

# Kings Worthy Parish Council

## FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 16 December 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  
David Young

Clerk/Finance Officer: Barbara Fairbrother  
Colin Arnett

Public: 0

### **F/09/112 Apologies for Absence**

There were no apologies for absence.

### **F/09/113 Minutes of the Meeting held on the 11 November 2009**

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

### **F/09/114 Matters Arising from the Minutes of 11 November 2009**

- **F/09/104 KWCC Water Usage** – the clerk reported that the plumber had undertaken the repairs. He considered that the installation of isolation valves was unnecessary. Cllr Gordon agreed to investigate. **Action – Cllr Gordon**
- **F/09/104 Scottish & Southern Electricity New Power Line** – no further developments to report.
- **F/09/104 Website Business Charge** – the RFO confirmed that a cheque had been sent to Headbourne Worthy PC for 50% of the monies received less the part cost to renew Ordnance Survey Licence.
- **F/09/104 Grit Bins** – Cllr Porter had agreed to fund grit bins for Ramsay Road and Fraser Road. The clerk confirmed that an order had been placed with HCC. Cllr Warrener asked the clerk to chase the installation as they were needed with the inclement weather forecast. **Action – the clerk**

Cllr Warrener is also clarifying the issue of public liability on the use of the bins. **Action – Cllr Warrener**

**F/09/114 Matters Arising from the Minutes of 11 November 2009 cont.**

- **F/09/104 Open Space Contract** – the clerk reported that no responses had been received from the advertisement for “expressions of interest” for the new contract in the Hampshire Chronicle and on the website
- **F/09/104 Audit Services** – the RFO reported that the guidance notes on risk management indicated that the provision of audit services should be reviewed every four years which did not necessary mean a change of auditor.

Members all agreed that in the light of the queries raised in the last Audit Commission Report that the auditor should be changed. The RFO wished to record her satisfaction with the current arrangement. **Action – the RFO**

- **F/09/104 Risk Assessment** – the RFO reported that she had compiled a check list and had arranged a session with Cllr Young to undertake the review. **Action – Cllr Young/RFO**
- **F/09/107 Statement of Accounts** – the clerk circulated details of the website advertisement for the hiring of the meeting room and indicated that details of the cost of vandalism would shortly be on the website.

The inclusion of the emptying of the dog bins in the Open Spaces Contract had been rejected by the project group due to the specialist nature of detailing with hazardous waste.

- **F/09/108 Telephone Kiosk** – Members agreed not to proceed any further with this project for the time being, after BT had indicated that the kiosk could not be moved from its present site and the representations being made by Cllr Porter to retain the facility.
- **London Road Bus Shelter** – the RFO is pursuing an insurance claim for the repair of the glass. **Action – the RFO**

**F/09/115 Public Question Time**

None

**F/09/116 Project Updates**

- **Eversley Park All Weather Kickabout Pitch** – Cllr Warrener had written to the chairman of Headbourne Worthy PC asking that they consider contributing to this project from their WCC Open Space funding.
- **Eversley Park Entrance to the Bottom Football Pitch** – the clerk reported that WCC had approved funding from the Open Spaces fund for additional landscaping work.

**F/09/117 To Receive Statements of Accounts**

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

Cllr Gordon highlighted the possible additional costs involved with the Barton Farm proposals whereby the use of our recreational facilities would increase as the open space is built upon.

Cllr Cox recommended that the utilities budget should be closely monitored.  
**Action – the RFO**

Cllr Warrener expressed the need for the signage at Church Green to be put in place as soon as possible. **Action – the clerk**

In response to a query from Cllr Smithers it was agreed that any election costs for parish councillors should come from reserves.

**F/09/118 RFO's and Clerk's Notices**

- o **Electrical** – Members agreed that the electrical testing of the KWC should take place at a cost of £395. **Action – RFO**
- o **KWC Insulation** – Members agreed to a 25% contribution towards the cost of this work.

There were no referrals from the R&A Committee

**F/09/119 Chairman's Notices**

None

**F/09/120 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 £13,423.51 See schedule attached.

**F/09/121 Date of next meeting**

The next meeting was arranged for Wednesday 13 January 2010 at 9.30am.

The meeting closed at 10.35am

Signed.....

Dated.....

# Kings Worthy Parish Council

## FINANCE COMMITTEE

### Invoice for Payment – December 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	3,798.73	
Mr Fisher	Plumbing repairs	119.57	9201
Mr Russell	Electrical repairs	100.05	9203
	<b>TOTAL</b>	<b>£4,018.35</b>	

#### **Cheques to be authorised**

S. Howell	Handyman	215.68	9205
HWPC	Business Link payments	372.63	9206
Culverlands	Newsletter printing	304.00	9207
TLC On-Line	Website	65.00	9208
HCC	Street Lighting	4,439.86	9209
HCC	Office supplies	13.11	9210
Scandor	Contract	3,001.21	9211
Ricoh UK	Photocopier	182.40	9212
Ordnance Survey	Maps for website	62.96	9213
SLCC	Annual Subscription	190.00	9214
	<b>TOTAL CHEQUES</b>	<b>£8,846.85</b>	

#### **Direct Debits**

British Telecom	Telephone (888552)	21.00	9221
British Telecom	Telephone (884150)	48.00	9222
British Telecom	Broadband	93.11	9223
Southern Electric	KWCC & Tubbs Hall	87.00	9224
Southern Water	KWCC & Tubbs Hall	262.20	9226*
British Gas	KWCC & Tubbs Hall	47.00	9225

\* A leak has been investigated and repaired.

**TOTAL** **£558.31**

**ENTIRE TOTAL** **£13,423.51**