

Kings Worthy Parish Council

FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 15 August 2012
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

Present: Councillors: Malcolm Prince [Chairman]
Terry Bohle
Ian Gordon
Kerstin Reiners

Clerks: Colin Arnett
Adrian Reeves

Public: 0

F/12/92 Apologies for Absence

Apologies for absence had been received from Cllr White.

F/12/93 Public Question Time

None

F/12/94 Minutes of the Meeting held on the 4 July 2012

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

F/12/95 Matters Arising from the Minutes of 4 July 2012

- **F/12/81 – Parish Office Computer Upgrade** – Cllr Reiners confirmed that the new virus and firewall software had been installed on the office computers. The unit in the meeting room would also shortly have the new software.

Cllr Gordon recommended that MS Office Professional be installed. Members agreed that this be deferred until December when the new version had been fully trialed.

Cllrs Gordon and Reiners agreed to investigate computer support for the office with particular reference to remote support. **Action – Cllr Gordon & Reiners**

F/12/95 Matters Arising from the Minutes of 4 July 2012 cont.

- **F/12/81 – Auditor Commission Return** – the Audit Commission had requested details of two variances on the annual return. The clerk/deputy clerk hoped to respond this week. **Action – clerk/deputy clerk**
- **F/12/82 – Asset Register** – Members asked for a monthly update on the implementation of the new system. **Action – deputy clerk**

Cllrs Gordon and Reiners offered to assist with the taking of photographs [IG Eversley Park/KR Fraser Road].

- **F/12/83 – Tubbs Hall** – Cllr Prince confirmed that he and the deputy clerk had undertaken a review of the costs and established cost centres for the re-charging of expenses to the THMC.
- **F/12/84 - Maintenance Operative** – Martyn Smith had started on the 1 August 2012. Members agreed that the clerks could authorise additional work up to a cost of £100.

Cllr Gordon expressed his concerns regarding the inspection of trees which are currently undertaken by Kelvin Mason and Scandor on their review of our recreation areas. He suggested that a more formal process similar to the handyman's weekly inspection of equipment should be implemented with signed sheets. After some discussion members agreed that this should be referred to the R&A Committee. **Action – the clerk**

- **F/12/87 – Local Government Pension Scheme** – the clerk had confirmed that there would be no increase in employers costs with the new scheme.
- **F/12/87 - Rent Review – Land at Harwood Place** – the clerk confirmed that the inflation based increase was within the terms of the lease. Cllr Gordon and Prince signed the Memorandum of Rent Review.

The clerk was asked to clarify the period covered by the amendment.

Action – the clerk

F/12/96 Proposed New Expenditure for Financial Approval

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

Under the National Code of Local Government Conduct, Adrian Reeves declared an interest in the Kings Table Tennis Club and withdrew from the meeting

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

A request had been received from the Kings Table Tennis Club to purchase the old office laminator. After some discussion members agreed to gift it to the club as its worth was negligible.

- **Recreation and Amenities**

Obelisk – Members approved the cost of £108.99 to purchase paving around the obelisk submitted by Cllr Bohle. There will be an additional cost for the laying of the paving.

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

None

- **Communications**

Newsletter – Members approved the cost of £495 for the printing of the summer newsletter.

Cricket Nets – Cllr Bohle confirmed that these were near completion. Members agreed that Nichol Blaxland, who initiated the original petition, should be invited to unveil the new facility. Cllr Bohle agreed to organise the event with tea in the WSSC thereafter. **Action – Cllr Bohle**

F/12/97 Grant Applications

- **WSSC** – Members agreed to a grant of £500 for the maintenance of the changing and toilet facilities. A commitment for funding on an annual basis was rejected.
- **Jubilee Hall**

Under the National Code of Local Government Conduct, Cllr Gordon declared an interest in the Jubilee Hall and withdrew from the meeting

Members agreed to a grant of £500 towards the refurbishment of the sewer drainage system. As the hall is located in Headbourne Worthy, the clerk was asked to include in our response the suggestion that an application be made to that PC. **Action – the clerk**

F/12/98 Project Analysis – Finance

Cllr Prince shared with members that system of project coding is to be introduced which will enable members to monitor the spend per project and highlight additional costs such as those incurred due to vandalism.

F/12/99 To Receive Statement of Accounts and Management Reports

The deputy clerk gave a presentation of the income and expenditure for the period ending 31 July 2012 together with a balance sheet [Copies attached].

The accounts show a surplus of £11,508, although several of the larger invoices, such as that for street lighting, have yet to be received.

Cllr Prince indicated the possibility of funding being available for an additional project.

Cllr Gordon shared with members that the funding from HCC for the Eversley Park Path had not been approved as part of the safer routes to school initiative. Members agreed that the increase in traffic resulting from additional pupils numbers should be addressed by HCC in consultation with the head-teacher on the basis of factors such as need, cost etc; and should not fall to the PC.

F/12/100 RFO's and Clerk's Notices

- **NatWest Fixed Deposit Account** – our Business Account Manager had agreed to credit £60 to our account in lieu of the interest lost due to the delay in opening the account.
- **WCC Open Space Fund** – notification had been received of our current balance of £12,511.47. This excludes the £7,528 which has been allocated for the cricket nets at Eversley Park.
- **Draft Local Audit Bill and Model Financial Regulations** – these had been circulated to members for comment. Cllr Prince indicated that their application appear to be aimed at District Councils.

Members were asked to forward any comments to the parish office by the 28 August/ 28 September 2012.

F/12/101 Chairman's Notices

None

F/12/102 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 £8,964.12 for those already authorised and signed; and £6,025.28 for those to be authorised. [See schedule attached].

F/12/103 Items for Discussion at the Next Meeting

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

F/12/104 Date of next meeting

The next meeting was scheduled at 9.30am on the 12 September 2012.

The meeting closed at 11.30am.

Signed.....

Date.....