

Kings Worthy Parish Council

FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 11 June 2014
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

Present: Councillors: Martin Taylor
 Ian Gordon
 Stuart Newell

 Clerks: Adrian Reeves
 Chris Read

 Public: 1

F/14/95 Election of Temporary Chairman

In the absence of the previous Chairman and Vice-Chairman, the committee were required to select a temporary Chairman to chair the meeting before the election of the new Chairman. Cllr Taylor was proposed by Cllr Gordon and seconded by Cllr Newell, and Cllr Taylor was elected unanimously.

F/14/96 Apologies for Absence

None

F/14/97 Public Question Time

None

F/14/98 Election of Chairman/Vice Chairman

One councillor was proposed for the position of Chairman.
Cllr M. Taylor was proposed by Cllr S. Newell and seconded by Cllr I. Gordon.
Cllr Taylor was elected Chairman, unanimously.
Cllr Taylor thanked the committee for electing him as Chairman.

One councillor was proposed for the position of Vice-Chairman
Cllr I. Gordon was proposed by Cllr M. Taylor and seconded by Cllr S. Newell.
Cllr Gordon was elected Vice-Chairman, unanimously.

F/14/99 Minutes of the Meeting held on the 14 May 2014

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

F/14/100 Matters Arising from the Minutes of 14 May 2014

○ **F/14/53 Natwest Bank –**

Forms to add the Trainee Clerk to the online banking system had been requested and we were told they would arrive in 3 to 5 working days.

It was noted that previously cheques were signed by a Clerk and 2 councillors. The auditor noted that the Clerk doesn't need to sign the cheques, and it only requires 2 councillors to sign. It was noted that it was good procedure to have the cheques signed by the clerk and it was agreed to continue doing so. It was also agreed that Cllrs Taylor and Newell be added as cheque signatories, and Mr. Prince be removed. **Action – Clerk**

Cllr Gordon noted that the previous finance committee were considering changing our banking provider.

○ **F/14/69 Redecoration of Meeting Room and Office –**

Quotes had been received from both parties which had submitted, expressions of interest. M.R.S. Services was given an extension to submit his quote on compassionate grounds.

A.G. Waterman and R.G. Hayter submitted a quote of £948.00

M.R.S. Services submitted a quote for £2,051.86

The submitted quote from A.G. Waterman and R.G. Hayter was selected, unanimously and will be presented to Parish Council for approval.

F/14/101 Proposed New Expenditure for Finance Approval

○ **Planning and Highways**

None.

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

Old Sundial - A request had been received from the Maintenance Technician, to purchase the remains of the old sundial, and the Auditor suggested that it be sold for scrap value. It was agreed to sell the old sundial for £12.00 but stipulate it was not for resale.

Sage E-Learning – An online Sage 50 e-learning course was proposed for the Trainee Clerk, with a price of £115.00 (ex. VAT) and this was unanimously agreed.

○ **Recreation and Amenities (R&A)**

It was noted that a requested for the S106 funds needed for the resurfacing of Eversley Park had been submitted. Cllr Newell noted that R&A are minded to remove the knee rail, to allow for more parking. It was also proposed that a cycle barrier be installed, at the car park end of the new path, to discourage cyclists from riding into the car park at speed.

Communications

None.

F/14/102 To receive the Statement of Accounts and Management Reports

The Clerk gave a presentation to members of the figures for the month ending 30th May 2014, which included a bank reconciliation statement [copy attached]. The current surplus on current account is £6,756.00 due to lower than expected expenditure within Finance and R&A.

It was suggested the £500 donation from the estate of Ms Margery Alma Hartley, be discussed by R&A for any appropriate projects it could be used on.

It agreed to consult with Green Smile Ltd, for a breakdown of costs on maintaining the football pitches. This will allow the Parish Council (PC) to ascertain whether the current pitch fees are covering the costs involved with maintaining the football pitches, such as line marking and erecting/maintaining the goal posts.

It was agreed to review the fixed term deposit accounts that, have been or a shortly about to, be released. **Action – Cllr Taylor & Clerk.**

F/14/103 Annual Accounts, Annual Return & Audit

The Clerk presented the report from the audit, carried out on 4th June 2014, to the committee (see copy attached).

