

Kings Worthy Parish Council

FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 13th January 2010
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

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

Clerk/Finance Officer: Barbara Fairbrother

Public: 0

F/10/01 Apologies for Absence

Apologies were received from Cllr Jim Marshall, and Clerk Colin Arnett.

It was discussed that due to the recent bad weather there had been some staffing problems in the office. It was suggested that the purchase of a laptop computer could be purchased as additional office equipment and useful if such a situation were to arise again.

F/10/02 Minutes of the Meeting held on the 16th December 2009

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

F/10/03 Matters Arising from the Minutes of 16th December 2009

- **F/09/114 Grit Bins** – The Clerk reported that there had been some confusion regarding the ordering of grit bins, which has now been resolved. There will be three bins installed – one each at Ramsay Road, Forbes Road and Castle Rise/Edinburgh Road.
- **F/09/114 Audit Review & Risk Assessment** – Members discussed the role of the internal auditor and considered it appropriate to review the auditor after a period of some five years with the present incumbent.

Concerns were also expressed that the office accounting software had not been updated for some eight years and was no longer supported.

Members asked that the RFO investigate other software packages.

**F/10/03 Matters Arising from the Minutes of 16th December 2009
cont.**

There was some reluctance on the part of the RFO to implement such changes, however members considered that it was essential and asked that they be actioned.

A meeting following the Finance Meeting was arranged to discuss with the RFO the position with regard to the Audit Review and Risk Assessment.

- **F/09/114 Telephone Kiosk** – It was discussed that clarification should be obtained as to whether the proposed kiosk was originally one that the Council had asked to be retained.
However, it was agreed that it should not be retained as an information point due to the location and expensive cost of relocating it.
Action – the Clerk
- **London Road Bus Shelter** – the RFO has received notification that a Claim Form is being dispatched by the insurance company.
Action – the RFO

F/10/03 Matters Arising from the Minutes of 16th December 2009

- **F/09/118 Electrical Testing** – The testing had been undertaken and a report and certificate is to be sent to the Council.

F/10/04 Public Question Time

None

F/10/05 Project Updates

None

F/10/06 Budget & Precept Recommendations 2010 – 2011 & Grant Applications

- **Members agreed to recommend for ratification at the PC meeting a Precept application of £109,640 and a Budget of £119.090.**
- **Grant Applications – Members agreed the list of Grants [copy attached] for ratification at the PC meeting.**

F/10/07 To Receive Statements of Accounts

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

It was discussed that the inclusion of a playground at Church Green should be considered by the R&A committee and subsequently a recommendation made to the PC.

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

The R&A Committee was unable to meet due to the bad weather.

F/09/119 Chairman's Notices

Earlier meeting time: It was suggested that the proposed earlier start time of 8.30am for Finance meetings should be left to be considered by the Committee following the May elections.

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 £7,897.80 See schedule attached.

F/09/121 Date of next meeting

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

The meeting closed at 10.32am

Signed.....

Dated.....

Kings Worthy Parish Council

FINANCE COMMITTEE

Invoice for Payment – January 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)
Cheques already authorised & signed		
Clerks & Caretaker	Salaries & Expenses	3,671.20
C. Arnett 9227	Expenses – Councillors meeting	51.29
Mr Russell 9228	Electrical repairs	126.50
	TOTAL	£3,848.99
Cheques to be authorised		
S. Howell 9229	Handyman	67.40
TLC On-Line 9230	Website	55.00
Scandor 9231	Contract	3,001.21
Brian Home Tree Care 9232	Tree Work	460.00
	TOTAL CHEQUES	£3,583.61
Direct Debits		
British Telecom 9238	Telephone (888552)	21.00
British Telecom 9239	Telephone (884150)	48.00
Southern Electric 9240	KWCC & Tubbs Hall	87.00
Southern Water 9241*	KWCC & Tubbs Hall	262.20
British Gas 9242	KWCC & Tubbs Hall	47.00

* A leak has been investigated and repaired.

TOTAL **£462.20**

ENTIRE TOTAL **£7,897.80**

