

Kings Worthy Parish Council

FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 11 December 2013
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

Present:	Councillors:	Malcolm Prince [Chairman] Ian Gordon [from 10.25] Denis Welstead Sarah White
	Clerks:	Colin Arnett Adrian Reeves
	Public:	0

F/13/153 Apologies for Absence

Apologies for absence had been received from Cllr Reiners. Cllr Gordon had indicated that he would be late due to a doctor's appointment.

F/13/154 Public Question Time

None

F/13/155 Minutes of the Meeting held on the 13 November 2013

The minutes were agreed as a true record of the meeting with one amendment – F/13/154 delete £6,085.27 – add £6,202.87 - and were signed by Cllr Prince.

F/13/156 Matters Arising from the Minutes of 13 November 2013

- **F/13/142 War Memorial** – Cllr Welstead reported that “smart water” had been applied to the memorial at no additional cost to deter thieves. There is one additional name to be added for which a grant application will be forthcoming in due course.
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- **F/13/142 Jubilee Obelisk Sundial** – Cllr White confirmed that an order had been placed for the cleaning, re-coating and installation of the unit.
- **F/13/142 THMC Review Meeting** – the change in the direct debit payment had yet to be authorised by the THMC. Members asked the deputy clerk to write to Jackie Porter outlining the results of the discussion that took place with her with a copy to the Treasurer. **Action – the Deputy Clerk**

- **F/13/142 Display Boards** – these had been used at the recent exhibition and proved to be invaluable.
- **F/13/142 Dog Bin Emptying** – a temporary contract is now in place with the Landscape Group until the 31 December 2013. We are awaiting a draft contract for approval. **Action – the deputy clerk**

Cllr Welstead informed members that the bin located on Hookpit Farm Lane was temporarily unavailable due to the building work.

The R&A Committee are considering dog bins as part of their strategy. Members considered that the time was now appropriate for an application to be made for authority to fine offenders.

F/13/157 Proposed New Expenditure for Finance Approval

- **Planning and Highways**

None

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

Members agreed that stands for the display boards would be useful. The deputy clerk was asked to investigate costs. **Action – the deputy clerk**

- **Recreation and Amenities**

Members were informed that Cllr Newell is seeking tenders for the re-surfacing of the car park at Eversley Park.

- **Communications**

Members agreed that the inserts in the Newsletter detailing local organisations and businesses should be undertaken on a two yearly cycle.

F/13/158 Grant Applications

- **Citizens Advice Bureau** – an application had been received from the CAB for a grant of £1K. Members asked the clerk to establish the number of parishioners they had assisted over the last 3 years. **Action – the clerk**

F/13/159 To Receive Statement of Accounts and Management Reports

The deputy clerk gave a presentation to members of the figures for November which included a bank reconciliation statement [copy attached]. The forecast outcome is a deficit of £4938.

Members agreed that the hire fee for the use of the Church Rooms for the recent Core Strategy exhibition should be re-charged to WCC.

Action – the deputy clerk

Members agreed that a website review meeting should be held with Peter Byford in the New Year to involve Cllrs White & Reiners and Claire Welland of Headbourne Worthy PC. In particular, a record of the number visitors to the website needs to be established.

Members agreed that the balance of S106 monies should be incorporated into the general accounts. **Action – the deputy clerk**

Cllr Prince and the deputy clerk are to review the presentation of the transfer of maintenance monies outside of the meeting.

F/13/160 Budget 2014-15

Members confirmed that the budget lines for the financial year 2014-15, as agreed at the last meeting, remain the same.

Cllr Prince informed the meeting that the latest estimate for the WCC grant towards the precept indicated a 14% reduction. If this was confirmed Cllr Prince anticipated that a 6% increase in the precept as a minimum would be required.

F/13/161 KWCC Fire Policy

The clerks highlighted the need to have a fire policy for the building. Although there is an annual inspection by an outside expert there is no written fire policy. Members agreed that this should be undertaken in conjunction with the THMC.

