workplan.

**21.013 Discuss outline proposal from LR Coaching for use of Couch Green container/concrete pad as outdoor fitness area.**

Cllr Riley had received a proposal from a personal trainer to use the concrete pad to run some private outdoor personal training with use of the container for storage. Cllr Riley thought it would be a good use of the area.

**Action: Clerk to forward the proposal received to all members for review and**



discussion at AGM.

## 21.014 Receive update on play equipment installation at Old School Field

Clerk and Cllr Riley had been through the quotes for the trampoline as decided at the last meeting and had ordered the trampoline from Vitaplay as it was the cheapest of the three quotes received.

## 21.015 Receive update on Couch Green Pitch Repair

Clerk had put together some figures as requested.

**Action:** Cllr Riley and Clerk to go through these together and present findings to AGM.

## 21.016 Update on phone box at Easton

Cllr Riley had nothing to report.

## 21.017 Items for next meeting

Cllr Riley asked to discuss Clerk's forthcoming absence at the AGM.

## 21.018 Date and Time of following meeting:

**Date:** 24<sup>th</sup> June 2021 (TBC)

**Location:** TBA

The meeting was closed at 9.00 pm.



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