

# Kings Worthy Parish Council

## FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 12 May 2010  
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

Present: Councillors: Dawn-Marie Cox [Acting Chairman]  
Ian Gordon  
Jim Marshall

Clerk/Finance Officer: Colin Arnett

Public: 0

### **F/10/46 Apologies for Absence**

Apologies for absence had been received from Cllrs Smithers, Warrener and Young.

### **F/10/47 Public Question Time**

None

### **F/10/48 Minutes of the Meeting held on the 7 April 2010**

The minutes were agreed as a true record of the meeting with one amendment – F/10/42 Staff Salary Payments – add “this matter to be discussed further under matters arising at 12 May 2010 meeting” - and were signed by Cllr Cox.

### **F/10/49 Matters Arising from the Minutes of 7 April 2010**

- **F/10/42 – Staff Salary Payments** – It was explained to members that Active Accounting [Abbots Worthy] Ltd is an independent local firm of accountants and book-keepers. Cllr Cox is not a director, shareholder nor employee and derives no benefit from the company. The fee proposed is their normal monthly charge for a payroll of this kind.

### **F/10/50 Project Updates**

- **Burial Ground Landscaping** – Members received a recommendation from the R&A Committee that the quotation from Heritage Landscapes Ltd be accepted. Members agreed that the proposal should be presented to the next PC meeting for ratification.

### **F/10/51 Appointment of Deputy Clerk**

The interviews were taking place following this meeting. Members noted that Cllr Warrener was unwell and therefore unable to take part. The interview panel would therefore consist of the vice-chairman and the chairpersons of the Planning & Highways and R&A Committees. The clerk had been asked to join the group.

#### **F/10/52 Payroll/Sage Accounting System**

Cllr Cox shared with members the progress being made on implementing the new systems.

Active Accounting had to undertake a re-run of the payroll for the financial year as anomalies had been found and they were unable to produce the P11 and P60 returns.

The Sage Accounting System is now functioning. The accounts are now based on a supported invoiced based system rather than the outdated cash book system.

Active Accounting had supported the RFO in implementing the new system. Members recommended that this should continue for 3 months.

Members agreed that the firm should be reimbursed for their additional work and asked that they submit a statement detailing the work undertaken together with the costs involved for approval.

#### **F/10/53 To Receive Statements of Accounts**

The Committee received the new Management Reports from the Sage system for April 2010. Members were impressed with the comprehensive nature of the reports.

#### **F/10/54 RFO's and Clerk's Notices**

- **Street Lighting** – a copy of the signed PFI Agreement had been received from HCC.
- **Insurance Policy** – the renewal documents had been received from AON. A revised quotation is to be sought detailing the changes on the asset register and the recommendation that the fidelity cover be increased to £180K. **Action – the clerk**
- **Kim Bishop Walk** – Members noted the “Easement Agreement” from Scottish and Southern Energy regarding the installation of a new cable, and the comments from our solicitors.
- **Eversley Park Pitch Hire** – Members agreed to waive the fee for the charity match being organised by the WSSC as recommended by the R&A Committee.
- **Handyman** – Members agreed that clerk investigate the options to clear the backlog of work as recommended by the R&A Committee.

**F/10/54 RFO's and Clerk's Notices cont.**

- **Website** – the clerk had circulated an email from Dennis Curling regarding the future funding of the website. Members agreed that the matter be deferred for discussion by the new PC. **Action – the clerk**
- **Election** – the WCC Electoral Services Manager had confirmed that PC will be responsible for some of the costs of the election. They are unable to confirm the amount involved at this time.

**F/10/55 Chairman's Notices**

None

**F/10/56 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 £10,228.39. See schedule attached.

**F/10/57 Date of next meeting**

The next meeting was scheduled at 9.30am on the 16 June 2010

The meeting closed at 11.18am

Signed.....

Dated.....

**Invoices for Payment – May 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.

<b>Name of Supplier E.No</b>	<b>Nature of Works</b>	<b>Invoice Value  (Incl. VAT)</b>
<b>Cheques to be authorised</b>		
Viking Direct	Office Shredder	2.54
Box-it	Storage	51.31
CSS Locksmiths	KWC Entrance	128.00
Sage	Accounts Software	141.01
John Lewis	Clerk Leaving Gift	30.00
WCC	Tubbs CC Rent	270.00
RJB IT Solutions	Office Computer	1357.15
Ipitomi	Freephone	9.18
K.Mason	Grounds Inspection	142.50
Grants	Local Organisations	1000.00
WCC	Dog Bin Emptying	505.30
TLC-Online	Website	55.00
LCR	Subscription	13.50
Scandor	OSF Landscaping	352.50
F.Cannon	Expenses	19.78
Culverlands Press	Newsletter	293.00
Scandor	Grounds Maintenance	3129.74
HM Revenue & Customs	NI & Tax	690.62
WCC	KWC Rates	252.54
WCC	Burial Ground Rates	323.68
HM Revenue & Customs	NI & Tax	808.29
Serco	Waste Collection	192.47
WCC	Replacement Dog Bin	207.00
WCC	Dog Bin	207.00
Box-it	Box Lids	5.71
	<b>TOTAL CHEQUES</b>	<b>£10,187.82</b>
<b>Direct Debits</b>		
British Telecom	Telephone (884150)	24.99
British Telecom	Telephone (888552)	5.58
	<b>TOTAL</b>	<b>£30.57</b>
	<b>ENTIRE TOTAL</b>	<b>£10,228.39</b>