

Kings Worthy Parish Council

FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 16 April 2008
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

| | | |
|----------|------------------------|--|
| Present: | Councillors: | Robert Johnston [Chairman] Jim Marshall Neil Pidduck Derek Smithers Peter Warrener |
| | Clerk/Finance Officer: | Barbara Fairbrother Colin Arnett |
| | Public: | None |

F/08/30 Apologies for Absence

There were no apologies for absence. Cllr Johnston welcomed Cllr Smithers to the committee.

F/08/31 Minutes of the Meeting held on the 12 March 2008

The minutes were agreed as a true record of the meeting with one amendment – F/08/25 add – reflected in the “budget” accounts - and were signed by Cllr Johnston.

F/08/32 Matters Arising from the Minutes of 12 March 2008

- **F/08/22 Community Respect and Environment Week [CREW]** – Cllr Johnston updated members as to the work undertaken by the team and indicated that the work on hedge cutting had now been suspended during the bird nesting season. Suggestions for other work would be appreciated.
- **F/08/22 Southern Electric** – the RFO reported that no further progress had been made on the clarification of a 3 year contract. **Action – RFO**
- **F/08/24 Handyman Replacement** – the clerk circulated the draft job specification which had been discussed by the R&A Committee. Members agreed that a monthly retainer of 6 hours should be incorporated and that the rate of pay should be negotiable.

F/08/33 Project Updates

- **Top Field** – Cllr Johnston indicated that the recent amendment to the S106 Agreement with Milford Homes had proved to be worthwhile. Members agreed that no further action be taken at present.
- **Broadview Rent Charge** – the clerk reported that Shentons had indicated that their legal costs would be no more than £750.

F/08/34 To Receive Statements of Accounts

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

The Committee and RFO's should be congratulated on another successful year with healthy reserves.

Due to the change in the committee cycle, the RFO's reported that a decision had been made to invest £40,000 in the Money Market until the 12 May 2008

It was recommended and agreed that the sum of £120,000 should be invested in the Money Market for a period of one month thereafter, subject to review by the RFO.

F/08/35 RFO's and Clerk's Notices

- **Notice Boards** – Members were informed that the contractor had underestimated his costs for installing the new notice boards. Members confirmed their wish to hold him to his original estimate; however they gave the clerk authority to negotiate a compromise. **Action – the clerk**
- **KWC Gas Boiler** - Members agreed that a maintenance agreement be negotiated for the gas boiler in view of the recent problems experienced. Members approved the refund of the monies paid by Cllr Johnston to the engineer for the emergency repair of the boiler. **Action - RFO**
- **Parish Solicitors** – the clerk reported that the HALC employed the professional services of Hedleys Solicitors. Members agreed that they be approached when legal advice was next required.
- **KW Primary School – Path No. 5** - Members noted the successful grant application to HCC which would be passed through the parish accounts.
- **Seats** – Members agreed to the recommendation from R&A that a pilot be undertaken with a man-made timber seat.
- **Tree Work – 35 Ramsay Road** – Members accepted the quotation for removing the over-hanging branch.
- **Church Green – Tree Survey** – Members agreed to the fee from OSF for a consultant to report on the diseased trees, as recommended by the Landscape Architect.

F/08/35 RFO's and Clerk's Notices cont.

- **Parish Office Notice Board** – Members confirmed that no order be placed for a new board until confirmation of the contribution from the THMC had been received.
- **Eversley Park – Additional Children's Play Equipment** – Members noted the application for OSF.
- **Storage Garage** – Members were informed that St.Mary's PCC will be formally requesting a contribution towards the rental of the shared garage in Tovey Place.
- **Auditor** – Paul Reynolds is hoping to shortly return from his period of sick leave to be able to undertake the annual audit of accounts.

Cllr Johnston left the meeting at this stage and Cllr Warrener took the chair.

F/08/36 Chairman's Notices

- **Web-site** – Discussion took place on an alternative Kings Worthy web-site. The clerk was asked to circulate details to all councillors, so the matter could be discussed at the PC meeting on Monday next.

Action – the clerk

F/08/37 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 £21,320.07. See schedule attached.

F/08/38 Date of next meeting

The next meeting was arranged for Wednesday 14 May 2008 at 9.30am.

The meeting closed at 11.12am

Signed.....

Dated.....

Kings Worthy Parish Council

FINANCE COMMITTEE

Invoice for Payment – April 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.

| Name of Supplier | Nature of Works | Invoice Value (Incl. VAT) | E.No |
|--|---|--------------------------------------|-------------|
| Cheques already authorised & signed | | | |
| Clerks & Caretaker | Salaries & Expenses | 4,485.11 | |
| | TOTAL | £4,485.11 | |
| Cheques to be authorised | | | |
| R. Sign | Swing bolts | 7.09 | 8001 |
| R. Johnston | Emergency gas boiler repair | 15.00 | 8002 |
| HCC | General Admin supplies | 41.60 | 8003 |
| WCC | Burial Ground Rates | 181.74 | 8004 |
| WCC | KWCC Rates | 281.82 | 8005 |
| WCC | Tubbs Hall Lease | 270.00 | 8006 |
| Waterside Blinds | Blinds for Tubbs Hall (To be reimbursed from THMC) | 663.87 | 8007 |
| Box-It | Storage | 23.11 | 8008 |
| Serco | Waste collection | 178.11 | 8009 |
| Scandor | PC Open Spaces contract | 2,920.44 | 8010 |
| Scandor | Fryers Close landscaping (Open Space Fund) | 12,022.04 | 8011 |
| | TOTAL CHEQUES | £16,604.82 | |
| Direct Debits | | | |
| Verizon | Telephone charges | 8.14 | 8017 |
| British Gas | KWCC & Tubbs Hall | 69.00 | 8018 |
| British Telecom | Telephone (884150) | 28.00 | 8019 |
| British Telecom | Telephone (888552) | 28.00 | 8020 |
| Southern Electric | KWCC & Tubbs Hall | 87.00 | 8021 |
| Southern Water | KWCC & Tubbs Hall | 10.00 | 8022 |
| | TOTAL | £230.14 | |
| | ENTIRE TOTAL | £21,320.07 | |