

Kings Worthy Parish Council

FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 7 April 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: Colin Arnett

Public: 0

F/10/34 Apologies for Absence

Apologies for absence had been received from Cllr Young.

F/10/35 Public Question Time

None

F/10/36 Minutes of the Meeting held on the 17 March 2010

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

F/10/37 Minutes of the Meeting held on the 13 January 2010

The minutes were agreed as a true record of the meeting with the following amendment to minute F/10/03 Audit Review and Risk Assessment proposed by Cllr Cox and seconded by Cllr Smithers;

“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.

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”

and were signed by Cllr Warrener.

F/10/38 Matters Arising from the Minutes of 17 March 2010

- **F/10/28 IT System Proposal** – Cllr Cox agreed to undertake the initial training of the clerk on the Sage accounting software and to arrange a training session with Sage on the more advanced aspects. **Action – Cllr Cox**
- **F/10/30 Caretakers Remuneration** – the clerk reported that this is to be discussed at the THMC meeting.
- **F/10/30 Dog Bin Emptying** – Cllr Gordon agreed to investigate alternative options. **Action – the clerk**

F/10/39 Project Updates

None

F/10/40 Appointment of Deputy Clerk

Cllr Cox outlined the initiatives taken by the Chairman's Review Group.

The post is to be initially advertised on our website and the HALC website at no cost. With the reorganisation of the parish office it was considered that 15hrs per week/65hrs per month would be sufficient with an agreed core time.

Members discussed the status of the group after concerns expressed by Cllr Smithers. Members of the group confirmed that it was established to progress matters highlighted by the chairmen such as the appointment of the deputy clerk. All recommendations would be ratified by the appropriate committee and PC.

F/10/41 To Receive Statements of Accounts

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

F/10/42 RFO's and Clerk's Notices

- **Staff Salary Payments**

Under the National Code of Local Government Conduct, Cllr Cox, declare an interest in this item and withdrew from the meeting

The clerk expressed his concerns in calculating his own salary and with the reorganisation of the parish office recommended that it be out-sourced to a specialist accounting firm.

Members discussed the various options and agreed that it be out-source to the local firm of Active Accounting [Abbots Worthy] Ltd. This matter is to be discussed further under matters arising at the 12 May 2010 meeting.

F/10/42 RFO's and Clerk's Notices cont.

- **Burial Ground and Pitch Fees for 2010/11** – the clerk informed members that the R&A Committee had recommended an increase of 4%.

They had taken into consideration the cost of the maintenance work undertaken in both areas and that no increase was applied last year. WCC had increased burial ground fees by 8.5%.

Cllr Smithers suggested that an increase more in line with that of WCC should be considered.

After further discussion members decided to adopt the 4% increase and that a more detailed review take place next year.

- **Church Green Sign** – Members approve the recommendation from the R&A Committee that the quotation from Scandor to erect the sign be accepted.
- **Street Lighting PFI** – Notification had been received from HCC regarding the commencement of this agreement.

F/10/43 Chairman's Notices

Cllr Warrener had been approached by the Hampshire Chronicle to comment on the proposition to install children's play equipment on Church Green.

The position of the PC remained unchanged in line with the S106 Agreement.

F/10/44 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 £6418. 71. See schedule attached.

F/10/45 Date of next meeting

The next meeting was scheduled at 9.30am on the 12 May 2010

The meeting closed at 11.35am

Signed.....

Dated.....

FINANCE COMMITTEE

Invoices for Payment – April 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		
Clerk & Caretaker	Salaries & Expenses	TBA
	TOTAL	£
Cheques to be authorised		
Scandor 10001	Ground Maintenance	3066.46
WCC 10002	Burial Ground Rates	407.00
WCC 10003	KWC Rates	252.54
WCC 10004	Dog Bin Emptying	601.40
TLC-Online 10006	Web-site Maintenance	55.00
Viking 10007	Stationery	93.85
HALC 10008	Affiliation Fees	598.00
WCC 10005	Grit Bins	881.25
	TOTAL CHEQUES	£5,955.51
Direct Debits		
British Telecom 10009	Telephone (884150)	48.00
British Telecom 10010	Telephone (888552)	19.00
Southern Electric 10011	KWCC & Tubbs Hall	87.00
Southern Water 10012	KWCC & Tubbs Hall	262.20
British Gas 10013	KWCC & Tubbs Hall	47.00
	TOTAL	£463.20
	ENTIRE TOTAL	£6,418.71

