

# Kings Worthy Parish Council

## FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 10 February 2010  
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

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

Clerk/Finance Officer: Barbara Fairbrother  
Colin Arnett

Public: 0

### **F/10/12 Apologies for Absence**

Apologies for absence had been received from Cllr Young.

### **F/10/13 Minutes of the Meeting held on the 13 January 2009**

- **F/10/03 – F/09/114 Audit Review and Risk Assessment** - Members expressed their concerns regarding the accuracy of this minute, as items that were stated in the public meeting had not been recorded. Due to the sensitivity of the subject Cllr Gordon proposed that this be discussed in closed session at the end of the meeting.

Cllr Warrener was therefore unable to sign the minutes as a true record of the meeting and agreed to seek the advice of the Monitoring Officer at WCC. **Action – Cllr Warrener**

Members agreed that this should be included as an agenda item for the next meeting.

- **F/10/06 Budget and Precept Recommendations 2010** – Budget of “£119.090” should read “£119,090”
- **Minute Numbering** -“F/09/118 – F/09/121” should read “F/10/08 - F/10/11”

### **F/10/14 Matters Arising from the Minutes of 13 January 2010**

- **F/10/03 Grit Bins** – grit bins had now been installed in Ramsay Road, Fraser Road and Castle Rise. Cllr Warrener understood from HCC that more bins are to be made available. Cllr Gordon suggested that locations on Church Lane at the junction with Willis Way and the Woodlands, together with Nations Hill should be a high priority.

#### **F/10/14 Matters Arising from the Minutes of 13 January 2010 cont.**

- **F/10/03 Telephone Kiosk** – the clerk confirmed that he had written to BT declining their offer to the PC to purchase the kiosk on Springvale Road.
- **F/10/03 London Road Bus Shelter** – Members agreed to accept the quotation from Ark Glass for the repair of the shelter. **Action – the clerk**

#### **F/10/15 Public Question Time**

None

#### **F/10/16 Project Updates**

- **Land in Hookpit Farm Lane** – the clerk shared with members a letter from our solicitors confirming that WCC had exercised the option to transfer the land to the PC.
- **Open Space Funding** – confirmation had been received from Headbourne Worthy PC that they will contribute monies from their open space fund for the All Weather Pitch at Eversley Park.

#### **F/10/17 To Receive Statements of Accounts**

The Committee received the Budget Report and Account Balances Report for January 2010.

#### **F/10/18 Internal Audit Review and Risk Assessment**

The RFO shared with members the paper on the Internal Review for the Financial Year 2009-10.

Cllr Young is to speak on the paper at the next PC meeting.

It was noted that papers provided at the meeting indicated that such a review cannot be delegated to the RFO or clerk. It was suggested that a small working group be established. Cllr Cox indicated that this would help facilitate our application for Quality Parish Council Status.

Quotations were tabled for the provision of internal audit services. Members agreed that this should be considered by the working party.

Cllr Warrener acknowledge the work of Cllr Young and the RFO in this exercise.

#### **F/10/19 RFO's and Clerk's Notices**

- **Open Spaces Contract** – the clerk informed members that the tender documents had been sent to four contractors to be returned on or before the 25 February 2010. Cllrs Warrener, Sign and Marshall had agreed to open the tenders.

Members agreed that the clerk should prepare a paper on the tenders received for consideration at the next meeting.

**Action – the clerk**

**F/10/19 RFO's and Clerk's Notices cont.**

- **Parish Office Computer Systems** – Members discussed the proposals from Rob Ball and agreed in principle to his recommendations. This should be addressed as a matter of urgency to improve the current backup facility.

The clerk was asked to seek alternative quotations for the hardware for consideration at the next meeting. **Action - the clerk**

**F/10/20 Chairman's Notices**

None

**F/10/21 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 £8,164.29. See schedule attached.

**F/10/22 Date of next meeting**

The next meeting was arranged for Wednesday 10 March 2010 at 9.30am.

The meeting closed at 11.19am

Signed.....

Dated.....

**Kings Worthy Parish Council**

**FINANCE COMMITTEE**

## Invoice for Payment – February 2010

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 E.No	Nature of Works	Invoice Value  (Incl. VAT)
<b>Cheques already authorised &amp; signed</b>		
Clerks & Caretaker	Salaries & Expenses	3,546.32
<b>TOTAL</b>		<b>£3,546.32</b>
 <b>Cheques to be authorised</b>		
Russell Services 9244	Electric testing	454.25
Box-It 9245	Storage	22.85
Viking Direct 9246	Stationery	53.92
P. Reynolds 9247	Internal Auditor	215.00
TLC On-Line 9248	Website	55.00
Scandor 9249	Contract & extra works	3,296.46
Post Office 9263	Postage stamps	30.00
<b>TOTAL CHEQUES</b>		<b>£4,127.48</b>
<b>Direct Debits</b>		
Southern Water 9256	Burial Ground	25.07
Southern Water 9257	Eversley Park	0.22
British Telecom 9258	Telephone (884150)	48.00
British Telecom 9259	Telephone (888552)	21.00
Southern Electric 9260	KWCC & Tubbs Hall	87.00
Southern Water 9261*	KWCC & Tubbs Hall	262.20
British Gas 9262	KWCC & Tubbs Hall	47.00
<b>TOTAL</b>		<b>£490.49</b>
<b>ENTIRE TOTAL</b>		<b>£8,164.29</b>

\* A leak has been investigated and repaired.

