

Kings Worthy Parish Council

FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 14 August 2013
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

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

F/13/93 Apologies for Absence

Apologies for absence had been received from Cllr White.

F/13/94 Public Question Time

None

F/13/95 Minutes of the Meeting held on the 10 July 2013

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

F/13/96 Matters Arising from the Minutes of 10 July 2013

- **F/13/84 Parish Office Computer Support and Wi-Fi** – Cllr Gordon reported that he was having difficulty in finding the time to sort the email issues with BT. He hoped to have them resolved by the next meeting. **Action – Cllr Gordon**
- **F/13/84 NatWest Bank** – Members expressed their disappointment that there were still outstanding issues with our accounts. It was agreed that Cllr Gordon and the clerk write again to head office. **Action – Cllr Gordon/clerk.**

Cllr Reiners agreed to be a cheque signatory and she was advised to obtain written receipts from NatWest for her documentation.

Action – Cllr Reiners/clerk

- **F/13/84 War Memorial** - Cllr Welstead was pleased to report that the grant application for £822 to the War Memorial Trust had been successful. Cllr Porter had agreed to fund the other 50%. This will cover the cost of adding the additional names and cleaning the memorial.
- **F/13/84 Jubilee Obelisk Sundial** – the supplier had promised a response to our letter of complaint within a week.
- **F/13/85 Office Safe** - Cllr Reiners had circulated details of a Sentry safe from the Safe Shop at a cost of £299.99 incl. vat but excluding fitting. Members approved the purchase and asked the clerks to progress the purchase and installation. **Action – the clerks**
- **F/13/87 Tubbs Hall Management Committee** – Members agreed that a review meeting should be held in mid-September to include Cllrs Prince/Reiners and the deputy clerk. **Action – the deputy clerk**

F/13/97 Tree Inspections/Works

Cllr Prince outlined his concerns with regard to the two recent instances of branches falling from trees in our public recreation areas. Members agreed that it was important to ensure that funding was available for expert tree advice and recommended remedial work.

Members decided that a recommendation be taken to PC to increase the budget for tree work from £4K to £20K.

F/13/98 Tubbs Hall Raised Flowerbed

Members were disappointed to learn that WCC had rejected our application for S106 funding for this project. We were keen to use our allocation of monies before the introduction of the new CIL scheme in 2014.

They agreed that a revised application be made emphasising the play/sport element of the scheme and that a presentation be made to Stuart Dunbar-Dempsey [WCC]. If required the support of our two city councillors should be enlisted. Cllr Reiners agreed to take on the revised application in conjunction with councillors White & Newell.

Action – Cllr Reiners

F/13/99 Clerks National Salary Award

The circular from the National Joint Council for Local Government Services on the 2013/14 Pay-scales & Allowances had been circulated to members detailing a 1% salary increase. This is the first increase for some 3 years.

Under the National Code of Local Government Conduct the clerks withdrew from the meeting for this item.

Members agreed the increase and recommended that it be ratified at the next PC meeting.

F/13/100 Budget Allocations

Members discussed the proposal from Cllr Prince that the monies ring-fenced for the maintenance of Church Green [£36,600] and Broadview [£2,000] and the balance of S106 Monies [2,092] be gradually incorporated into the budget allocations.

Members agreed to the proposal and recommended that it be ratified at the next PC meeting.

F/13/101 Proposed New Expenditure for Financial Approval

○ **Planning and Highways**

None

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

Computer Backup Software – Members welcomed the suggestion from the deputy clerk that he investigates other software options. **Action – deputy clerk**

○ **Recreation and Amenities**

Burial Ground Cremation Area – Members approved the quotation of £1238.94 for the upgrading of the new area for ratification at the next PC meeting

○ **Communications**

None

F/13/102 Grant Applications

- **Worthies Sports & Social Club** – an application had been received for the refurbishment/repair of the communal changing room and shower facilities. Members decided that they could not support this application and to recommend to PC that it not be approved. Several grants had been made to this organisation and there were still concerns regarding the access to toilet facilities for the general public.

F/13/103 Community Infrastructure Levy [CIL]

A draft charging schedule had been received from WCC for comment. Cllr Gordon agreed to respond. **Action – Cllr Gordon**

F/13/104 To Receive Statement of Accounts and Management Reports

The figures for July had been circulated to members. [Copies attached]. A surplus of £4,127 to date is shown on the accounts which is slightly less than last month.

Members asked that a copy of the tasks undertaken by the maintenance technician be available for discussion at the next meeting. **Action – the clerk**

F/13/105 RFO's and Clerk's Notices

- **Pitch Fees** – the Winchester Women's Football Club had failed to pay their pitch fees for last season. Members agreed that they should not be permitted to play for this coming season until payment had been received. **Action – the clerk**
- **Health & Safety Policy** – the deputy clerk tabled the current policy from 2008. Members agreed that this should be reviewed together with other policies e.g. Fire Policy. **Action – deputy clerk**
- **Parish Council Timetable** – the deputy clerk tabled an annual timetable for the PC. Members welcomed the document and recommended that it be considered at the September management meeting. **Action – the deputy clerk**
- **Appointment of Clerk** – the deputy clerk reminded members of the need to timetable the appointment of a new clerk following the present holder's intention to retire in March 2014. **Action – Cllrs White & Gordon**

F/13/106 Chairman's Notices

Cllr Prince shared with members the details of the two insurance claims being processed;

- **Eversley Park Children's Playground** – where a child had sustained an injury from a gate.
- **17 Hinton Fields** – where a fallen tree branch had damaged property

F/13/107 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 £3,231.09. [Copy attached].

F/13/108 Items for Discussion at the Next Meeting

Members agreed that the usual update items be included,

F/13/109 Date of next meeting

The next meeting was scheduled at 9.30am on the 11 September 2013. The meeting closed at 12.02pm.

Signed.....

Date.....