

# Kings Worthy Parish Council

## FINANCE COMMITTEE

Minutes of the Meeting held on Wednesday 11 January 2012  
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy

Present:	Councillors:	Malcolm Prince [Chairman] Terry Bohle [Vice-Chairman] Ian Gordon Sarah White
	Clerks:	Colin Arnett Adrian Reeves
	Public:	0

### **F/12/01 Apologies for Absence**

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

### **F/12/02 Public Question Time**

None

### **F/12/03 Minutes of the Meeting held on the 14 December 2011**

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

### **F/12/04 Matters Arising from the Minutes of 14 December 2011**

- **F/11/151 – Bookkeeper** – Cllr White confirmed that a letter had been sent to Active Accounting terminating the arrangements for the salaries function and requesting that any outstanding paperwork be returned to the parish office. The clerk reported that EKS had dealt with the December salaries due to the late posting of those from Active Accounting.
- **F/11/151 – Grant – Hampshire Farming & Wildlife Advisory Group** – the clerk reported that contact had failed with the local group which therefore must have been forced into liquidation as per the parent company.
- **K/11/156 – Bank Signatories** – NatWest had confirmed that the Deputy Clerk was now a bank signatory and would shortly have access to internet banking [view only facility].

**F/12/04 Matters Arising from the Minutes of 16 November 2011 cont.**

- **F/11/159 – Abbots Worthy** – Cllr White confirmed that a letter had been delivered to the residents of Abbots Worthy and that the name is to be included within the heading logo for all paperwork.

**F/12/05 Proposed New Expenditure for Financial Approval**

- **Planning and Highways**

Cllr Gordon indicated that there were no items requiring approval.

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

**Parish Office Computer Upgrades** - the clerks shared with members the proposals from Rob Ball and from the HALC specialist. Members agreed that the proposal from Rob Ball for a new PC for the deputy clerk be accepted to a maximum of £600. This would include a windows programme upgrade, so that all 3 units were compatible.

- **Recreation and Amenities –**

Cllr White shared with members the dashboard presentation [copy attached]

Members accepted the quotation of £1705 for the repairs to the playground equipment at Eversley Park as recommended in the ROSPA report and agreed that it should be presented to the PC for approval.

Cllr Gordon agreed to organise a revised quotation for the slabbing work on the entrances to the Children's Playground at Eversley Park. Members agreed a provisional sum of £420 for the work. **Action – Cllr Gordon**

The clerk was asked to query the need to repair the bearings on the Skier and the possibility of "staking" the surfer on the Fraser Road exercise equipment. **Action – the clerk**

- **Communications**

None

**F/12/06 Budget 2012/13**

Cllr Prince indicated that he had received no further amendments to the budget which would now be presented to PC for ratification. There would be no increase in the precept which would remain the same as last year.

For the year 2012/13 an additional line for other income would be introduced to accommodate S.106 Funding and Grants. A corresponding expenditure line would also be introduced.

**F/12/06 Budget 2012/13 cont.**

It was agreed that for the 2012/13 budget purposes these lines would include;

Other income [S.106/grants]	£6,000
Other Expenditure [S.106/grant funded]	£6,000

The amount of £6,000 has been initially allocated to cover the cricket net project.

**F/12/07 To Receive Statement of Accounts and Management Reports**

The deputy clerk gave a graphical presentation of the income and expenditure for December together with a balance sheet [Copies attached].

Members wished to record their thanks for his work on the spreadsheets.

**F/12/08 RFO's and Clerk's Notices**

- **Broadband** – a letter had been received from BT outlining the option of faster fibre optic connectivity. After some discussion members agreed that there was no over-whelming need for the technology and agreed to defer a decision.
- **HALC Courses** – the deputy clerk shared with members details of the four courses he is to attend in the next few weeks.

**F/12/09 Chairman's Notices**

None

**F/12/10 To 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 £31,408.59. [See schedule attached].

**F/12/11 Any Other Business**

- **Bus Shelters** – Members discussed the merits of employing a contractor to undertake the cleaning of bus shelters with particular attention to the polycarbonate panels. The clerk was asked to arrange a quotation.  
**Action – the clerk**

**F/12/12 Date of next meeting**

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

The meeting closed at 11.42am.

