

# Kings Worthy Parish Council

## FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 15 October 2008  
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

Present: Councillors: Peter Warrener [Chairman]  
Dawn-Marie Cox  
Jim Marshall  
Neil Pidduck  
Derek Smithers

Clerk/Finance Officer: Barbara Fairbrother  
Colin Arnett

Public: 0

### **F/08/88 Apologies for Absence**

None.

### **F/08/89 Minutes of the Meeting held on the 10 September 2008**

The minutes were agreed as a true record of the meeting and were signed by Cllr Warrener.

### **F/08/90 Matters Arising from the Minutes of 10 September 2008**

- **F/08/81 KWC Insulation** – Cllr Cox reported that the THMC Management Committee had approved their contribution towards the insulation and that Jackie Porter was investigating grant contributions.
- **F/08/81 Bus Shelters** – the clerk confirmed that an order had been placed for the refurbishment work.
- **F/08/81 Eversley Park Football** – the clerk reported that payment had still not been received from Accutek for the outstanding pitch fees. Members agreed that the clerk should write to the team manager indicating that unless payment is received by the end of October, legal action will be taken to recover the debt. **Action – the clerk**
- **F/08/84 Photocopier** – the clerk confirmed that a one year extension to the contract had been arranged.
- **F/08/84 Web-site** – the clerk had raised a cheque to Headbourne Worthy PC with the balance of the monies received.

## **F/08/91 Project Updates**

- **Land off Hookpit Farm Lane [Top Field]** – Members discussed the letter received from Shentons regarding legal services for this project. Members agreed that as satisfactory references had now been received for Hedleys that the project should be transferred to them. The clerk was asked to implement the change-over. **Action – the clerk**
- **Broadview Rent Charge** – an invoice had been received for the land registry fee which completes the transfer.

## **F/08/92 To Receive Statements of Accounts**

The Committee received the Budget Report and Account Balances Report for September 2008.

Members ratified the £120,000 investment in the Money Market for a period of five weeks.

Members discussed the papers from Cllrs Pidduck, Cox and Smithers regarding the presentation of the accounts.

It was agreed that reserve funds should be retained at 30% of the annual precept working towards 50%. This excludes the S106 Agreement commuted sum for the maintenance of Church Green and monies set aside for major projects. The term “reserve” is to remain to be in line with audit procedures.

The financial notes for guidance are to be made available to all councillors.

Cllr Marshall indicated that he is progressing the link to the R&A Committee by preparing the budget for 2009/10 under the project budget headings recommended by the group. He sought clarification on the budget line for the handyman.

The format of Appendix C was agreed for budget setting.

## **F/08/93 RFO's and Clerk's Notices**

- **Identity Badges** – Members agreed the funding for identity badges for all councillors and parish staff. **Action – Cllr Cox/ the clerk**
- **Tree Planting at Eversley Park** – Members considered the request from the PTA to fund the shortfall in grant applications for the planting of trees adjacent to the children's play area. The clerk was asked to seek further clarification, particularly on the reduced contribution from the Tree Council. **Action – the clerk**
- **Seat Refurbishment** - Members agreed to fund a replacement seat in Fraser Road now that confirmation of ownership had been established. **Action – the clerk**

**F/08/93 RFO's and Clerk's Notices Cont.**

- **KWC Notice Boards** - the alternative boards suggested by the THMC were discussed by members. It was agreed to proceed with this option. **Action – the clerk**
- **Eversley Park Car Park** – Members agreed that the clerk should obtain a quotation from the contractor undertaking the work on the entrance to the bottom football pitch to fill the pot-holes in the car-park. **Action – the clerk**

They agreed that the re-marking of the white lines was a low priority.

**F/08/94 Chairman's Notices**

- **Banking Crisis** – Cllr Warrener expressed his concerns regarding reports in the media of investment failures of other local authorities. Cllr Cox agreed to undertake some research. **Action – Cllr Cox**
- **Vote of Thanks** – Cllr Warrener thanked Cllr Pidduck and his colleagues, and Cllr Marshall for their contribution to the work of the committee.

**F/08/95 To Authorise Invoices for Payment**

The Committee received a schedule of invoices due for payment, agreed the schedule and signed the cheques. The total invoices for payment, including salary payments and direct debits amounted to £10,614.95. See schedule attached.

**F/08/96 Date of next meeting**

A budget meeting was arranged for 8.30am on the 5 November 2008.

The next meeting was arranged for Wednesday 12 November 2008 at 9.30am.

The meeting closed at 12.26pm

Signed.....

Dated.....

# Kings Worthy Parish Council

## FINANCE COMMITTEE

### Invoice for Payment – October 2008

The following invoices have been received since the last meeting of the Finance Committee. Officer's remuneration and payments made automatically from the council's bank accounts, such as bank charges and direct debits, may not be shown as they are dealt with outside the Committee cycle.

The Finance Committee is asked to authorise payment of the following invoices and sign the cheques.

<b>Name of Supplier</b>	<b>Nature of Works</b>	<b>Invoice Value (Incl. VAT)</b>	<b>E.No</b>
<b>Cheques already authorised &amp; signed</b>			
Clerks & Caretaker	Salaries & Expenses	3,503.35	
J M Francis	Newsletter delivery	144.32	8125
Viking Direct	Stationery	88.99	8127
Hampshire ALC	Training courses	115.00	8126
Ricoh UK	Photocopier	177.52	8128
S. Howell	Handyman	131.20	8129
TLC On-line	Website manager and set-up	595.00	8130
	<b>TOTAL</b>	<b>£4,755.38</b>	
<b>Cheques to be authorised</b>			
Neptune Outdoor	Seats	639.20	8131
Neptune Outdoor	Relocating bin	76.37	8132
Culverlands Press	Newsletter	310.00	8133
Viking Direct	Stationery	104.07	8134
Scandor	Contract	2,920.44	8135
Box-It	Storage and delivery	81.38	8136
Serco	Industrial waste	178.11	8137
WCC	Dog bins	483.60	8138
P. Reynolds	Internal Audit Q2	205.00	8139
PCC of St Mary's	Garage charges	272.48	8140
Shentons	Solicitors (OSF)	80.00	8141
Hampshire ALC	Clerks training	70.00	8142
Headbourne Worthy PC	Website business link bal.	137.50	8143
	<b>TOTAL CHEQUES</b>	<b>£5,558.15</b>	
<b>Direct Debits</b>			
British Gas	KWCC & Tubbs Hall	86.00	8149
British Telecom	Telephone (888552)	21.00	8150
British Telecom	Telephone (884150)	28.00	8151
Southern Electric	KWCC & Tubbs Hall	87.00	8152
Southern Water	KWCC & Tubbs Hall	17.50	8153
PHS	Waste collection certification	58.69	8154
Verizon	Telephone charges	3.23	8155
	<b>TOTAL</b>	<b>£301.42</b>	
	<b>ENTIRE TOTAL</b>	<b>£10,614.95</b>	