

# Kings Worthy Parish Council

## FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 13 June 2012  
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

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

### **F/12/62 Apologies for Absence**

Apologies for absence had been received from Cllr Bohle.

### **F/12/63 Election of Chairman/Vice Chairman**

The following were unanimously elected;

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

The appointment of a vice-chairman was deferred until the next meeting.

### **F/12/64 Public Question Time**

None

### **F/12/65 Minutes of the Meeting held on the 16 May 2012**

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

### **F/12/66 Matters Arising from the Minutes of 16 May 2012**

- **F/12/54 – Parish Office Computer Upgrade** – the response from EKS/Sage on virus and firewall software had indicated that they were supported by Norton. Cllr Reiners agreed to further investigate the options and report back to the next meeting. **Action – Cllr Reiners**

## **F/12/66 Matters Arising from the Minutes of 16 May 2012 cont.**

- **F/12/54 – Jubilee Obelisk** – Cllr White reported that delays with the delivery of granite had resulted in a revised installation date of September 2012.
- **F/12/55 – Youth Deterrent** – the police had indicated that they did not favour the use of ultrasonic devices. Therefore members decided not to pursue this option any further.

## **F/12/67 Proposed New Expenditure for Financial Approval**

- **Planning and Highways** - None
- **Finance and Administration [incl. Tubbs Hall]**

**Payment of Clerk's Additional Hours** - the clerks left the meeting whilst this was discussed.

Members agreed to the payment of 8.5 additional hours for Colin Arnett for attendance at the APM, AGM and PC meetings in May. However they emphasised that in future all claims for additional hours should be made in advance. It was agreed that the taking of time off in lieu for evening meetings should be discussed at the clerk's forthcoming appraisals.

Members approved the payment of additional hours for the deputy clerk to attend the next PC meeting.

- **Recreation and Amenities**

**Fraser Road Playground** – Cllr White reported that members had reviewed the poor finish to the paintwork on the existing play unit and agreed that a 20% reduction on the invoice was in order.

**Legion Lane Fence** – Members had agreed to visit the site to review the situation for discussion at the next meeting.

**Maintenance Operative** – Interviews had been held last week and the appointment is awaiting the return of references. The basic rate of pay had been agreed with the option of the individual tendering for larger projects.

- **Communications**

The transfer of the domain name had resulted in TLC taking the website down. Efforts are being made to bring the live date of the new website forward.

## **F/12/68 Internal Audit Report**

The annual report from Eleanor Green had been circulated to members who discussed the recommendations and agreed the following;

## **F/12/68 Internal Audit Report cont.**

- **Fixed Asset Register** – Cllr Barnes had been asked to take photographs of our equipment to facilitate the introduction of the new asset register.
- **Bank Balances** – the deputy clerk will undertake a monthly reconciliation with the bank balances.
- **VAT** – the vat return will be reconciled with Sage on a quarterly basis.
- **Income VAT** – the clerks will monitor the booking of football pitches etc to ensure that they are on the basis of a block booking in advance.
- **Debtors and Creditors** – the deputy clerk is to reconcile the balances on the historic ledgers.
- **Bank Balance** – various historic transactions had now been written back.
- **Salaries** – the clerks will ensure that these are minuted at year end.
- **Register of Members Interest** - this is an agenda item for the next PC meeting

Members agreed that a review of on-line banking should be undertaken in the Autumn.

Cllr Prince declared that all should be congratulated for an excellent report.

The clerk was asked to circulate copies to all councillors. **Action – the clerk**

## **F/12/69 Olympic Torch Relay**

Cllr Prince anticipated expenditure is within budget.

## **F/12/70 Year End Accounts/Audit Commission Return**

The clerk circulated copies of the Audit Commission Return.

Members agreed to the figures for the end of year accounts and were able to indicate a “Yes” response to the accounting statements in the Annual Governance Statement.

Members approved the document for ratification at the Parish Council meeting on the 18 June 2012.

## **F/12/71 To Receive Statement of Accounts and Management Reports**

The deputy clerk gave a graphical presentation of the income and expenditure for May together with a balance sheet [Copies attached]. A surplus after two months of accounting of £6,706 was highlighted.

**F/12/72 RFO's and Clerk's Notices**

- **Appointment of External Auditor 2012-13** – a letter had been received from the Audit Commission regarding the appointment of BDO LLP. Members agreed to clarify details of the company for discussion at the next meeting. **Action – ALL Councillors**
- **SLCC Annual Conference – Southampton** – Members agreed to the payment of the £68 delegate fee for the deputy clerk to attend this event.

**F/12/73 Chairman's Notices**

- **Queens Jubilee Event** – Cllr Prince congratulated all those who assisted with the £200 profit from the Pimms stall.

**F/12/74 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 £2,150.10 [See schedule attached].

**F/12/75 Items for Discussion at the Next Meeting**

None were specifically raised.

**F/12/76 Date of next meeting**

The next meeting was scheduled at 9.30am on the 4 July 2012.

The meeting closed at 11.00am.

Signed.....

Date.....