Cllr Gordon agreed to obtain a copy of the policy for the Jubilee Hall to be used as a template. **Action – Cllr Gordon**

F/13/162 RFO's and Clerk's Notices

- **Street Lighting** – a letter had been received from HCC detailing the increased prices for energy from the 1 October 2013. With the introduction of low energy lights members anticipated that the overall costs would not increase significantly.
- **HCC Pension Fund**- a letter had been received from HCC detailing the employer rates for the three years from April 2014.
- **Local Audit and Accountability Bill** – details of the consultation for this bill had been received. Cllr Prince considered that it would have little impact on ourselves.

F/13/163 Chairman's Notices

Cllr Prince took the following items from Cllr Gordon which had been deferred;

- **F/13/142 Parish Office Computer Support and Wi-Fi** – No further action to report from BT. **Action – Cllr Gordon**

- **F/13/142 NatWest Bank** – NatWest had offered £300 compensation for the further shortfall in the service delivered. They had indicated that this is the last and final settlement. If we wished to pursue matters further we would have to refer them to the Financial Ombudsman.

The deputy clerk was asked to continue to monitor our deposit accounts to ensure that interest continued to be paid gross. **Action – the deputy clerk**

- **Cheque Signatories** - it was agreed that these should be reviewed after the election in May.
- **Scanning Software** – Cllr Gordon recommended that the Omnipage Scanning Software be upgraded to a PDF version. Members approved the expenditure as it was anticipated to be under £100.

F/13/164 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 £1,721.42 [Copy attached].

Members asked that all monthly direct debits be included within the listing.

Action – the deputy clerk

F/13/165 Items for Discussion at the Next Meeting

Members agreed the following items; Budget/Precept, Fire Policy, Email, Dog Bins, THMC, Risk Assessment

F/13/166 Date of next meeting

The next meeting was scheduled at 9.30am on the 15 January 2015. The meeting closed at 11.35am.

Signed.....

Date.....

Kings Worthy Parish Council

FINANCE COMMITTEE

Invoices for Payment - December 2013 Finance Committee

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) £	Invoice Value (incl VAT) £
Ian Gordon	5394	Noticeboard		226.80
Hampshire PAT Testing	5395	Annual inspection		102.00
		Total		328.80

Cheques to be authorised:

Name of Supplier	Chq No	Nature of Works		Invoice Value (incl VAT) £
Hampshire County Council	5396	Pensions - November		618.51
Hampshire County Council	5397	50 black refuse sacks		15.26
W J Swansborough	5398	1 empties of 14 dog bins - November		55.27
MR Smith	5399	Replace automatic hand dryer in ladies' toilet	286.53	
		Supply of maintenance services November	<u>224.55</u>	511.08
PCC of Kings Worthy	5400	Hire of room at St. Mary's Church re Core Strategy part 2 consultation		30.00
PCC of Kings Worthy	5401	2014 subscription for the Worthys parish magazine (no invoice)		6.00
Ricoh UK Ltd	5402	Copying & printing charges		326.30
SLCC	5403	Annual subscription		159.00
		Total		1,721.42

Kings Worthy Parish Council						
Management Accounts for the period ended 30 November 2013						
2013/2014 Budget £	2013/2014 Budget ytd £	Actual ytd £	Variance ytd £	Forecast Outturn £	2014/15 Budget £	Income Item/Descripti on
Income: Summary						
116,200	77,612	82,921	5,310	122,327	121,582	Finance (inc. Precept)
4,584	3,056	3,051	-5	4,056	4,800	THMC Income
7,000	4,037	3,630	-408	6,988	7,050	Recreation & Amenities
0	0	0	0	0	0	Planning & Highways
127,784	84,705	89,601	4,896	133,371	133,432	Total Income
Expenditure: Summary						
70,453	49,264	48,446	818	67,958	73,935	Finance
57,258	38,817	33,444	5,373	63,781	61,344	Recreation & Amenities
7,500	3,750	3,119	631	6,571	7,000	Planning & Highways
135,211	91,832	85,009	6,823	138,309	142,279	Total Expenses
127,784	84,705	89,601	4,896	133,371	133,432	Total Income
135,211	91,832	85,009	6,823	138,309	142,279	Total Expenses
-7,427	-7,126	4,593	-1,927	-4,938	-8,847	Income less expenses
						Transfer from Reserves
-7,427	-7,126	4,593	-1,927	-4,938	-8,847	Net Surplus (deficit) for year