

F/13/34 Matters Arising from the Minutes of 13 March 2012 cont.

- **F/13/19 Grounds Maintenance Contract** – Scandor had not visited the site during the last week of March. Members decided not to deduct an appropriate proportion from their March invoice, however they instructed the clerks not to release the cheque until all of the keys had been returned.

Action – the clerks

- **NatWest Bank** - Cllr Gordon had responded to a letter from NatWest regarding the continued operation of our accounts, expressing our dissatisfaction at the service being offered. Councillors endorsed the letter and suggested that a period of two weeks be given for a response.

F/13/35 Proposed New Expenditure for Financial Approval

- **Planning and Highways**

Cllr Gordon indicated that the timetable for street lighting replacements had been brought forward to August 2013

- **Finance and Administration [incl. Tubbs Hall]**

None

- **Recreation and Amenities**

Cllr White gave a dashboard presentation to members;

Review of Logo – the clerk had been asked to research the original designer of the logo to add “Abbots Worthy”. Cllr Prince suggested that four different sizes of the logo be commissioned for differing uses.

Swing for Disabled Children – Members agreed the expenditure of up to £500 for a swing to be installed at Eversley Park.

Burial Ground Fees 2013-14 – Members ratified the recommendation that there be no increase in fees.

Football Pitch Fees 2013-14 – Members ratified the recommendation the fees be increased by an increment to allow for inflation;

Junior Teams – from £9.00 to £9.10

Junior Team using an Adult Pitch - £12.00 to £12.10

Adult Teams – From £32.50 - £33.00

Eversley Park Path – the clerk is chasing the contractor to commence the work.

- **Recreation and Amenities cont.**

Garage – St Mary’s Church had given us notice to vacate the garage by the 19 April 2013 as they intended to no longer rent it from WCC. Frank Cannon had agreed to accommodate small items of paint etc. in the THMC Garage. Members agreed that options for future storage need to be explored.

- **Communications**

Website – The clerk was asked to send the contract to Headbourne Worthy PC for signature. **Action – the clerk**

F/13/36 Grant Applications

None

F/13/37 Asset Register

The deputy clerk confirmed that he is to arrange a demonstration of the new system for councillors. **Action – the deputy clerk**

F/13/38 Review of Financial Regulations & Risk Management

Financial Regulations

The following amendments were agreed;

1.2 Add “or deputy clerk”

Under the National Code of Local Government the two clerks withdrew from the meeting

Members agreed that the Deputy Clerk should become the RFO from 1 April 2013.

6.1 Add “standing orders and direct debits”

7.2 Delete “RFO” - Add “externally as agreed by the Finance Committee”

11.5 Delete “the lowest or any tender” – Add “any of the tenders submitted”

Risk Management

Table 1 Burial Ground – Delete “Clerks and Scandor weekly” – Add – “maintenance technician”.

Members asked that the item be added to next month’s agenda to allow further discussion. **Action – the clerk**

F/13/39 War Memorial

Cllr Welstead shared with members his research into adding additional names. 10 names were missing from the 1914-18 War and 4 names from the 1939-45 War. The estimated cost of adding the names to the memorial was £1245.

Members were reluctant to authorise the expenditure as the memorial was not their responsibility. It was agreed that Cllr Welstead approach the War Memorial Trust and arrange for a grant application to be submitted to the PC for a contribution towards the cost. **Action – Cllr Welstead**

Cllr Welstead added that the church are likely to fund the professional cleaning of the monument; the 1939-45 war memorial [consisting of 4 shields and the names] to be added to the area behind the choir stalls in the church; and the scroll of honour renovated or replaced.

F/13/40 Jubilee Obelisk Sundial

Cllr Welstead informed members that a site meeting with the supplier had been arranged for the 17 April to review the rusted unit.

F/13/41 To Receive Statement of Accounts and Management Reports

Copies of the income and expenditure for the period ending 31 March 2013 together with a balance sheet [Copies attached] were shared with members. The surplus of income over expenditure for the financial year 2012-13 currently stands at £37,203. The deputy clerk indicated that the figures were incomplete due to the non-payment for the Eversley Park Path, the second instalment on Street Lighting and the seat refurbishment. A more realistic figure is £7K. Cllr Prince reminded members that the 2013-14 budget was calculated on a £7K deficit.

Councillors were reminded to submit their expenses for 2012-13 for payment as soon as possible.

F/13/42 Year-end Reporting

The timetable for year-end reporting is; Internal Audit 20 May 2013 and the completed submission to the external auditor [BDO LLP] by the 1 July 2013.

Cllr Prince indicated that he required the final figures for the Annual Parish Meeting on the 13 May 2013.

F/13/43 RFO's and Clerk's Notices

- **Direct Debits** – the RFO circulated details of the direct debit payments, to which is added the standing order to Green Smile [Copies attached].

- **Fraser Road Play Area** – a statement of account had been received from Kompan. Members asked that a cheque be sent in part payment of the work completed. **Action – the clerks**

F/13/44 Chairman's Notices

None

F/13/45 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 amounted to £6,065.63 [Copy attached]

F/13/46 Items for Discussion at the Next Meeting

The clerk was asked to include those items which were on-going.

F/13/47 Date of next meeting

The next meeting was scheduled at 9.30am on the 15 May 2013.

The meeting closed at 12.20am.

Signed.....

Date.....