

Kings Worthy Parish Council

FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 13 May 2009
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

Present:	Councillors:	Dawn-Marie Cox [Chairman] Neil Pidduck Peter Warrener
	Clerk/Finance Officer:	Barbara Fairbrother Colin Arnett
	Public:	1

F/09/40 Apologies for Absence

Apologies for absence had been received from Cllrs Marshall and Smithers.

F/09/41 Minutes of the Meeting held on the 15 April 2009

The minutes were agreed as a true record of the meeting with one amendment F/09/33 Web-site Add "should outstanding matters be satisfactorily resolved" and were signed by Cllr Cox.

F/09/42 Matters Arising from the Minutes of 15 April 2009

- **F/09/33 Identity Badges** – Cllr Cox reported that the photographers would welcome those councillors who missed the main session calling into their studio.
- **F/09/33 Web-site** – Cllr Warrener reported back on his meeting with the chairman of Headbourne Worthy PC.
- **F/09/33 Tubbs Hall Management Committee** – Cllr Cox is still awaiting an update from Jackie Porter.
- **F/09/35 Fidelity Insurance** – Members agreed to increase the cover as recommended by the auditor and to pay the increased premium of £276.25.
- **F/09/35 Web-site** – Members asked that the publication of the budget and expenditure figures on the web-site should be given a high priority.

Action – RFO

F/09/42 Matters Arising from the Minutes of 15 April 2009 cont.

- **F/09/36 Land Registry** – the clerk reported that following the meeting with the WSSC, letters of agreement had been sent to Hedleys for forwarding to the Land Registry.
- **F/09/36 Hinton Park Trees** – the clerk reported that he is awaiting a second quotation for the work.
- **F/09/37 Notes for Guidance** – Cllr Cox confirmed her agreement to the notes. Cllr Pidduck suggested that the notes in “blue” should be reviewed again. **Action – Cllr Cox**

F/09/43 Project Updates

- **Land off Hookpit Farm Lane [Top Field]** – the clerk understood that the latest application for the development of Tudor Way had been refused by WCC.

F/09/44 To Receive Statements of Accounts

The Committee received the Budget Report and Account Balances Report for April 2009.

The RFO reported that the qualified internal auditor [Paul Reynolds FMAAT] had signed the annual return for 2008/9. The Committee had examined the procedures in place with regard to the Internal Audit arrangements and were satisfied they had met the conditions under the Accounts and Audit Regulations and amendments. It was noted that the auditor had a history of auditing PC accounts.

Members expressed their concerns regarding the handling of the invoice due from HCC for street lighting. It was agreed that Cllr Cox would seek clarification from HALC and the RFO chase HCC. **Action – Cllr Cox/RFO**

It was again agreed that no investment be made in the Money Market as the interest received from the Business Reserve Account was little different.

F/09/45 RFO's and Clerk's Notices

- **Church Green** – Derek Brockway gave a presentation to members on the history of the Vulcan Iron Works which use to be adjacent to Church Green and the proposal to have a commemorative hydraulic ram installed on a plinth with an information board. He had sourced a suitable ram at a cost of £350. The cost of a plinth and board were estimated to be £650.

Members were supportive of the proposal and asked the clerk to investigate funding options for the next meeting. **Action – the clerk**

- **Eversley Park – Football Pitches** – Members approved the request from the R&A Committee for the renovation work to include vertidrain, overseeding, fertilising and weedkilling, but not the top dressing, at a cost of £2,554. **Action – the clerk**

F/09/47 Chairman's Notices

- **Budget Provision** – the RFO's were asked to remind all committees of the need to keep costs within budget for this financial year. **Action – RFO's**
- **Tubbs Hall Management Committee** – Cllr Cox informed members that she was still attempting to clarify with Jackie Porter the share of maintenance costs. **Action – Cllr Cox**

F/09/48 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 £15,383.97. See schedule attached.

F/09/49 Date of next meeting

The next meeting was arranged for Wednesday 10 June 2009 at 9.30am.

The meeting closed at 11.05am

Signed.....

Dated.....

Kings Worthy Parish Council

FINANCE COMMITTEE

Invoice for Payment – May 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 (Incl. VAT)	E.No
Cheques already authorised & signed			
Clerks & Caretaker	Salaries & Expenses	3,749.32	
C Arnett	Padlock – Hinton Fields	30.13	9023
	TOTAL	£3,779.45	
Cheques to be authorised			
HALC	LCR Subscription	13.50	9025
WCC	Tubbs Hall – Lease	270.00	9026
Scandor	Contract & OSF	3,829.21	9027
K. Mason	Contract Supervisor	120.90	9028
TLC On-Line	Website & Maps	105.00	9029
Serco	Waste collection	188.37	9030
WCC	Dog bins	564.20	9031
PCC of Kings Worthy	Grant	250.00	9032
WCV	Grant	200.00	9033
KW Day Centre	Grant	200.00	9034
WCAB	Grant	250.00	9035
Worthy Watch	Grant	50.00	9036
Hampshire CYB	Grant	50.00	9037
Allianz Insurance	Insurance Policy	4,963.33	9038
S Howell	Handyman	83.01	9044
P Reynolds	Internal Audit	205.00	9045
	TOTAL CHEQUES	£11,342.52	
Direct Debits			
British Telecom	Telephone (888552)	21.00	9046
British Telecom	Telephone (884150)	28.00	9047
Southern Electric	KWCC & Tubbs Hall	87.00	9048
Southern Water	KWCC & Tubbs Hall	40.00	9049
British Gas	KWCC & Tubbs Hall	86.00	9050
	TOTAL	£262.00	
	ENTIRE TOTAL	£15,383.97	