

Kings Worthy Parish Council

FINANCE COMMITTEE

Minutes of the Meeting held on Wednesday 4 July 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/12/77 Apologies for Absence

Apologies for absence had been received from Cllrs Welstead and White.

F/12/78 Election of Vice Chairman

The following councillor was unanimously elected;

Cllr Bohle – proposed by Cllr Gordon – seconded by Cllr Reiners

F/12/79 Public Question Time

None

F/12/80 Minutes of the Meeting held on the 13 June 2012

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

F/12/81 Matters Arising from the Minutes of 13 June 2012

- **F/12/66 – Parish Office Computer Upgrade** – Cllr Reiners offered to investigate the options regarding virus and firewall software. Members suggested that this be deferred until after the Olympic Torch Relay. She recommended that the clerks refrain from browsing the Internet until the new software was in place. **Action – Cllr Reiners**

F/12/81 Matters Arising from the Minutes of 13 June 2012 cont.

- **F/12/66 – Jubilee Obelisk** – Members agreed that the wording “Kings Worthy Parish Council” be included on the base of the sun-dial at an additional cost of £50. Members gave approval for payment to be sent with the order if required. Completion is anticipated for September.
- **F/12/72 – Appointment of External Auditor 2012-13** – Members had no further comment to make on the appointment.

F/12/82 Asset Register

The deputy clerk shared with members that he had trialled the new system with the inclusion of the new A3 Laminator. Cllr Prince emphasised the need to have a clear implementation plan for the new software. The deputy clerk agreed to produce a process chart. **Action – deputy clerk**

The clerk was asked to clarify the taking of photographs of items. Cllrs Gordon and Reiners agreed to assist if required. **Action – the clerk**

F/12/83 Tubbs Hall

Cllr Prince shared with members the need to review the costs associated with Tubbs Hall. A session was arranged between Cllr Prince and the deputy clerk for 9.30am on the 25 July 2012. **Action – Cllr Prince/deputy clerk**

F/12/84 Proposed New Expenditure for Financial Approval

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

Grant Applications – Members considered two applications;

WSSC - £500 per annum for the cleaning of the toilet and changing facilities. Members were unable to approve a commitment on an annual on-going basis and deferred a decision on a one-off grant to the next meeting to enable members to check the facilities.

Worthies Conservation Volunteers - £300 for public liability insurance. Members approved this application.

Cllrs Reiners asked the clerk to establish their website address to link with our new website. **Action – the clerk**

Maintenance Operative – references had yet to be received for the prospective candidate. The clerk was asked to chase the referees giving them 7 days to respond and to inform the candidate of the situation. **Action – the clerk**

- **Recreation and Amenities**

Bus Shelters – another clean of our bus shelters had taken place at a cost of £80.

- **Communications**

Newsletter – funding will be required for the next edition in August.

Website – our share of the initial set-up costs will be £200 with further funding required for training etc. The deputy clerk reported that formal notice had been sent to TLC for the termination of the existing site on the 31 July 2012.

F/12/85 Olympic Torch Relay

Cllr Prince shared with members that the event organisation was on schedule with anticipated expenditure is within budget.

Members ratified the decision to send the payment of £308 with the order for the T Shirts for the event marshals. Cllr Reiners indicated that a further £15 will be needed for the logo motif print setup.

F/12/86 To Receive Statement of Accounts and Management Reports

The deputy clerk had been unable to prepare the figures due to his involvement with the Olympic Torch Relay. He anticipated having them available for the Parish Council meeting.

F/12/87 RFO's and Clerk's Notices

- **Local Government Pension Scheme** – details of the revised scheme from 1 April 2014 had been received. The clerk was asked to check if there are any implications associated with the employer's contributions. **Action – the clerk**
- **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.
- **Rent Review – Land at Harwood Place** – a letter had been received from WCC regarding an increase in the lease for the KWCC. Members expressed their concerns that the increase was retrospective and calculated on RPI and not CPI. The clerk was asked to check the lease agreement and raise members concerns with WCC. **Action – the clerk**
- **Additional Hours** – Members approved the payment of the additional hours for the clerk to cover the Planning and Highways Committee meeting in July while the deputy clerk was on Olympic duties.

F/12/88 Chairman's Notices

None

F/12/89 Authorise Invoices for Payment

The deputy clerk had been unable to prepare the cheques for signature due to his involvement in the Olympic Torch Relay. Members agreed that they could be signed outside of the committee cycle.

F/12/90 Items for Discussion at the Next Meeting

None were specifically raised.

F/12/91 Date of next meeting

The next meeting was scheduled at 9.30am on the 15 August 2012.

The meeting closed at 10.54am.

Signed.....

Date.....