

Kings Worthy Parish Council

FINANCE COMMITTEE

Minutes of the Meeting held on Wednesday 16th September 2009
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy

Present: Councillors: Peter Warrener [Chairman]
Dawn-Marie Cox
Derek Smithers

Clerk/Finance Officer: Barbara Fairbrother

Public: 0

F/09/82 Apologies for Absence

Apologies for absence had been received from Cllrs Gordon, Marshall and Young, and Colin Arnett. The committee expressed concern at the low turnout for the meeting.

F/09/83 Minutes of the Meeting held on the 12th August 2009

The minutes were amended at F/09/77 from 'September' to 'October' and were then agreed as a true record of the meeting and were signed by Cllr Warrener.

F/09/84 Matters Arising from the Minutes of 12th August 2009

F/09/72 Public Question Time – The Clerk had emailed Drew Smith Homes Ltd to inform them of the September meeting dates should they wish to have the document signed.

KWCC Water Usage – the clerk reported that a plumber had repaired the leak and adjusted the frequency of flushing in the men's toilets. It is expected this will have a significant reduction in the water costs.

Tubbs Hall Management Committee – Cllr Cox reported that she had met with Jackie Porter and it was decided to contact WCC for copies of the lease and deeds of variation. They had drafted items for consideration and will meet again once the copies of documents have been received. The clerk also met with Jackie Porter and Elaine Fullaway with regard to the clarification and formalisation of the relationship between the Youth Club, TMHC and the Parish Council. **Action Cllr Cox/Clerk**

Eversley Park Football Pitches – The clerk commented that although another team no longer wished to hire the football pitches, a new ladies team had enquired to play more matches.

F/09/67 Scottish & Southern Electricity – New Power Line - the clerk reported that they had met with the contractors to request a quotation for the work. **Action – the clerk**

F/09/76 Website Business Charge – the clerk commented that she had sent out the renewal letters but because of the random strikes of postal workers some of the letters might not have been received. It was agreed to send email reminders nearer the cut off date if replies had not been received.
Action the Clerk

F/09/78 Parish Office Photocopier – Members considered the options and comparable costs for a new four year contract and approved Option 1. As this is a colour photocopier, in order to keep costs as low as possible, the colour option should only be used when it is considered necessary.
Action – the Clerk

F/09/85 Public Question Time
None

F/09/86 Project Updates

Entrance to the bottom football pitch – the clerk confirmed an order had been placed for the work and waiting for a start date.

F/09/87 PFI Street lighting contract

The clerk circulated copies of the letter and summary of agreement provisions. It was discussed and agreed to continue with the decision to be included in the Contract, and the clerk is to confirm that to HCC. It was recommended that the Contract Agreement is signed and returned to HCC ready for the completion.
Action – the Chairman/RFO

F/09/88 To Receive Statements of Accounts

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

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. It was also agreed not to invest in a long term bond at this stage but to monitor the situation.

The RFO informed members that a letter had been received from the Audit Commission with two queries which the RFO had addressed. It was discussed that the newly introduced tight completion dates for the end of year figures had meant that the VAT accruals had not been included. **Action – the RFO**

Cllr Warrener proposed a Budget consideration for more grit bins to be placed in the village. He had contacted Cllr Porter for details on the costs and is awaiting her reply. **Action – Cllr Warrener**

F/09/89 RFO's and Clerk's Notices

Open Spaces Contract – The current Contract expires on 31st December 2009. The Clerk tabled the suggestion that the Contract date should be moved from January to December to run from April to March. This would then coincide with the financial year and bring it in line with the Budget procedure. It was recommended that the R&A Committee consider the proposal of extending the current contract to bring it in line. The clerk has begun sourcing and referencing companies to be invited to tender for the Contract. **Action – the clerk and R&A Committee**

Budget considerations for 2010-2011 – the clerk asked that the committees consider the budget requirements they will need in preparation for the Budget procedure. It was discussed that an allowance for maintenance of equipment should be included.

F/09/90 Chairman's Notices

None

F/09/91 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 £21,585.79. See schedule attached.

F/09/92 Date of next meeting

The next meeting was arranged for Wednesday 14th October 2009 at 9.30am.

The meeting closed at 10.48am

Signed.....

Dated.....

Kings Worthy Parish Council FINANCE COMMITTEE

Invoice for Payment – September 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	3,692.79	
B. Fairbrother	Padlock & keys	17.99	9122
TOTAL		£3,710.78	
Cheques to be authorised			
R. Sign	Mayor's event refreshments	10.85	9124
S. Howell	Stand-in caretaker	57.29	9125
M C Lampard	Toilet repair	143.75	9126
Lappsett	Play equipment repair kit	112.01	9127
TLC On-Line	Website	55.00	9128
Scandor	Contract	3,001.21	9129
HCC	Supplies	16.85	9130
Neptune Outdoor Furn	Bollards	185.65	9131
PHS Group Ltd	Waste disposal	59.80	9132
WDAPC	Annual Subscription	20.00	9133
Holmes & Sons	Church Green (OSF)	11,896.74	9134
Viking Direct	Office supplies	129.20	9135
Scandor	Mulching works	166.75	9136
Allplay Services	Over 60s equipment (OSF)	1407.60	9150
TOTAL CHEQUES		£17,262.70	
Direct Debits			
ICO	Data Protection Annual sub	35.00	9143
British Telecom	Broadband	93.11	9144
British Telecom	Telephone (888552)	21.00	9145
British Telecom	Telephone (884150)	28.00	9146
Southern Electric	KWCC & Tubbs Hall	87.00	9147
Southern Water	KWCC & Tubbs Hall	262.20	9148*
British Gas	KWCC & Tubbs Hall	86.00	9149

* Amount for August & September 09

A leak has been investigated and repaired.

TOTAL **£612.31**

ENTIRE TOTAL **£21,585.79**