

Kings Worthy Parish Council

FINANCE COMMITTEE

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

Present:	Councillors:	Malcolm Prince [Chairman] Ian Gordon Kerstin Reiners Denis Welstead [until 10.34am] Sarah White Phil Allen [for items 5, 6 & 7]
	Clerks:	Colin Arnett Adrian Reeves
	Public:	0

F/13/122 Apologies for Absence

There were no apologies for absence.

F/13/123 Public Question Time

None

F/13/124 Minutes of the Meeting held on the 11 September 2013

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

F/13/125 Matters Arising from the Minutes of 11 September 2013

- **F/13/113 Parish Office Computer Support and Wi-Fi** – After spending some time in contact with BT they had assured Cllr Gordon that the problem with email addressing had been resolved. Sadly the problem still exists.
Action – Cllr Gordon
- **F/13/113 NatWest Bank** – Cllr Gordon reported that an acknowledgement had been received from NatWest Head Office indicating that their investigations are taking longer than anticipated. **Action – Cllr Gordon**

Cllr Reiners is hoping to process the signatory forms shortly. **Action – Cllr Reiners**

- **F/13/113 War Memorial** – Cllr Welstead was pleased to report that the funding issues had now been resolved and that the work on the memorial had started. Members agreed that the invoice from the stonemason could be processed pending the agreed funding from Jackie Porter which will be paid direct to KWPC.
- **F/13/113 Jubilee Obelisk Sundial** – Cllr White reported that no response had been received from the supplier to our letter threatening court action. The cost of court action would be more than the cost of repair. Members agreed not to proceed. Cllr White is to meet with the repairer on the 9 November 2013. Members asked the clerk to write to trading standards and HALC outlining our problems with this particular supplier. **Action – Cllr White/clerk**
- **F/13/113 Office Safe** – this had now been installed.
- **F/13/113 THMC Review Meeting** – a response is still awaited from Jackie Porter.
- **F/13/113 Maintenance Technician** – a date for a review meeting still had to be set.

F/13/126 Proposed New Expenditure for Finance Approval

- **Planning and Highways**

None

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

Display Boards – Cllr White suggested that it would be desirable if we had our own display boards for public events. Cllrs White and the deputy clerk agreed to investigate costs. **Action – Cllr White/deputy clerk**

- **Recreation and Amenities**

Cllr White reported that the schemes for Church Green, Fryers Close and the accessible swing are progressing well.

Cllr Welstead expressed his concerns that monies being allocated to resurfacing the car park at Eversley Park would preclude funding for other projects. Cllr Gordon suggested that a bid be made for a contribution from HCC as the car park is well used by the school. Cllr Welstead also advised that a cautious approach should be taken on the provision of a skate park due to the high accident rate. Cllr White indicated that the introduction of new surfaces had reduced such risks.

Members agreed to the suggestion from Cllr Allen that welcome/supervision boards be erected in our recreation areas.

- **Communications**

None

F/13/127 External Auditors Report 2012-13

The deputy clerk reported that the external auditor's certificate had been received.

The only comment related to the risk assessment being presented and approved by Parish Council within the financial year. Members recommended that in future this be agreed at the February Finance Committee meeting and presented to the following PC meeting.

The deputy clerk was asked to respond to BDO indicating acceptance of their and the internal auditor's recommendations and completing their satisfaction survey. **Action – the deputy clerk**

F/13/128 Internal Controls – Memorandum from Eleanor Greene

The letter and memorandum had been circulated to members.

With regard to the signing of cheques outside of meeting, members agreed that this should be kept to a minimum and that suppliers be advised as to the payment dates. Cheques could always be signed at PC meetings.

The deputy clerk also agreed to run the financial spreadsheets and the Sage reports in tandem in the next financial year to highlight any variance.

Action – the deputy clerk

F/13/129 Grant Applications

- **Victim Support** – Members recommended approval for a grant of £200.
- **Tubbies Playgroup** - Members recommended approval for a grant of £70 for replacement broken toys and arts & crafts.

F/13/130 Section 106 Funding Priorities

A listing of projects will be presented to Parish Council, including funding bids to Headbourne Worthy PC where appropriate.

F/13/131 Terms of Reference

Cllr Prince agreed to draft the terms of reference for the Finance Committee. He asked the clerk to forward to him those agreed by R&A and P&H to use as a template. **Action – Cllr Prince/the clerk**

F/13/132 Budget 2014-15

Cllr Prince was pleased to see that budget setting had commenced in committees.

The deputy clerk agreed to prepare costing for the clerk's salaries, pension contributions etc. for the next meeting. **Action – the deputy clerk**

F/13/133 To Receive Statement of Accounts and Management Reports

The deputy clerk gave a presentation to members on the figures for September which included a bank reconciliation statement. The year end figure is anticipated to break even.

A saving had been achieved on audit fees.

Cllr Prince again emphasised the need to cost items against the maintenance monies for Church Green. The deputy clerk is awaiting a breakdown of figures from Green Smile to achieve this.

F/13/134 RFO's and Clerk's Notices

- **Dog Bin Emptying** – Swansborough had given notice to end the contact. The clerk was asked to ensure that they kept to the 3 months termination period and to source alternative suppliers. **Action – the clerk**
- **Green Smile** – Steve Postle had highlighted the amount of litter in our recreation areas which is increasing the time taken to complete the grass cutting. Members agreed that the clerks monitor the situation. **Action – the clerks**

F/13/135 Chairman's Notices

- **Worthys Festival** – Cllr Prince indicated that this had again been a very successful event and financially balanced.

F/13/136 Authorise Invoices for Payment and allocate to appropriate budgets

The Committee received a schedule of invoices due for payment, agreed the schedule and signed the cheques. The total invoices for payment amounted to £3,328.92

F/13/137 Items for Discussion at the Next Meeting

Members agreed the usual update items to be included.

F/13/138 Date of next meeting

The next meeting was scheduled at 9.30am on the 13 November 2013. The meeting closed at 11.35am.

Signed.....

Date.....