

# Kings Worthy Parish Council

## FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 11 February 2015  
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

<b>Present:</b>	<b>Councillors:</b>	Martin Taylor (Chairman) Robert Barnes Ian Gordon Mandy Hallisey
	<b>Clerks:</b>	Chris Read Adrian Reeves
	<b>Public:</b>	0

### Action

#### **F/15/18 Apologies for Absence**

Apologies for absence have been received from Cllrs Newell and Welstead.

#### **F/15/19 Public Question Time**

None.

#### **F/15/20 Minutes of the Meeting held on the 14 January 2015**

F/15/05 – ‘Water’ changed to ‘Waste’

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

#### **F/15/21 Matters Arising from the Minutes of 14 January 2015**

##### **o F/15/04 External Audit –**

The Clerk reported to the committee that both himself, the Trainee Clerk, had attended a Clerk’s Update event. The main speaker at this event was an Audit Senior from BDO. The Clerk raised the issue regarding the lack of service from BDO and gave the BDO representative copies of all the correspondence. A letter had been received from BDO, on the same day but dated beforehand, stating that the Head of Audit is investigating and the Parish Council are not being ignored.

##### **o F/15/04 Utilites Contracts –**

None.

○ **F/15/05 Waste and Recycling Collection Arrangements –**

The Clerk noted that the new collection regime was imminent.

○ **F/15/05 S106 Funding & Community Infrastructure Levy–**

The Clerk stated that this had not been progressed due to the pest problem in the office taking up a large proportion of his time.

**F/15/22 Proposed New Expenditure for Finance Approval**

○ **Planning and Highways**

None.

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

The Clerk reported to the committee on the rodent problem in the attic space at Tubbs Hall. Itchen Valley Pest Control attended as a matter of urgency to bait at a cost of £70.00. The pest controller informed the Clerk and Cllr Gordon, that he offers a £240.00 per annum contract with 8 site visits included, which would also cover the £70.00 for this treatment. It was noted that Jackie Porter (THMC) is willing to take the contract. The committee agreed to split the cost of the contract 50/50 with Tubbs Hall management committee (THMC).

**Clerk**

It was also reported that upon inspection by our Maintenance Technician, some wiring has signs of chewing damage. It was therefore agreed that after the current damage is fixed, a quote is obtained for a full wiring inspection to be carried out on a 50/50 cost split basis with THMC. The Clerk is ascertain whether THMC have ever had one carried out.

**Clerk**

**Clerk**

○ **Recreation and Amenities (R&A)**

**Obelisk** – The Clerk reported to the meeting that the quote for filling the holes in the top of the obelisk is £40.00 + VAT. To re-shape the top into a pyramid shape would be £720.00 + VAT. The committee unanimously agreed that filling the holes would be the most cost effective option.

**Tree Inspections** – The Clerk reported that Tree Care Associates Ltd have not yet carried out the inspections but will be given confirmation to do so.

**Clerk**

**Redesign of Burial Ground Planting** – Cllr Hallisey reported to the committee that the design is to be finalised soon. However, due to the need of a DDA (Disability Discrimination Act) compliant path, extra funding may be required. It was unanimously agreed that an extra £500 towards to cost of a DDA path be made available if needed.

○ **Communications**

None.

**F/15/23 To receive the Statement of Accounts and Management Reports [see attached]**

The Clerk presented to the committee an amended version of the management of the accounts. The proposed amendments include a current month budget, actual and variance. The amended format was unanimously agreed for adoption by the committee. It was noted that thanks be given to the Clerk for his hard work on these amendments.

The Clerk gave a presentation to members of the figures for the month ending 31 January 2015, which included a bank reconciliation statement which was signed by the Chairman [copy attached]. The current surplus of income over expenditure is £11,138.00 at that date.

**F/15/24 Review of Risk Register**

Cllr Taylor and Gordon are to go through this, with the Clerk, on Monday before Parish Council.