Signed.....

Date.....

Brief Details (indicate if project team appointed)	Type (new project, maintenance)	Cost Estimate	Budget Source	Approvals Dates			Notes Completed
				R & A	Finance	PC	
Fraser Road Playground	Project		106				Snagging to be completed
Repair dog walk fence at Eversley Park	Maintenance	£1692.00	Projects	16/11/11	16/11/11	21/11/11	
Bus shelters, maintenance programme	Project	£4024.15	Projects		16/11/11	21/11/11	
Noticeboard Eversley Park	Project			√	√	√	Awaiting installation
Eversley Park – children’s playground repairs	Maintenance	£1705	Maintenance	5/01/12			Carriage charge to be investigated
Cricket Nets – Eversley Park (positive feedback received from community)	Project						Project team appointed to investigate
Tree Root barrier Burial Ground	Project		Maintenance				Temporary remedial work whilst being investigated

Information Only – Not Requiring PC Approval

Brief Details (indicate if project team appointed)	Type (new project, maintenance)	Cost Estimate	Budget Source	Approvals Dates			Notes Completed
				R & A	Finance	PC	
Notice Board Eversley Park, installation	Maintenance	£90.00	Fin	03/11/11	16/11/11	na	
Replacement slabs Eversley Park Play Area	Maintenance	£420	R&A	05/01/12		na	Ensure industrial quality slabs
Tree work Church Green	Maintenance	£400	Maintenance	√	√	na	Deadline of end of Jan to be given to contractor
Exercise Equipment – secure foundation	Maintenance	£515	Maintenance				Other options to be investigated
Replace bearings in skier	Maintenance	£198	Maintenance	05/01/12			
Upper Broadview – tidy entrances, remove rubbish, correct signage	Project	£432					Awaiting approval from WCC

# Kings Worthy Parish Council

## Management Accounts for the period ended 31 December 2011

2011/2012 Budget (Approved) £	Actual ytd £	2011/2012 Forecast Outturn (Est) £	Income Item/Description
<b>Income: Summary</b>			
111,845	84,575	113,167	Finance (inc. Precept)
4,090	5,280	6,294	THMC Income
6,175	5,112	7,818	Recreation & Amenities
0	0	0	Planning & Highways
<b>122,110</b>	<b>94,967</b>	<b>127,279</b>	<b>Total Income</b>
<b>Expenditure: Summary</b>			
<b>60,629</b>	<b>44,374</b>	<b>59,302</b>	<b>Finance</b>
<b>53,481</b>	<b>37,910</b>	<b>56,966</b>	<b>Recreation &amp; Amenities</b>
<b>8,000</b>	<b>3,167</b>	<b>7,119</b>	<b>Planning &amp; Highways</b>
<b>122,110</b>	<b>85,451</b>	<b>123,387</b>	<b>Total Expenses</b>
122,110	94,967	127,279	<b>Total Income</b>
122,110	85,451	123,387	<b>Total Expenses</b>
<b>0</b>	<b>9,516</b>	<b>3,891</b>	<b>Income less expenses</b>
			<b>Transfer from reserves</b>
<b>0</b>	<b>9,516</b>	<b>3,891</b>	<b>Net Surplus (deficit) for year</b>
<b>Finance (inc. Administration)</b>			
2011/2012 Budget (Approved) £	Actual ytd £	2011/2012 Forecast Outturn (Est) £	Income Item/Description
111,615	83,884	111,845	Precept
150	67	97	Meeting Room Hire
0	0	0	Earmarked
4,090	5,280	6,294	THMC
80	49	649	Bank interest received
0	576	576	Other income, donations
<b>115,935</b>	<b>89,855</b>	<b>119,461</b>	<b>Total Income</b>
<b>Expenditure Item/Description</b>			
26,100	19,575	26,100	Clerks' salaries

