

Kings Worthy Parish Council

FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 17 March 2010
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

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

Clerk/Finance Officer: Colin Arnett

Public: 0

F/10/21 Apologies for Absence

Apologies for absence had been received from Cllrs Gordon and Marshall. Cllr Young did not attend.

F/10/22 Minutes of the Meeting held on the 10 February 2010

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

F/10/23 Matters Arising from the Minutes of 10 February 2010

- **F/10/14 London Road Bus Shelter** – the glass had been repaired in the shelter

F/10/24 Matters Arising from the Minutes of 13 January 2010

- **F/10/03 – F/09/114 Audit Review and Risk Assessment** – Cllr Warrener had been advised by the Monitoring Officer at WCC that the minutes of could be signed with an amendment to the disputed minute. Members asked the clerk to liaise with Cllr Gordon on the change suggested in the closed session at the end of the February meeting. **Action – the clerk**

F/10/25 Public Question Time

None

F/10/26 Clerk/RFO's Resignation – Procedure and Arrangements

Cllr Warrener reported that a small sub-committee had been formed to appoint a replacement following the resignation of Barbara Fairbrother, consisting of the chairman of the sub-committees, together with the vice-chairman.

They had decided not to continue the job-share arrangement, but to appoint a deputy clerk and were preparing a draft advertisement, person specification, together with a job description. In the interim Colin Arnett had agreed to increase his hours of work as the workload demanded, however he was reluctant to become full-time.

Members agreed that ratification be sought from the Parish Council for authority for the sub-committee to appoint a replacement. **Action – Cllr Warrener**

F/10/27 To Receive Statements of Accounts

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

F/10/28 IT System Proposal

The clerk had circulated the HCC County Supplies Contract on IT Related Products to the members involved in reviewing the parish office computer system. It was agreed that the proposal from Gerry Ball compared favourably with the prices quoted. Members therefore recommended that an order be placed with Gerry Ball. **Action – the clerk**

The clerk was asked to seek quotations for the Sage accounting software and associate training. **Action – the clerk**

F/10/29 Internal Audit Review and Risk Assessment

Members agreed that this should be postponed until after the election.

Members agreed that the internal audit be placed with HALC for the financial year 2010/11.

Action – the clerk

F/10/30 RFO's and Clerk's Notices

- **Open Spaces Contract** – the clerk circulated details of the tenders received and outlined the meetings with the two shortlisted contractors.

Members agreed that the Chairman should seek ratification from the Parish Council that the contract be awarded to Scandor. **Action – Cllr Warrener/the clerk**

- **Burial Ground Refurbishment** – the clerk is to seek two further quotations for the work. **Action – the clerk**
- **NALC Clerks Remuneration** – notification had been received of a 1% increase in the salary scales from the 1 April 2009 and an increase in the car mileage allowances.

F/10/30 RFO's and Clerk's Notices cont.

- **Caretakers Remuneration** – the caretaker had recently highlighted the pay level being offered for a similar post within the village. The clerk was asked to liaise with the THMC to review the caretakers pay. **Action – the clerk**
- **Dog Bin Emptying Fees** – notification had been received from WCC of an increase in fees from the 1 April 2010 from £3.10 to £5 per bin collection. Members asked the clerk to write to WCC expressing their concerns at a 60% increase and a need to review the frequency of emptying to offset the increase in costs. **Action – the clerk**

Members agreed with the suggestion from Cllr Smithers that every effort should be made to increase the income of the PC to account for contingencies such as this.

- **BGF Family Fun Day** – a request had been received from the YMCA Youth Worker for funding for this event. Members asked the clerk to respond indicating that unfortunately all of the grant monies had been allocated. The use of Church Green was being offered at no cost. **Action – the clerk**

F/10/31 Chairman's Notices

None

F/10/32 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 £9,275.37. See schedule attached.

F/10/33 Date of next meeting

The date of the next meeting was changed to **Wednesday 7 April** at 9.30am to allow the clerk to attend the Annual HALC Clerks Conference.

The meeting closed at 10.58am

Signed.....

Dated.....

Kings Worthy Parish Council

FINANCE COMMITTEE

Invoice for Payment – March 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	Nature of Works	Invoice Value (Incl. VAT)	E.No
Cheques already authorised & signed			
Clerks & Caretaker	Salaries & Expenses	4,735.27	
	TOTAL	£4,735.27	

Cheques to be authorised

Russell Services	KWC Electrical Repair	157.98	9265
HCC	Office Stationery	73.64	9266
Ark Glass	Bus Shelter Reglaze	11.63	9267
TLC- Online	Website	55.00	9274
Portsmouth CC	Church Green Sign	86.95	9275
Scandor	Maintenance Contract	3066.46	9276
Ricoh	Photocopier	270.70	9277
Winchester CC	Play Area Inspections	130.43	9278
HCC	Street Lighting	103.44	9285

TOTAL CHEQUES **£3,956.23**

Direct Debits

PHS Group PLC	Sanitary Disposal	120.67	9279
British Telecom	Telephone (884150)	48.00	9280
British Telecom	Telephone (888552)	19.00	9281
Southern Electric	KWCC & Tubbs Hall	87.00	9282
Southern Water	KWCC & Tubbs Hall	262.20	9283
British Gas	KWCC & Tubbs Hall	47.00	9284

TOTAL **£583.87**

ENTIRE TOTAL **£9,275.37**