

# Kings Worthy Parish Council

## FINANCE COMMITTEE

Minutes of the Meeting held on Wednesday 16 July 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/08/60 Apologies for Absence**

There were no apologies for absence. Cllr Warrener welcomed Cllr Cox to the committee.

### **F/08/61 Minutes of the Meeting held on the 11 June 2008**

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

### **F/08/62 Matters Arising from the Minutes of 11 June 2008**

- **F/08/52 Southern Electric** – the RFO reported that no further progress had been made on the clarification of a 3 year contract. **Action – RFO**
- **F/08/52 Handyman Replacement** – Stan Howell had agreed to undertake the duties of handyman and will start in September.
- **F/08/52 KWC Gas Boiler** – a further repair to the boiler is required. The RFO hoped to setup an account with Gascare.
- **F/08/56 KWC Insulation** - the clerk had yet to receive confirmation from the THMC of their proportion of the funding for the work.
- **F/08/56 HCC Pension Scheme – Job Share Clerks** – Members agreed to increase the clerk's contracts of employment from 80 hours to 85 hours per month to incorporate the addition hours worked into the HCC Pension Scheme. Colin Arnett's increased hours are backdated to 1 April 2007. It was agreed that Barbara Fairbrother will remain at 80 hours, with the option to increase her hours to 85 should the need arise.

#### **F/08/63 Project Updates**

- **Land off Hookpit Farm Lane [Top Field]** – Cllr Marshall and the clerk outlined the latest proposal from the developer. Members agreed that every effort should be made to bring the area into the ownership of the PC and that the proposal be put to the next meeting of the PC for ratification. **Action – the clerk**
- **Broadview Rent Charge** – the final account had been received from Shentons, payment of which would complete the purchase of the rent charge. The clerk was querying the account. **Action – the clerk**

#### **F/08/64 To Receive 2007-8 Final Accounts for submission to the Audit Commission**

The Internal Audit report was circulated and accepted, and the recommendations noted.

Members noted the final account figures for submission to the Audit Commission and recommended acceptance by the PC.

Discussion took place on the make-up and clarity of the parish accounts. It was agreed that an informal meeting be held at 9.30am on the 20 August 2008 for the RFO's to demonstrate the accounts to all members and explore options for improving their presentation. **Action – RFO's**

#### **F/08/65 To Receive Statements of Accounts**

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

It was recommended and agreed that the sum of £140,000 should be invested in the Money Market for a period of one month subject to review by the RFO.

#### **F/08/66 RFO's and Clerk's Notices**

- **Bus Shelters** – Members agreed that the clerk should cost options for the repair of the bus shelters on Lovedon Lane and Springvale Road. **Action – the clerk**
- **Fryers Close** – Members agreed that the clerk should investigate options for improving the grounds maintenance of Fryers Close. **Action – the clerk**
- **National Association of Local Councils** – Members agreed that the clerk should express our concerns on the proposed increase of the annual affiliation fees. **Action – the clerk**

#### **F/08/67 Chairman's Notices**

None

**F/08/68      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 £7,575.66. See schedule attached.

**F/08/69      Date of next meeting**

The next meeting was arranged for Wednesday 13 August 2008 at 9.30am.

The meeting closed at 12.05pm

Signed.....

Dated.....

# Kings Worthy Parish Council

## FINANCE COMMITTEE

### Invoice for Payment – July 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	3,482.05	
	<b>TOTAL</b>	<b>£3,482.05</b>	
<b>Cheques to be authorised</b>			
R. Sign	Thinners for repair work	4.79	8066
P. Reynolds	Internal Audit	195.00	8067
HCC	KWCC supplies	78.73	8068
Box-It	Storage	23.36	8069
Barrell Tree Consults	Open Space Fund	282.00	8070
Worthy Tree Care	Tree work Ramsay Rd	86.00	8071
BFT Fire	Annual inspection & extinguisher	227.00	8072
Scandor	Contract	2,920.44	8073
B. Fairbrother	McAfee Internet Security	49.99	8079
	<b>TOTAL CHEQUES</b>	<b>£3,867.31</b>	
<b>Direct Debits</b>			
Verizon	Telephone charges	11.30	8080
British Gas	KWCC & Tubbs Hall	69.00	8081
British Telecom	Telephone (888552)	21.00	8082
British Telecom	Telephone (884150)	28.00	8083
Southern Electric	KWCC & Tubbs Hall	87.00	8084
Southern Water	KWCC & Tubbs Hall	10.00	8085
	<b>TOTAL</b>	<b>£226.30</b>	
	<b>ENTIRE TOTAL</b>	<b>£7,575.66</b>	