4,930	3,040	4,273	Employer's pension
2,071	1,237	1,755	Employer's NI
1,000	25	500	Training - Clerks/Council
350	48	179	Expenses -Travel/subsist.
<b>34,451</b>	<b>23,926</b>	<b>32,808</b>	<b>Salaries, Training. Expenses</b>
140	187	222	Office Stationery
250	113	175	Computer software
160	18	58	Postage and Carriage
140	19	49	Document storage
800	513	690	Telephone
800	0	0	Office Consumables
1,150	617	617	Office Equip rental
250	0	200	Office capital expenditure
625	625	625	Subs to prof bodies
20	208	208	Subscriptions/newsletters
100	275	320	Sundry
<b>4,435</b>	<b>2,574</b>	<b>3,163</b>	<b>General Administration</b>
2,040	1,025	1,025	Audit fees (int& ext)
300	1,935	2,568	Accountancy/bookkeeping
500	0	500	Legal fees
5,050	3,568	3,668	Insurance
0	0	0	Bank Charges and Interest
0	0	0	Rates - Business
434	36	253	Rates - Burial Ground
0	770	831	Water Rates - Eversley
<b>8,324</b>	<b>7,333</b>	<b>8,845</b>	<b>Accountancy, Legal, Tax</b>
4,000	2,930	3,850	Grants to village org (inc. s137)
0	0	0	Charity Donation
100	0	0	S137 expenditure
800	0	0	Election exps (earmarking)
0	0	0	Earmarked funds
2,414	0	1,050	Contingencies
<b>7,314</b>	<b>2,930</b>	<b>4,900</b>	<b>Grants, Other,Contingency</b>
<b>6,105</b>	<b>7,611</b>	<b>9,587</b>	<b>KWCC - total expenses</b>
<b>60,629</b>	<b>44,374</b>	<b>59,302</b>	<b>Total Expenses</b>
<b>Recreation &amp; Amenities</b>			
<b>2011/2012 Budget (Approved) £</b>	<b>Actual ytd £</b>	<b>2011/2012 Forecast Outturn (Est) £</b>	<b>Income Item/Description</b>
3,500	3,726	4,776	Burial Ground
1,800	1,336	2,281	Pitch fees
500	50	550	Communication

375	0	211	Ground Fees/other
<b>6,175</b>	<b>5,112</b>	<b>7,818</b>	<b>Total Income</b>
			<b>Expenditure Item/Description</b>
33,434	26,010	34,369	Contract - Scandor
500	83	283	Contract supervision
2,800	3,704	4,404	Maintenance Pitch/Playgrd
2,082	1,768	2,288	Dog bins
0	376	376	Notice Boards & Signs
1,900	2,694	2,694	Seats, Tables & Shelters
400	0	0	Shelters
1,500	0	1,200	Trees
-	215	215	Burial Ground Maintenance
1,350	1,237	1,612	Maintenance Person
<b>43,966</b>	<b>36,087</b>	<b>47,441</b>	<b>Maintenance/Servicing</b>
250	80	117	Advertising
1,075	1,233	1,233	Leaflets and publications
690	510	675	Website fees
<b>2,015</b>	<b>1,823</b>	<b>2,025</b>	<b>Communication Expenses</b>
1,500	0	1,500	Byelaws Signs
6,000	0	6,000	Sport/Play Facilities
<b>7,500</b>	<b>0</b>	<b>7,500</b>	<b>Capital Projects</b>
<b>53,481</b>	<b>37,910</b>	<b>56,966</b>	<b>Total expenses</b>
<b>Planning &amp; Highways</b>			
<b>2011/2012 Budget (Approved) £</b>	<b>Actual ytd £</b>	<b>2011/2012 Forecast Outturn (Est) £</b>	<b>Income Item/Description</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>Total Income</b>
			<b>Expenditure Item/Description</b>
8,000	3,167	7,119	Street Lighting
0	0	0	
0	0	0	
0	0	0	
<b>8,000</b>	<b>3,167</b>	<b>7,119</b>	<b>Total expenses</b>
<b>Tubbs Hall Management Committee</b>			
<b>2011/2012 Budget (Approved)</b>	<b>Actual ytd</b>	<b>2011/2012 Forecast Outturn (Est)</b>	<b>Income Item/Description</b>

