

Kings Worthy Parish Council

FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 16 January 2013
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

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

F/13/01 Apologies for Absence

Apologies for absence had been received from Cllrs Gordon & Welstead.

F/13/02 Public Question Time

None

F/13/03 Election of Vice-Chairman

Cllr Reiners was unanimously elected as vice-chairman being proposed by Cllr Prince and seconded by Cllr White.

F/13/04 Minutes of the Meeting held on the 12 December 2012

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

F/13/05 Matters Arising from the Minutes of 12 December 2012

- **F/12/151 Parish Office Computer Support and Wi-Fi** – the deputy clerk informed members that the new Wi-Fi connection had been installed and that he had successfully tested the remote connection in Tubbs Hall. The new support arrangements can now be progressed. **Action – Cllr Gordon**

Cllr Prince suggested that a procedure card be raised for users and that the password be periodically changed. **Action – the deputy clerk**

The scanning software has yet to be successfully installed.

F/13/05 Matters Arising from the Minutes of 12 December 2012 cont.

- **F/12/151 Grounds Maintenance Contract** - Cllr White reported back on the project team meeting held on Monday. Nine expressions of interest had been received and members short-listed five contractors to tender for the contract. The clerk anticipates sending out the tender documents this week. **Action – the clerk**
- **F/12/151 Desktop Hard Drive** – the deputy clerk confirmed that this had been installed and that a backup procedure every two weeks had been implemented in addition to the backup on “Dropbox”. Cllr Reiners suggested that consideration be given to the purchase of a safe for storage of the hard drive. She agreed to investigate the costs involved. **Action – Cllr Reiners**
- **F/12/158 School Parking** – no further progress to report

F/13/06 To Receive Statement of Accounts and Management Reports

Copies of the income and expenditure for the period ending 31 December 2012 together with a balance sheet [Copies attached] were circulated to members. The surplus on the current account stands at £9,348.

Members agreed that the invoices for pitch fees should be sent out in January and May as in previous years.

They asked the clerk to clarify with WCC the position of the business rates for the Burial Ground. **Action – the clerk**

A letter had been received from HCC regarding the revisions to the charging procedures on street lighting which will now reflect the higher usage in the winter months.

F/13/07 Budget 2013-14

The deputy clerk took members through the draft budget, together with the information from WCC on the tax base for Kings Worthy including the Council Tax Support Grant.

Members agreed the budget and a recommendation to PC for ratification of a precept of £114,000. This represents 1.93% increase which is within the 2% ceiling as stipulated by the Department for Communities and Local Government.

F/13/08 Proposed New Expenditure for Financial Approval

○ **Planning and Highways**

Cllrs Reiners queried the funding for the “Twenty is Plenty” initiative if agreed. Cllr Prince indicated that this would come from HCC S106 highways monies.

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

KWCC New Sign – the clerk had arranged for a representative from the HCC Sign Shop to visit and quote for a new sign. Jackie Porter had agreed to fund 50%. He will circulate the quotation for discussion at the next meeting.

Action – the clerk

- **Recreation and Amenities**

Legion Lane Fence – the contractor had completed the work, however there remains some small outstanding items to be completed. A letter had been received from the residents thanking the PC for the initiative.

Eversley Park Path – this is still delayed due to the poor weather and tips not accepting wet soil. A quotation had been received from the contractor of £420 for supplying the materials for SSE to construct the steps.

KWCC Raised Flowerbed – Members agreed a budget of up to £500 for the design of the proposed replacement flowerbed area in front of KWCC. This will cover the costs of design concepts, planting schemes and structural requirements. The clerk was asked to submit details in due course to WCC for S106 Open Space funding. **Action – the clerk**

Lower Broadview – Members accepted the quotation of £260 from Martyn Smith for improving the entrance to Lower Broadview from Tovey Place.

Annual Playground Inspections – details had been received from WCC and ROSPA of the service offered for the annual inspections of our playgrounds. Both charged an additional fee for the inspector to be accompanied which members considered worthwhile. The clerk was asked to clarify details of the new inspector with WCC. **Action – the clerk**

- **Communications**

Website – Members agreed that separate invoices should be sent to ourselves and Headbourne Worthy PC respectively for work undertaken by UBC.

F/13/09 Grant Applications

- **Jubilee Sailing Trust** – a circular letter had been received requesting a grant. Members were again reluctant to approve a donation to a national organisation which did not directly support parishioners. The clerk was asked to respond the Trust requesting details of their involvement locally.
Action – the clerk

F/13/10 Asset Register

The deputy clerk confirmed that he had completed the asset register, although there is still further on-going work to confirm the value of assets.

Cllr Prince asked that a procedure card be compiled for any future users of the system. **Action – the deputy clerk**

F/13/10 Asset Register cont.

Cllr Welstead had taken photographs of the assets for the register which now required up-loading onto the software package. Members expressed their appreciation of his efforts

F/13/11 RFO's and Clerk's Notices

Declaration of Interest – the deputy clerk shared with members the recommendation from a recent conference which he had attended, that councillors who are resident in the village declare an interest in the setting of the precept. Members accepted this proposal.

F/13/12 Chairman's Notices

NatWest Bank – Cllr Prince asked the clerk to organise an annual review meeting with Russell Folwell our Business Manager. **Action – the clerk**

F/13/13 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 £4,311.93.

F/13/14 Items for Discussion at the Next Meeting

The clerk was asked to include those items which were on-going, together with reviews of the Financial Regulations and Risk Management Schedule.

F/13/15 Date of next meeting

The next meeting was scheduled at 9.30am on the 13 February 2013.

The meeting closed at 11.57am.

Signed.....

Date.....