

Kings Worthy Parish Council

FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 15 May 2013
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

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

F/13/48 Apologies for Absence

Apologies for absence had been received from Cllr Gordon.

F/13/49 Public Question Time

None

F/13/50 Minutes of the Meeting held on the 10 April 2013

The minutes were agreed as a true record of the meeting with two amendments – F/13/34 Grounds Maintenance Contract delete “increment” – add “appropriate proportion” and F/13/39 War Memorial – this was re-worded by Cllrs White & Welstead to clarify the funding - and were signed by Cllr Prince.

F/13/51 Matters Arising from the Minutes of 10 April 2012

- **F/13/34 Parish Office Computer Support and Wi-Fi** - the new support system with PC Comms is now in place. The only outstanding issue is with BT on the email addressing which Cllr Gordon is attempting to resolve.

Action – Cllr Gordon

The clerk was asked to remind Jackie Porter that the service was available in Tubbs Hall for her computer classes. **Action – the clerk**

- **F/13/34 NatWest Bank** – an acknowledgement had been received to our letter to the chief executive promising a response within 10 days.

F/13/51 Matters Arising from the Minutes of 10 April 2012 cont.

- **F/13/35 Garage** – the clerk confirmed that the garage had been vacated and that there was no further liability to St. Mary's Church. The THMC have offered us space in their garage at Mountbatten Place.
- **F/13/35 Website** – the clerk confirmed that all three parties had signed the contract.
- **F/13/43 Fraser Road Play Area** – the clerk confirmed that payment had been sent to Kompan with a 10% reduction for non-completion of the work as a final settlement of our account.

F/13/52 Proposed New Expenditure for Financial Approval

- **Planning and Highways**

Street Lighting – a meeting had been scheduled with HCC tomorrow. The installation programme for the village had been put back to January 2014.

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

Computer Support – an outstanding invoice had been received from Gerry Ball for the sum of £31. Members approved the payment.

- **Recreation and Amenities**

Cllr White gave a dashboard presentation to members;

Eversley Park Path – funding for the project had been received from HCC including the vat element which we are able to claim back. Members agreed that we should return the sum, however the clerk was asked to submit the full amount of the invoice to HCC when we receive it, indicating that the payment of £27,550.80 made on the 22 April 2013 was sufficient to cover the total amount of the project with Caroway. **Action – the clerk**

Members agreed that the connecting path at the school end should be reviewed and the clerk was asked to contact both our contractor and the school site manager to cut back the hedging on either side. Cllr Newell and Caroway could then decide the additional work needed. **Action – the clerk**

KWCC Raised Flowerbed – Members discussed the estimated cost of this project of £10K and recommended that the clerk commence the tendering process. WCC should be approached for S106 funding. **Action – the clerk**

Signs – Members approved the expenditure of £400 for dog fouling signs and £500 for the byelaw signs. The clerk was asked to check the warranty on the signs with the HCC Sign Workshop. **Action – the clerk**

Logo – Members approved the expenditure of £120 for the professional redesign of our existing logo to include Abbots Worthy. This will then be used for letterheads and various signage for the Parish Council.

- **Recreation and Amenities cont.**

Burial Ground – Members agreed that the new crematoria area should be expanded and that the clerk ask our maintenance technician to estimate for the work. This would involve additional areas of single and the removal of island grass strips. **Action – the clerk**

General Maintenance – Cllr White outlined the other minor maintenance work which was currently in progress.

- **Communications**

None

F/13/53 Grant Applications

None

F/13/54 Asset Register

Members agreed that the play equipment at Fryers Close be included in the register at the insured sum of £4,500.

The clerk was asked to clarify the insurance status of the mosaics with the History Group. **Action – the clerk**

Members asked that the deputy clerk give a demonstration of the new system at the next meeting. **Action – the deputy clerk**

F/13/55 Risk Management

Members reviewed the risk management document and agreed the following amendments;

Table 2 Annual Review of Contracts – Delete “Solicitors” – Add “Parish Council”

Table 3 Training of RFO – Delete “Sage”

Members considered that the document is in need of a major review and abbreviating. They suggested that two councillors volunteer for the task.

F/13/56 War Memorial

Cllr Welstead updated members on the current position.

Approval had been received for the changes to be made to the memorial. Quotations for the work are being sought from local stone masons. John Sweeting from the Church is dealing with the changes to the internal memorials. Cllr Prince suggested that Jackie Porter may be able to assist with a grant.

F/13/57 Jubilee Obelisk Sundial

A letter had been sent to the supplier of the faulty sun-dial requesting a refund. Cllr White had made contact with a firm in Southampton who are able to assist in a replacement.

F/13/58 To Receive Statement of Accounts and Management Reports

The figures for April were not yet available, however a listing of our account balances was circulated to members [copy attached].

The monthly standing order to Green Smile was now in place. The vat return for the quarter ending March 2013 had been submitted and the refund received. The six monthly precept payment had been received from WCC. The S106 Open Space funding with WCC had been reduced by some £6K due to an incorrect allocation which should have been given to Headbourne Worthy PC.

F/13/59 Year-end Reporting

The deputy clerk confirmed that the accounts would be completed for the internal audit visit on the 22 May 2013.

F/13/60 RFO's and Clerk's Notices

Community Infrastructure Levy [CIL] – an invitation to a briefing from WDALC had been received. Cllrs White, Prince & Reiners expressed their interest in attending. The clerk was asked to seek additional details of dates etc.

Action – the clerk

F/13/61 Chairman's Notices

Cllr Prince thanked members for their attendance and support during the past year.

F/13/62 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 £6,849.83 [Copy attached]

F/13/63 Items for Discussion at the Next Meeting

The clerk was asked to include: Internal Audit; Annual External Audit Return.

F/13/64 Date of next meeting

The next meeting was scheduled at 9.30am on the 12 June 2013. The meeting closed at 11.34am.

Signed.....

Date.....