£	£	£	
3,600	2,661	3,675	Mngmt fee - THMC
490	2,619	2,619	THMC - exp recharged
<b>4,090</b>	<b>5,280</b>	<b>6,294</b>	<b>KWCC - income</b>
			<b>Expenditure</b>
			<b>Item/Description</b>
2,610	2,558	3,428	Caretaker's salary
820	1,191	1,419	Rates - Water
640	979	1,307	Gas & Electric
270	270	270	Rent
340	157	352	Waste collection charges
<b>4,680</b>	<b>5,154</b>	<b>6,776</b>	<b>Shared Expenses (50/50)</b>
0	0	0	Garage hire
150	78	120	Cleaning supplies
800	2,549	2,749	Repairs Internal & External
300	0	113	Other Tubbs Hall costs
<b>1,250</b>	<b>2,627</b>	<b>2,982</b>	<b>THMC 100% Expenses</b>
175	-171	-171	Rates - Business
0	0	0	Repairs External
<b>175</b>	<b>-171</b>	<b>-171</b>	<b>PC 100% Expenses</b>
<b>6,105</b>	<b>7,611</b>	<b>9,587</b>	<b>KWCC - total expenses</b>
4,090	5,280	6,294	KWCC - income
3,590	5,204	6,370	Expenses (THMC share)
2,515	2,407	3,217	Expenses (PC share)
500	76	-76	KWCC cost to PC
	<b>Balance Sheet</b>		<b>Period ended 31 December 2011</b>
	5,101.32		<b>Current Assets</b>
	0.00		Nat West Current Account
	50,000.00		Capital Deposit
	25,000.00		Fixed Deposit 1 year
	25,000.00		Fixed Deposit 6 months
	41,812.21		Fixed Deposit 6 months
	0.00		Reserve Account
	466.92		Direct Reserve
	20,777.84		Debtors Control
	<b>168,158.29</b>		Prepayments
			<b>Current Assets</b>
	<b>23,046.21</b>		<b>Current Liabilities</b>
	<b>145,112.08</b>		<b>Current Assets - Current Liabilities</b>



			<b>Earmarked Funds in Reserve</b>
	27,961.26		Precept received in advance
	36,600.00		Church Green
	2,000.00		Broadview Path
	2,091.62		WCC Open Spaces
	<b>68,652.88</b>		<b>Earmarked Total</b>
	<b>76,459.20</b>		<b>Net Assets</b>
	-899.70		<b>Monthly Change</b>
	9,335.46		Open Spaces Play
	12,245.35		Open Spaces Sport
	<b>21,580.81</b>		<b>Open Spaces Total</b>
	76,459.20		Net Assets
	Made up by:		
	40,691.62		Earmarked (exc. Precept in Advance)
	21,580.81		Open Spaces
	13,762.77		General Reserves

**Kings Worthy Parish Council**  
**FINANCE COMMITTEE**  
**Invoices for Payment - January 2012**

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) £
Salaries, Pensions etc.	5023		1,590.92
	- 5026		
<b>Total</b>			<b>1,590.92</b>

**Cheques to be authorised:**

Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £
Portsmouth CC	5027	Sign "The Area Closes at Dusk etc."	68.22
TLC online	5028	Website Maintenance Dec 11	55.00
Scandor Landscape	5029	Repair Fence and Grounds Maintenance	5,226.73
Kompan Ltd	5030	R+T Cradle Seat / Paint existing multi-unit	508.80
Kompan Ltd	5031	Playground Equipment	23,994.00
S Howell	5032	Maintenance / Bus Shelters / Goal posts	262.08
Came & Co	5033	Insurance (chq payable to Broker Network)	38.78
EKS Accounting	5034	Book-keeping Dec 11	290.40
Viking	5035	Stationery - Pads	10.19
HMRC	5036	PAYE / NI 6 Dec to 5 Jan 12	919.14
Active Accounting	5037	Payroll Oct, Nov, Dec 11	35.25
<b>Total</b>			<b>31,408.59</b>