**Cllr Taylor,  
Gordon &  
Clerk**

**F/15/25 Review of Standings Order & Financial Regulations**

Several amendments were made to the current Standing Order and Financial Regulations, which are to be presented to Parish Council for possible adoption.

**F/15/26 New Banking Arrangement & Investments**

None.

**F/15/27 Grant Applications**

A grant application from the Worthys Festival had been received requesting £600.00 towards to cost of advertising and program printing. It was unanimously agreed to grant £600.00 but it was noted that the Festival Committee are to be made aware that in future, the Parish Council will not be increasing the grant by 10%, year on year and that they do have use of Parish Council facilities free of charge.

**Clerk**

**F/15/28 KWPC Lease**

None.

**F/15/29 KWCC Fire and Asbestos Policies**

Cllr Gordon and the Clerk had reviewed documentation sent to us and noted several areas that should be checked. It was agreed to get quotes for a fire inspection. The Clerk is also to check whether Tubbs Hall has ever had a fire

**Cllr Gordon &**

inspection carried out.

**Clerk**

**F/15/30 Training and Staffing**

First Aid Training – The Clerk presented his certificate for First Aid which is valid until 2016. The Trainee Clerk stated that his First Aid certification had run out and if was agreed that the Clerk attend a first aid training course.

**Clerk**

DBS Checks – The Clerk reported the prices for a DBS Check to the committee. These were £26.00 for a standard check and £44 for an enhanced check, both checks incurring an additional £15.00 handling fee. Cllr Gordon noted that the enhanced check covers venerable adults which doesn't pertain to the Clerk s duties. It was agreed that a standard check be carried out for both Clerks.

**Clerk**

Arrangements for 2015-16 Pay Negotiations – Cllr Taylor and Gordon agreed to meet to discuss how this will be done.

**Cllr Taylor & Gordon**

**F/15/31 RFO's and Clerk's Notices**

The Clerk noted that it had been agreed to use Do the Numbers Ltd as our internal auditor and this would be taking place on the 28 April.

**F/15/32 Chairman's Notices**

None.

**F/15/33 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 £2,245.54 [Copy attached].

**F/15/34 Items for Discussion at the Next Meeting**

None.

**F/15/35 Date of next meeting**

The next meeting has been scheduled for 9.30am on 11 March 2015.

The meeting closed at 12:21.

Signed.....

Date.....

# Kings Worthy Parish Council

## Management Accounts for the period ended 31 January 2015

2013/14 Actual (Full Year) (£)	Current Month Budget (£)	Current Month Actual (£)	Current Month Variance (£)	Income Item/Description	2014/2015 Budget ytd (£)	Actual ytd (£)	Variance ytd (£)	2014/2015 Budget (£)	Forecast Outturn (£)	2015/16 Budget (Agreed) (£)
118,765	9,692	9,755	62	Finance (inc. Precept)	98,269	104,996	6,727	118,109	123,454	120,509
4,376	400	400	0	THMC Income	4,000	4,000	0	4,800	4,800	4,800
9,010	333	120	-213	Recreation & Amenities	4,930	26,346	21,416	7,050	33,330	6,200
0	0	0	0	Planning & Highways	0	0	0	0	0	0
<b>132,151</b>	<b>10,426</b>	<b>10,275</b>	<b>-151</b>	<b>Total Income</b>	<b>107,199</b>	<b>135,343</b>	<b>28,144</b>	<b>129,959</b>	<b>161,584</b>	<b>131,509</b>
				Expenditure Item/Description						
72,258	4,167	3,848	319	Finance	50,218	54,283	-4,066	67,763	73,556	70,047
49,574	4,912	3,449	1,463	Recreation & Amenities	51,520	66,611	-15,090	61,344	80,879	65,184
5,807	0	0	0	Planning & Highways	3,500	3,310	190	7,000	7,186	7,545
<b>127,638</b>	<b>9,078</b>	<b>7,296</b>	<b>1,782</b>	<b>Total Expenses</b>	<b>105,238</b>	<b>124,205</b>	<b>-18,967</b>	<b>136,107</b>	<b>161,621</b>	<b>142,776</b>
132,151	10,426	10,275	-151	<b>Total Income</b>	107,199	135,343	28,144	129,959	161,584	131,509
127,638	9,078	7,296	1,782	<b>Total Expenses</b>	105,238	124,205	-18,967	136,107	161,621	142,776
4,513	1,347	2,978	1,631	Income less expenses	1,961	11,138	9,177	-6,148	-37	-11,267
0	0	0	0	Transfer from Reserves	0	0	0	0	0	0
<b>4,513</b>	<b>1,347</b>	<b>2,978</b>	<b>1,631</b>	<b>Net Surplus (deficit) for year</b>	<b>1,961</b>	<b>11,138</b>	<b>9,177</b>	<b>-6,148</b>	<b>-37</b>	<b>-11,267</b>

