

# Kings Worthy Parish Council

## FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 14 March 2012  
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

Present:	Councillors:	Malcolm Prince [Chairman] Terry Bohle [Vice-Chairman] Bob Barnes Ian Gordon Sarah White
	Clerks:	Colin Arnett Adrian Reeves
	Public:	0

### **F/12/26 Apologies for Absence**

Apologies for absence had been received from Cllr Welstead.

### **F/12/27 Public Question Time**

None

### **F/12/28 Minutes of the Meeting held on the 15 February 2012**

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

### **F/12/29 Matters Arising from the Minutes of 15 February 2012**

- **F/12/17 – Fixed Asset Register** – the clerks confirmed that the new software had been ordered.
- **F/12/17– Southern Electric Contract Renewal** – Cllr Gordon had researched other suppliers and in a fluctuating market recommended that we remain with Southern Electric as best value.

**F/12/30 Proposed New Expenditure for Financial Approval  
[Dashboard presentations]**

○ **Planning and Highways**

**Lit Speed Signs** - Cllr Gordon reported that he had found another maintenance company who were able to erect the signs. Members agreed to this interim arrangement until the new handyman had been appointed.

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

**Parish Office Computer Upgrades** – the clerks confirmed that the order had been placed with installation scheduled for next week.

○ **Recreation and Amenities**

**Fraser Road Children's Playground** – the fence painting had now been completed and payment released. There were still concerns regarding the painting of the existing equipment and therefore payment is being withheld until these had been resolved with the installer.

**Action Cllr Bohle/clerk**

**Eversley Park Cricket Nets** – Cllr Bohle shared with members the assurances required by the WSSC regarding insurance, maintenance and liaison. Members found these acceptable, however reserved the right to modification or the removal of the installation. The next stage is to tender for the work.

**Handyman** – Cllr Bohle had circulated the schedule of duties with an estimate as to the hours involved at a cost of £1,971 per annum. Members unanimously agreed to the proposal subject to a full transfer of the existing handyman's duties, which for the current financial year have a projected cost of £1,500.

**Newsletter** – Cllr White indicated that we were short of numbers for delivery and recommended that a print run of 2000 be ordered for the next edition.

**Jubilee Obelisk** – Members approved the proposed expenditure of £2,500 for this project and agreed to the request from the supplier of a deposit of 50%.

○ **Communications**

None

**F/12/31 Olympic Torch Relay**

Members approved a budget of up to £2,000 for this event. The clerk was asked to write to Headbourne Worthy PC to consider a contribution. **Action – the clerk**

## **F/12/32 Risk Assessment Review**

The previous year's assessment had been circulated to members, who having reviewed the document agreed that it was valid for another year without amendment.

## **F/12/33 To Receive Statement of Accounts and Management Reports**

The deputy clerk gave a graphical presentation of the income and expenditure for February together with a balance sheet [Copies attached].

It is anticipated that there will be a small surplus of some £4K for this financial year. Cllr Prince suggested that this could fund the Jubilee Obelisk.

Cllr Prince shared with members that a review of the division of costs with the THMC needs to be scheduled and asked the clerk to confirm the status of our NatWest Fixed Rate Deposit Accounts. **Action – the clerk**

## **F/12/34 RFO's and Clerk's Notices**

**[The clerks left the meeting for this item]**

- **Payment of Annual Leave Balance** - Members agreed to the payment of the clerk's remaining 4.5 days annual leave which he had been unable to take due to the exceptional circumstances with regard to the deputy clerk's resignation. Cllr Prince emphasised that this was a one-off payment and that every endeavour should be made to take the full leave allocation.
- **Deputy Clerk's Annual Increment** – Members agreed that the salary of the deputy clerk should be increased by one increment on the salary scale from the 1 April 2012 having received a successful appraisal.

## **F/12/35 Chairman's Notices**

None

## **F/12/36 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 £7,529.63. [See schedule attached].

Cllr Bohle suggested that when the lease for the photocopier expires, consideration should be given to the purchase of a new unit. **Action – the clerk**

Cllr Gordon suggested that the insulation of the water points at Eversley Park should be reviewed to avoid frost damage in the future. **Action – the clerk**

**F/12/37      Items for Discussion at the Next Meeting**

Members were reminded that any items should be forwarded to the clerk prior to the publication of the agenda, one week before the next meeting.

**F/12/38      Date of next meeting**

The next meeting was scheduled at 9.30am on the 11 April 2012.

Cllr Barnes gave his apologies that he was unable to attend the next meeting

The meeting closed at 11.00am.

Signed.....

Date.....