

# Kings Worthy Parish Council

## FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 14 October 2009  
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

Present: Councillors: Peter Warrener [Chairman]  
Ian Gordon  
Derek Smithers  
David Young

Clerk/Finance Officer: Barbara Fairbrother  
Colin Arnett

Public: 0

### **F/09/93 Apologies for Absence**

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

### **F/09/94 Minutes of the Meeting held on the 16 September 2009**

The minutes were agreed as a true record of the meeting with the following amendments "F/09/82 add "Colin Arnett" and "amend the sequential numbering of the last 3 items", and were signed by Cllr Warrener.

### **F/09/95 Matters Arising from the Minutes of 16 September 2009**

- **F/09/84 KWCC Water Usage** – the clerk reported that the caretaker is monitoring the water meter. Discussions took place on the actions to be taken if there is still a suspected water leak. It was agreed that Southern Water be asked to check the meter. **Action – the clerk**
- **F/09/84 Scottish & Southern Electricity New Power Line** – the clerk reported that a quotation for the refurbishment of the steps at Kim Bishop Walk had been sent to SSE. **Action – the clerk**
- **F/09/84 Website Business Charge** – the RFO reported that most businesses had renewed their subscription. **Action – the clerk**
- **F/09/84 Parish Office Photocopier** – the clerks reported that the new photocopier had been installed.

- **F/09/88 Grit Bins** – Cllr Warrener reported that he was in discussion with Jackie Porter regarding the provision of additional grit bins on Nations Hill, Forbes Road and Castle Rise. **Action – Cllr Warrener**

**F/09/95 Matters Arising from the Minutes of 16 September 2009 cont.**

- **F/09/89 Open Space Contract** – the clerk reported that the R&A Committee and Scandor had agreed to the 3 month extension of the existing contract. **Action – the clerk**

**F/09/96 Public Question Time**

None

**F/09/97 Project Updates**

- **Entrance to the Bottom Football Pitch** – the clerk reported that the contractor was currently working on site.

**F/09/98 to Receive Statements of Accounts**

The Committee received the Budget Report and Account Balances Report for September 2009. The RFO apologised for there only being draft figures available as the bank statements had been delayed in the post.

The RFO informed members that the Audit Commission had issued their certification for the accounts for the year ending 31 March 2009.

The RFO circulated copies of the items listed in “their opinion” on our return;

- There was not sufficient evidence of a review of the effectiveness of our system of internal audit.
- There was no evidence that a formal risk assessment had been undertaken.
- The level of fidelity guarantee insurance cover should be reviewed.
- Only one figure should be entered in the box in section 1 of the Annual Return.

Members agreed that they should become more closely involved and take more responsibility with regard to financial matters.

Members agreed to review the provision of audit services. **Action - RFO**

David Young agreed to consider taking the lead on the risk assessment. **Action – Cllr Young**

The RFO is to action the last two items on the listing. **Action - RFO**

**F/09/99 RFO's and Clerk's Notices**

- **Open Spaces Fund** – the clerk circulated the latest figures from WCC. Cllr Warrener expressed his concerns regarding the future use of the limited funding.

**F/09/99 RFO's and Clerk's Notices cont**

- **Swine Flu** – the clerk shared with members the advice from the “Employers Guidelines” and members agreed to extend the uncertified period for employees to 10 days.
- **Eversley Park – Football Pitch Fees** – Members agreed to assist the newly formed Women's Team by reducing the pitch fee to £25 per match for this season. **Action – the clerk**

**F/09/100 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 £7,664. See schedule attached.

**F/09/101 Date of next meeting**

The next meeting was arranged for Wednesday 11 November 2009 at 9.30am to be followed by a Budget Meeting.

The meeting closed at 11.15am

Signed.....

Dated.....

# Kings Worthy Parish Council

## FINANCE COMMITTEE

### Invoice for Payment – October 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.

<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	3,584.50	
S. Howell	Handyman	210.72	9151
	<b>TOTAL</b>	<b>£3,795.22</b>	
<b>Cheques to be authorised</b>			
Viking Direct	Office supplies	100.63	9152
Scandor	Contract	3,001.21	9153
Serco	Waste removal	188.37	9154
TLC On-Line	Website	55.00	9155
	<b>TOTAL CHEQUES</b>	<b>£3,344.58</b>	
<b>Direct Debits</b>			
Open Spaces Soc	Annual Subs	40.00	9162
British Telecom	Telephone (888552)	21.00	9163
British Telecom	Telephone (884150)	28.00	9164
Southern Electric	KWCC & Tubbs Hall	87.00	9165
Southern Water	KWCC & Tubbs Hall	262.20	9166*
British Gas	KWCC & Tubbs Hall	86.00	9167
	<b>TOTAL</b>	<b>£524.20</b>	
	<b>ENTIRE TOTAL</b>	<b>£7,664.00</b>	

\* A leak has been investigated and repaired.