

Kings Worthy Parish Council

FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 15 April 2009
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

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

Clerk/Finance Officer: Barbara Fairbrother
Colin Arnett

Public: 0

F/09/31 Apologies for Absence

There were no apologies for absence.

F/09/32 Minutes of the Meeting held on the 11 March 2009

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

F/09/33 Matters Arising from the Minutes of 11 March 2009

- **F/09/23 Identity Badges** – Cllr Cox is to check with the photographers as to the arrangements for the remaining identity badges. **Action – Cllr Cox**
- **F/09/23 Web-site** – Members agreed to recommend to the PC approval for the funding for the RSS feed should outstanding matters be satisfactorily resolved. Cllr Warrener informed members that Cllr James was drafting a set of guidelines for the web-site.

Discussion took place on the committee responsible for the web-site. Members agreed that this rests with the Publicity Committee reporting back to the R&A Committee.

- **F/09/28 Tubbs Hall Management Committee** – Cllr Cox reported that she was awaiting an update from Jackie Porter.

F/09/34 Project Updates

- **Land off Hookpit Farm Lane [Top Field]** – there have been no further developments.

F/09/35 To Receive Statements of Accounts

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

The RFO reported that the first stage payment of the precept had been received from WCC of £53,749.

The annual renewal documentation had been received from Allianz. The RFO was asked to clarify the figures for the fidelity cover with the insurer. **Action – RFO**

Discussion took place on the accounts layout for the web-site. It was agreed that the last year's budget and expenditure should be published, together with the budget for the current year. **Action – the RFO**

Cllr Smithers suggested the inclusion of bullet points to offer further clarification of the figures. Members agreed that this could be considered depending on the number of queries received.

F/09/36 RFO's and Clerk's Notices

- **Land Registry** – the clerk shared with members the progress being made on the registration of land at Eversley Park. Members confirmed that any additional costs involved in registration should be borne by the WSSC and that they be reminded that we meet the cost of maintenance of their grass area. **Action – the clerk**
- **Fees for 2009-10** – Members endorsed the recommendation from the R&A Committee that the burial ground and football pitch fees should not be increased this year in the current economic climate. **Action – the clerk**
- **Hinton Park – Trees** – Members agreed to the funding of the tree works on the basis that the Grounds Supervisor considered it to be routine maintenance. It was suggested that a second quotation be sought. **Action – the clerk**
- **Church Green** – Members agreed that the hourly fee of £75 per hour for the hiring of the area by commercial organisations should not be increased.

Cllr Marshall suggested that a schedule of terms and conditions of hire should be drafted for the guidance of hirers.

In response to a query from Cllr Smithers, members agreed that consideration would be given to hiring from organisations outside of the village.

- **THMC** – Members agreed that the repair work in Tubbs Hall could be included within our book-keeping. **Action – the RFO**

F/09/37 Chairman's Notices

- **Tubbs Hall Management Committee** – Cllr Cox informed members that the share of maintenance costs for items such as the new outside lighting timer switch, was being clarified with Jackie Porter. **Action – Cllr Cox**
- **Notes for Guidance** – In response to Cllr Pidduck, Cllr Cox confirmed that she is to action the draft notes for guidance on financial matters. **Cllr Cox**

F/09/38 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 £36,797.12. See schedule attached.

F/09/39 Date of next meeting

The next meeting was arranged for Wednesday 13 May 2009 at 9.30am.

The meeting closed at 11.15am

Signed.....

Dated.....

Kings Worthy Parish Council

FINANCE COMMITTEE

Invoice for Payment – April 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	4,553.98	
Kings Worthy Parish P	Grant	750.00	9001
	TOTAL	£5,303.98	
Cheques to be authorised			
S. Howell	Handyman	67.20	9002
Box It	Storage	22.62	9003
Queensbury Shelters	Shelters	238.45	9004
WCC	Rates (BG)	312.65	9005
WCC	Rates (KWCC)	295.85	9006
TGD Landscape Ltd	Firs Crescent (OSF)	1438.05	9007
Snappers Photography	Photos	55.20	9008
HCC	Lighting	30.94	9009
TLC Online	Website	55.00	9010
Scandor	Contract	3,001.21	9011
Holmes & Sons	Church Green work (OSF)	25,713.97	9012
	TOTAL CHEQUES	£31,231.14	
Direct Debits			
British Telecom	Telephone (888552)	21.00	9018
British Telecom	Telephone (884150)	28.00	9019
Southern Electric	KWCC & Tubbs Hall	87.00	9020
Southern Water	KWCC & Tubbs Hall	40.00	9021
British Gas	KWCC & Tubbs Hall	86.00	9022
	TOTAL	£262.00	
	ENTIRE TOTAL	£36,797.12	