

Kings Worthy Parish Council

FINANCE COMMITTEE

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

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

F/12/13 Apologies for Absence

Apologies for absence had been received from Cllr White.

F/12/14 Public Question Time

None

F/12/15 Minutes of the Meeting held on the 11 January 2012

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

F/12/16 Matters Arising from the Minutes of 11 January 2012

- **F/12/04 – Bookkeeper** – Cllr Gordon asked if any response had been received from Active Accounting. The clerks confirmed that no response had been received; however our bookkeeper had confirmed that there were no particular issues outstanding. The deputy clerk had however identified that the clerk's NI deductions had been overpaid, due to the calculation being on the incorrect banding. The clerk confirmed that he had requested a refund from HMRC.
- **F/12/05 – Eversley Park Children's Playground** – the clerk confirmed that a second quotation had been received for the slabbing work at the entrances.

F/12/17 Proposed New Expenditure for Financial Approval [Dashboard presentations]

o Planning and Highways

Legion Lane - Cllr Gordon shared with members the recommendation from the Planning & Highways Committee that the land should not be sold to the resident of "Path of Thyme". There was some discussion as to whether the adjacent Walnut tree should have the overhanging limbs removed or be felled. Members agreed that funding was available to fell the tree if approved by PC.

o Finance and Administration [incl. Tubbs Hall]

Parish Office Computer Upgrades – a revised quotation had been received from Rob Ball of £756. The deputy clerk outlined the additions now included. Members approved the revised quotation.

Asset Management – the deputy clerk shared with members an asset management software package which had been demonstrated at a recent clerk's forum. Members approved the £250 for the package and £60 for annual support/upgrade.

Office Chairs – a quotation had been received from the HCC County Supplies contractor for two replacement chairs for the office at a cost of £88 each. Members approved the expenditure.

Southern Electric- a contract renewal offer had been received for the KWCC. Cllr Gordon agreed to compare the prices being offered with other business suppliers. **Action – Cllr Gordon**

o Recreation and Amenities –

Fraser Road Children's Playground Improvements – the clerk shared with members that payment was still being withheld until the snagging list had been completed.

Broadview – Members were concerned that the rubbish clearance was still outstanding and agreed that this should be referred to the PC for discussion and approval of the quotation from Scandor of £432 to undertake the work.

Burial Ground/Football Pitch Fees – Members endorsed the recommendation that these should not be increased for 2012/13.

Olympic Torch Relay – Members endorsed the expenditure of £378 for the hire of portable toilets on Church Green for school children for this event.

Hinton Park - Members endorsed the expenditure of £100 for the repair of the picnic table which had been vandalised.

**F/12/17 Proposed New Expenditure for Financial Approval
[Dashboard presentations] cont.**

○ **Recreation and Amenities**

Nations Hill Bus Shelter – Members decided not to replace the panel at a cost of £229 which had been subjected to minor vandalism. They asked the clerk to schedule a six monthly inspection of all shelters by the supplier.

Action – the clerk

○ **Communications** – None

F/12/18 Grants

○ **Wonston & Worthys Camera Club** – Members decided not to support this application for £60 as they considered it should be funded by member's subscriptions.

○ **St Mary's Church – Queens Jubilee Beacon** – Members recommended that a 50% grant towards the original cost of £299 be awarded and not the £200 requested.

○ **St Mary's Close – Footpath Repairs** – Cllr Gordon agreed to clarify the agency responsible for this path for members at the next meeting.

Action – Cllr Gordon

F/12/19 Annual Audit Recommendations

Members again reviewed the recommendations from the annual audit report for 2011/12. The outstanding actions were as follows;

- **Any Other Business** – it was agreed that the clerk should be notified in advance of the publication of the agenda of items that councillors wish to raise to avoid the use of AOB. **Action – PC to ratify approach for all committees**
- **Risk Assessment Review** – it was agreed that this should be included as an agenda item for the March meeting. **Action – the clerk**
- **Fixed Asset Register** – Members agreed that work can commence on the revised listing with the procurement of the new software package. Cllr Gordon is to investigate the option of having a degree student undertake the work as part of their third year project placement or similar. **Action – Cllr Gordon**
- **VAT** – the clerk confirmed that quarterly returns are again being submitted. The deputy clerk outlined the regulations regarding purchases for THMC and pitch fees from the recent clerk's forum. It was agreed that the arrangements with the THMC should cease forthwith and that the small sums collected as pitch fees did not warrant the PC registering for vat.

F/12/20 To Receive Statement of Accounts and Management Reports

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

It is anticipated that there will be a small surplus of some £4K for this financial year.

F/12/21 RFO's and Clerk's Notices

None

F/12/22 Chairman's Notices

- **Bookkeeping** – Cllr Prince outlined the latest rational on the bookkeeping function. Elaine Schofield was recruited to undertake the work for six months and to complete the end of year accounts. The deputy clerk had the capability to undertake the work; however his hours would have to be increased. Members agreed on the desirability of bringing the function back “in house” with a potential saving on bookkeeping fees. The calculation of salaries would remain with Elaine [EKS] and she would be available for ad-hoc advice on the Sage software.

F/12/23 To 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 £12,845.91. [See schedule attached].

F/12/24 Any Other Business

- **Queens Jubilee Beacon Lighting - Drinks Licence** – Cllr Welstead indicated that he was applying for a drinks licence for the whole event; therefore there was no necessity for the PC to apply for a separate licence for their Pimms stall.

F/12/25 Date of next meeting

The next meeting was scheduled at 9.30am on the 14 March 2012.

The meeting closed at 12.02am.

Signed.....

Date.....

Kings Worthy Parish Council
FINANCE COMMITTEE
Invoices for Payment - February 2012

The following invoices have been received since the last meeting of the Finance Committee. Officers' remuneration and other payments from the Council's bank accounts such as direct debits may not be shown as they are dealt with outside the Committee cycle.

Cheque already authorised and signed:

Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £
Clerks and Caretakers	5039		1592.01
Salaries, NI etc.	-5043		
WCC	5044	refund of VAT for playground equip	3,999.00
Total			5,591.01

Cheques to be authorised:

Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £
H2O	5045	Cleaning Bus Shelters	80.00
EKS Accounting	5046	Book-keeping Jan 12	290.40
Greenbarnes	5047	New Noticeboards	1,268.19
HALC	5048	A Reeves courses / Clerks / Council Trg	36.00
Instafoam	5049	Fibre Loft Insulation	576.00
Queensberry Shelters	5050	Shelter Repairs	5,067.75
Record RSS	5051	Spares for Playground Maintenance	1,899.44
Scandor Landscape	5052	Grounds Maintenance / install noticeboard	3,304.33
TLC	5053	Website Maintenance Jan 11	55.00
WJ Swansborough	5054	Dog Bin Emptying Jan 12	268.80
Total			12,845.91