

# Kings Worthy Parish Council

## FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 11 November 2009  
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

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

Clerk/Finance Officer: Barbara Fairbrother  
Colin Arnett

Public: 0

### **F/09/102 Apologies for Absence**

Apologies for absence had been received from Cllr Young.

### **F/09/103 Minutes of the Meeting held on the 14 October 2009**

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

### **F/09/104 Matters Arising from the Minutes of 14 October 2009**

- **F/09/95 KWCC Water Usage** – the clerk outlined the steps that had been taken to identify the high water usage. It was agreed that a plumber be instructed to repair the WC in the ladies toilet and the isolation switch in the entrance hall. A quotation should also be sought for installing isolation valves to all fittings. **Action – the clerk**
- **F/09/95 Scottish & Southern Electricity New Power Line** – the clerk reported that a quotation for the refurbishment of the steps at Kim Bishop Walk had been acknowledged by SSE. Approval for the work had yet to be received. **Action – the clerk**
- **F/09/95 Website Business Charge** – the RFO reported that those businesses that had not renewed their subscription had been deleted from the website.
- **F/09/95 Parish Office Photocopier** – the clerks reported that the new photocopier had been connected to the computer.

#### **F/09/104 Matters Arising from the Minutes of 14 October 2009 cont.**

- **F/09/95 Grit Bins** – Cllr Warrener reported that he had been in contact with HCC regarding the provision of additional bins. Stan Howell had indicated that Jackie Porter was prepared to fund two bins.

The clerk was asked to check with HCC the issue of public liability on the use of the bins and if appropriate to place a notice on the website outlining public use of the bins. **Action – the clerk**

- **F/09/95 Open Space Contract** – the clerk reported that an advertisement for expressions of interest for the new contract had been placed in the Hampshire Chronicle.
- **F/09/98 Audit Services** – Members agreed that a review of audit services should take place as soon as possible to adhere to the guidance notes which recommended that the auditor be changed every 4 years. Auditors from HALC's approved list should be approached. **Action – the RFO**
- **F/09/98 Risk Assessment** – the RFO reported that she was compiling a check list. **Action – the RFO**
- **F/09/98 Fidelity Insurance** – the RFO reported that she was waiting until the year end to determine the level required. **Action – the RFO**

#### **F/09/105 Public Question Time**

Members expressed their concerns regarding the non-attendance of the public at these meetings. It was an opportunity for parishioners to share with councillors their thoughts on financial priorities. It was suggested that an article be placed in the next edition of the Newsletter.

#### **F/09/106 Project Updates**

None

#### **F/09/107 To Receive Statements of Accounts**

The Committee received the Budget Report and Account Balances Report for October 2009. Members were satisfied that the intended level of reserves had been achieved.

They agreed that the following options should be investigated to increase income levels and reduce the cost of vandalism;

- Advertising the availability of the meeting room on the website.
- Including the emptying of dog bins in the Open Spaces Contract
- Detailing the cost of vandalism on the website

The RFO shared with members the Audit Report prepared by the Internal Auditor on the 20 October 2009.

**F/09/108 RFO's and Clerk's Notices**

- **Telephone Kiosk** – a letter had been received from BT Payphones offering the kiosk to the PC for £1. Members agreed that the feasibility of using it as an information centre on the Green should be put to PC for ratification. **Action – Cllr Warrener**
- **London Road Bus Shelter** – the cost of replacing the damaged window is £350. The RFO is to investigate the option of an insurance claim. **Action – the RFO**
- **RAM Installation** – Members agreed to contribute an addition £140 towards the cost of the plinth.
- **Addition Hours** - Members approved the payment of 20.75 additional hours worked by the clerk.

It was agreed that in future any additional hours which committee chairman require the clerks to work outside of the normal committee cycle should be approved in advance by the PC Chairman/Vice-Chairman.

**F/09/109 Chairman's Notices**

None

**F/09/110 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 £18,968.91 See schedule attached.

**F/09/111 Date of next meeting**

The next meeting was arranged for Wednesday 16 December 2009 at 9.30am to be followed by a Budget Meeting.

The meeting closed at 11.20am

Signed.....

Dated.....

# Kings Worthy Parish Council

## FINANCE COMMITTEE

### Invoice for Payment – November 2009

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<br>(Incl. VAT) | E.No |
|--|----------------------|------------------------------|------|
| <b>Cheques already authorised &amp; signed</b> |                      |                              |      |
| Clerks & Caretaker                             | Salaries & Expenses  | 3,540.60                     |      |
| HCC  | Sanitary products    | 56.14                        | 9168 |
| Allianz  | Insurance premium    | 116.22                       | 9170 |
| The Post Office                                | Postage Stamps       | 39.00                        | 9169 |
| Poppy Appeal                                   | Wreath               | 16.50                        | 9172 |
| Newsquest                                      | Tender advertisement | 123.28                       | 9173 |
|  | <b>TOTAL</b>         | <b>£3891.74</b>              |      |

#### Cheques to be authorised

|                  |                              |                   |      |
|------------------|------------------------------|-------------------|------|
| British Legion   | Poppy Wreath                 | 16.50             | 9174 |
| S. Howell        | Handyman                     | 80.88             | 9175 |
| Scandor          | Contract                     | 3,001.21          | 9176 |
| Ricoh UK         | Photocopier                  | 19.65             | 9177 |
| HCC              | Cleaning equipment           | 37.97             | 9178 |
| TLC On-Line      | Website                      | 55.00             | 9179 |
| P. Reynolds      | Internal Auditor             | 215.00            | 9180 |
| Box-It           | Document Storage             | 22.86             | 9181 |
| Caroway          | Eversley Park car park (OSF) | 8,745.75          | 9182 |
| Scandor          | Church Green Plinth          | 552.00            | 9183 |
| WCC              | Dog bins                     | 523.90            | 9184 |
| Audit Commission | Audit                        | 1,029.25          | 9185 |
| HALC             | Clerks Training event        | 60.00             | 9186 |
| Hamp Pat Testing | Pat Testing                  | 70.00             | 9194 |
| Gascare          | Boiler service               | 202.00            | 9195 |
|                  | <b>TOTAL CHEQUES</b>         | <b>£14,631.90</b> |      |

#### Direct Debits

|                   |                    |        |       |
|-------------------|--------------------|--------|-------|
| British Telecom   | Telephone (888552) | 21.00  | 9197  |
| British Telecom   | Telephone (884150) | 28.00  | 9196  |
| Southern Electric | KWCC & Tubbs Hall  | 87.00  | 9199  |
| Southern Water    | KWCC & Tubbs Hall  | 262.20 | 9200* |
| British Gas       | KWCC & Tubbs Hall  | 47.00  | 9198  |

\* Another leak has been investigated and scheduled for repair.

**TOTAL** **£445.20**

**ENTIRE TOTAL** **£18,968.91**