

Kings Worthy Parish Council

FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 12 June 2013
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

Present:	Councillors:	Malcolm Prince [Chairman] Ian Gordon Kerstin Reiners Sarah White Denis Welstead
	Clerks:	Colin Arnett Adrian Reeves
	Public:	0

F/13/65 Apologies for Absence

None

F/13/66 Public Question Time

None

F/13/67 Election of Chairman/Vice-Chairman

The following were unanimously elected;

Chairman: Cllr Prince – proposed by Cllr White – seconded by Cllr Gordon

Vice-Chairman; Cllr Reiners – proposed by Cllr White – seconded by Cllr Welstead

F/13/68 Minutes of the Meeting held on the 15 May 2013

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

F/13/69 Matters Arising from the Minutes of 15 May 2013

- **F/13/51 Parish Office Computer Support and Wi-Fi** – Cllr Gordon reported that the issues with BT have yet to be resolved. **Action – Cllr Gordon**

F/13/69 Matters Arising from the Minutes of 15 May 2013 cont.

- **F/13/51 NatWest Bank** – a review meeting at the local branch had been arranged for Monday 17 June 2013 with Cllrs Prince, Gordon and the deputy clerk attending. £250 had been received as compensation from the short-comings with our accounts.
- **F/13/56 War Memorial** - Cllr Welstead reported that the grant application forms had been submitted to the War Memorial Trust. He was liaising with the WCC Planning Department with regard to the intended work to the memorial in the conservation area.
- **F/13/57 Jubilee Obelisk Sundial** - Cllr White reported that a letter requesting a refund had been sent to the supplier.

F/13/70 Internal Audit Report

Copies of the report from Eleanor Greene were circulated [copy attached].

Members congratulated the deputy clerk on an excellent report and noted the reduction in the audit fee resulting from the excellent controls.

Members discussed the report and agreed the following;

- **Fixed Asset Register** - the supplier is to be asked to include the purchase date in the software
- **Bank Balances** – Accepted
- **Payroll** – Accepted
- **Mileage** - Members agreed that the NJC rates should continue with clerks completing the HMRC Form P11 for tax purposes
- **Debtors and Creditors** – Accepted
- **Bank Deposit Accounts** – Review meeting with NatWest arranged
- **Standard Documents** – Accepted
- **Data Backup** - Members had concerns regarding data kept off-site and agreed that a safe to be purchased – **Action – Cllr Reiners**

F/13/71 Year End Accounts/Audit Commission Annual Return

The deputy clerk shared with members the year end accounts [copy attached]. A surplus of £9,306 had been achieved due to savings on street lighting and a grant towards the cricket nets.

Copies of the Audit Commission Annual Return were circulated. Members agreed the figures for the end of year accounts and were able to indicate a “Yes” response in the Annual Governance Statement. They noted the completed internal auditor’s statement.

They also noted that we had been selected as part of the 5% sample of basic audits and completed the responses on the form.

F/13/71 Year End Accounts/Audit Commission Annual Return cont.

Members agreed that the documents should go forward and be ratified at the Parish Council meeting on the 17 June 2013.

F/13/72 Proposed New Expenditure for Financial Approval

○ **Planning and Highways**

Street Lighting – confirmation had been received from HCC that the cost of maintenance for the proposed six additional street lights would be £33.27 each. Members approved the expenditure.

Cllr White is to clarify with Julian Higgins the cost implications of any further additional lights. **Action – Cllr White**

Speedwatch – Cllr Gordon is awaiting information from the police.

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

None

○ **Recreation and Amenities**

Cllr White gave a dashboard presentation to update members;

She highlighted the following

Eversley Park Path – Members agreed that with the recommendation that the surfacing on the steps to the middle football pitch should be of gravel and not tarmac.

Approval for the removal of part of the hedge and the widening of the path at a cost of £1,995 had been given under chairman's authority. The school were keen to be involved with the opening of the path and it was suggested that the running track be marked out for the event. Cllr White agreed to liaise with the headteacher. **Action – Cllr White**

Dog Bins – Cllr Gordon suggested that Swansborough be approached to quote for emptying both litter and dog bins to avoid the current confusion. Members agreed that this should be reviewed in the autumn when the new dog strategy had been approved. Cllr Welstead had noted that the dog bin on Hookpit Farm Lane had been temporary fixed to a fence by the building contractor

○ **Communications**

None

F/13/73 Grant Applications

Members considered and approved for ratification at Parish Council the following applications;

- **Worthys Conservation Volunteers** - £300 for public liability insurance
- **Tubbies Toddler Group** - £85 for insurance.
- **Adults with Learning Disabilities** - £25 for materials for The Grove Summer Fete – approved in principle pending the receipt of a completed application form

F/13/74 Asset Register

The deputy clerk gave members a demonstration of the new asset register system.

Members noted the improvements which the system offered together with the photographs taken by Cllr Welstead.

They asked that a procedure note be compiled and that an annual audit of assets be diarised. **Action – the deputy clerk**

F/13/75 To Receive Statement of Accounts and Management Reports

The figures for April and May were now available to members. [Copies attached].

Cllr Prince shared with members the graphical presentation of the May figures which showed a surplus of £1,158.

Members agreed that a meeting with the THMC be scheduled to review their monthly direct debit payment. **Action – the clerk**

F/13/76 RFO's and Clerk's Notices

- **Eversley Park – Ice-cream Vendor** – Members agreed that this would be beneficial to users of the Park. Cllr White agreed to arrange a trial with a local vendor. If successful members agreed that a fee be negotiated. The Jubilee Hall Management Committee may be able to give an indication as to their arrangements. **Action – Cllr White**
- **Kings Worthy Village Map circa 1750** – Derek Brockway had now completed the framing of the map and interpretation board. Members agreed the sum of up to £50 for refreshments for the unveiling event.
- **Committee** – the clerks expressed their thanks and appreciate to the members of the committee in their endeavours to ensure the smooth functioning of the finances of the Parish Council.

F/13/77 Chairman's Notices

None

F/13/78 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 £2,673.98 [Copy attached]. The clerk was asked to query the payment of £104.40 to the HCC Sign Shop. **Action – the clerk**

F/13/79 Items for Discussion at the Next Meeting

The clerk was asked to include the usual update items.

F/13/80 Date of next meeting

The next meeting was scheduled at 9.30am on the 10 July 2013. The meeting closed at 11.55am.

Signed.....

Date.....