**Bank Reconciliation as at****31-Jan-14**

		<u>A/c no.</u>
Bank: Current a/c	£11,324.00	324833
Deposit a/c	£0.00	1518442
Deposit a/c	£25,000.00	19208731
Deposit a/c	£0.00	20477902
Deposit a/c	<u>£119,132.22</u>	88395529
	£144,132.22	
Less u/p cheques and D/Ds:		
5562 M.R. Smith	£544.71	
5568 PCC of Kings Worthy	£7.00	
5574 M.R. Smith	<u>£263.25</u>	
	£814.96	
Add u/p credits:		
	<u>£0.00</u>	
	<u>£154,641.26</u>	
Current account as per NatWest bank	£11,324.00	
Less: unrepresented cheques	£814.96	
Add: unrepresented credits		
Balance as per ledger	<u>£10,509.04</u>	
Balance as per ledger	10,821.27	
Less: Outstanding D/Ds		
Add: u/p credits	£0.00	
Adjusted ledger balance	<u>£10,821.27</u>	

**Kings Worthy Parish Council**

**FINANCE COMMITTEE**

**Invoices for Payment - January 2014 for February 2015 Committee**

The following invoices have been received since the last meeting of the Finance Committee.

**Cheque already authorised and signed:**

Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £	Invoice Value (incl VAT) £
		<b>Total</b>		<b>0.00</b>

**Cheques to be authorised:**

Name of Supplier	Chq No	Nature of Works		Invoice Value (incl VAT) £
Hampshire County Council	5580	Pensions - January		600.08
Hampshire County Council	5581	Microfibre cloths, pk of 10		5.03
M.R. Smith	5582	Maintenance services for January 2014	274.50	
		Replace 5 broken crocodile post o/s Tubbs Hall	450.79	725.29
EKS Accounting	5583	Payroll October - December 2014		151.52
Jaydee Living Ltd	5584	240 Litre Wheelie Bin - Green		61.14
The Landscape Group	5585	14 dog bin emptied (Nov-Dec)		691.20
Plastic.id.com	5586	4 Photo ID cards		11.28
			<b>Total</b>	<b>2,245.54</b>

**Direct Debits & Standing Orders**

BT		Telephone (monthly)		37.00
Southern Water		Tubbs Hall water supply (monthly)		55.00
British Gas		Tubbs Hall gas supply (monthly)		119.00
Southern Electric, 9109928015		Tubbs Hall electricity supply (monthly)		74.00
Green Smile Ltd.		Grounds maintenance contract (monthly)		3,239.25
SAGE		Initial payment		30.00
			<b>Total</b>	<b>3,554.25</b>

**Salary Costs**

Telephone banking		Net Wages (net of tax & NI)		2221.79
HMRC		PAYE		281.60
HMRC		National Insurance		184.96
Pensions		(Paid by cheque as above)		600.08
			<b>Total</b>	<b>3,288.43</b>