

Kings Worthy Parish Council

FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 13 March 2013
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

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

F/13/16 Apologies for Absence

Apologies for absence had been received from Cllrs Reiners & Welstead.

F/13/17 Public Question Time

None

F/13/18 Minutes of the Meeting held on the 16 January 2013

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

F/13/19 Matters Arising from the Minutes of 16 January 2012

- **F/13/05 Parish Office Computer Support and Wi-Fi** – Cllr Gordon reported that he was tidying-up the internet access from the office computers in preparation for remote support from the third party vendor.

The deputy clerk had produced procedure notes for access from users in Tubbs Hall. The clerk was asked to remind Jackie Porter that the systems were in place for her computer classes. **Action – the clerk**

- **F/13/05 Desktop Hard Drive** – Members discussed the purchase of a small safe for the storage of the hard drive. It was suggested that copies of deeds could also be stored in the safe, although this would duplicate the service from our solicitors. Members asked the clerk to check that all the original deeds were held by Hedley's. **Action – the clerk**

F/13/19 Matters Arising from the Minutes of 16 January 2012 cont.

The deputy clerk was asked to research details of a suitable small safe.

Action – deputy clerk

The deputy clerk circulated the procedure notes for both the back-up and remote usage from Tubbs Hall.

- **F/12/151 Grounds Maintenance Contract** - three contractors had been listed for interview tomorrow.
- **F/13/08 KWCC Sign** – the new sign had been installed and 50% recharged to the THMC.

F/13/20 Proposed New Expenditure for Financial Approval

- **Planning and Highways**

Cllr Gordon indicated that a case of need is being prepared for the purchase of our own lit-speeding sign which could be shared with other PC's.

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

None

- **Recreation and Amenities**

Cllr White gave a dashboard presentation to members;

Eversley Park Path – this is still delayed due to the poor weather and tips not accepting wet soil. Members agreed that Caroway should be asked to construct the steps between the junior and middle football pitches at an estimated cost of £2k, rather than on a voluntary basis by SSE.

KWCC Raised Flowerbed – Members agreed that our maintenance technician should be asked to check the safety of the damaged flowerbed and undertake a temporary repair prior to its replacement. **Action – the clerk**

Eversley Park Trees – Members agreed that a survey be undertaken by the consultant arboriculturist of the trees at Eversley Park at a cost of up to £500.

- **Communications**

Website – The deputy clerk confirmed that separate invoices were being raised for ourselves and Headbourne Worthy PC.

F/13/21 Grant Applications

- **Littleton & Harestock PC** – a request had been received for a contribution from S106 monies towards resurfacing the car park at the recreation ground. Members recommended that the request be declined.
- **North Walls Skate Park** – a similar request for funding had been received from WCC. Members again recommended that the request be declined.

Thank you letters had been received from the CAB and Worthies Festival.

F/13/22 Asset Register

The deputy clerk confirmed that he had downloaded the photographs into the package. Members asked him to arrange a demonstration of the new system for councillors. **Action – the clerk**

F/13/23 Review of Financial Regulations & Risk Management

Members asked the clerk to circulate the documents for discussion at the next meeting. **Action – the clerk**

F/13/24 Review of the Clerks Salaries

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

Members ratified the clerk remaining on point 34 on Scale LC2 and that the deputy clerk be moved to point 25 on Scale LC1 from the 1 April 2013 following his satisfactory appraisal.

F/13/25 To Receive Statement of Accounts and Management Reports

Copies of the income and expenditure for the period ending 28 February 2013 together with a balance sheet [Copies attached] were circulated to members. The surplus on the current account stands at £11,696.

Members agreed that the arrears with Southern Water for £1319.31 be paid in this financial year. .

Members agreed to treat the non-payment of the use of Church Green for a wedding marquee as a bad debt.

The clerk was asked to advise the THMC of the increase to £382 of their monthly standing order from 1 April 2013 to cover the increase in utility bills.

Action – the clerk

The deputy clerk confirmed that in the current financial year there were no non-domestic rates payable to WCC.

F/13/26 RFO's and Clerk's Notices

- **War Memorial** – information had been received from Cllr Welstead of the likely costs of adding the missing names to the memorial.

Cllr White agreed to clarify the funding with Cllr Welstead. **Action – Cllr White**

- **Internal Audit** – this had been scheduled for the 22 May 2013.
- **SLCC Quality Council Survey** – Cllr White agreed to complete the questionnaire

F/13/27 Chairman's Notices

- **2011 Census** – Cllr Prince was analysing the data relating to the parish.

F/13/28 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 £9,314.35.

F/13/29 Items for Discussion at the Next Meeting

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

F/13/30 Date of next meeting

The next meeting was scheduled at 9.30am on the 10 April 2013.

The meeting closed at 11.43am.

Signed.....

Date.....