VAT Income – It was noted that the PC is VAT registered for spend but not for income. The auditor recommended that we seek advice on our VAT position from professionally indemnified accountants; this was unanimously agreed.

Bank Balances – It was noted that previously the Clerk had presented a bank reconciliation to the committee and this was signed, along with the minutes. The auditor recommended that the Finance committee also sign a copy of the official bank statement received from the bank. It was noted that the bank statement will have to be the previous month's, as we don't receive the statement needed for the

month being reviewed by Finance, until after the committee meeting. It was unanimously agreed to adopt this procedure.

Hampshire Association of Local Councils (HALC) – The auditor noted that the PC is entitled to free legal advice if requested through HALC.

Debtors and Creditors – The auditor noted that there were old historic debtors and creditors in the accounts. The RFO and auditor, have cleared the funds that would be unrealistic to obtain and written them off. Cllr Newell requested a list of what was written off to be presented to Parish Council. **Action – Clerk.**

Bank Deposit Accounts – The auditor noted that it has still not been ascertained whether the interest on our deposit accounts is being paid as gross or net, as the bank have still not informed us. It was also noted that the Auditor moved the compensation received from NatWest, in last year's accounts, from income to interest.

Financial Regulations – The auditor noted that some of the legislation in the financial regulations is out of date. It was suggested that they be amended and the date of approval be placed at the bottom of each page.

Staffing – It was noted by the auditor that it should be minuted when the relief caretaker for Tubbs Hall was taken on. **Action – Clerk**

It was noted by the Clerk that the annual return will need to be re done with the revised 2013/14 figures.

F/14/104 Grant Applications

Fete Committee – It was noted that this grant had yet to be paid, as the invoices requested had not yet been received.

It was also noted that proceeds from the PC stall at the fete be placed in the PC accounts. **Action- Cllr Taylor to contact Cllr White**

F/14/105 KWCC Lease

It was noted that no more progress had been made on this but Hedleys, the solicitors, are aware of this outstanding issue.

F/14/106 Fire Policy

Cllr Gordon is to go through template fire policy and amend as necessary. It was noted by Cllr Gordon that fire polices are now self-certified and no longer certified by the fire service. Cllr Gordon also noted that a copy should be given to everybody who hires Tubbs Hall. **Action – Cllr Gordon.**

Cllr Newell asked if Tubbs Hall have an Asbestos policy. This is to be investigated and it was agreed to contact HALC to ascertain any legislation on this. **Action – Cllr Gordon.**

Cllr Newell also asked whether the PC have a Health & Safety policy. It was agreed to investigate a lone worker policy and contact HALC for advice on this. **Action – Cllr Gordon.**

F/14/107 Review of Financial Regulations

None

F/14/108 Training and Staffing

It was noted that Cllr Gordon is to amend the contract for the Trainee Clerk. **Action – Cllr Gordon.** The draft contract for the Clerk is to be located, and to be amended as soon as possible. **Action – Cllr Gordon.**

F/14/109 RFO's and Clerk's Notices

It was noted that a letter from Charlotte Smith (Worthys Conservation Volunteers) had been received, thanking the PC for their grant.

Came & Company, the PC insurers, have sent and a copy of their Parish Matters magazine. It was agreed this be distributed to the PC. **Action – Clerk.**

F/14/110 Chairman's Notices

None

F/14/111 Authorise Invoices for Payment and allocate to appropriate budgets

The Committee received a schedule of invoices due for payment, it was agreed at this point that Cllr Gordon sign them during the meeting, but due to lack of another cheque signatory, Cllr White sign and agree them outside of the meeting. The total invoices for payment amounted to £2,884.47. [Copy attached].

It was noted by Cllr Gordon that the CAFF bank, used by Kings Worthy Primary School, have a system which involves entering a code online, allowing the signatories to release the funds electronically when making an online payment.

F/14/111 Items for Discussion at the Next Meeting

None, other than those listed above.

F/14/112 Date of next meeting

The next meeting has been scheduled for 9.30am on 16 July 2014.

The meeting closed at 11:40 am.

Signed.....

Date.....

Kings Worthy Parish Council

Management Accounts for the period ended 31 May 2014

2013/2014 Budget	2014/2015 Budget	2014/2015 Budget ytd	Actual ytd	Variance ytd	2015/16 Budget Proposed	Income Item/Description
£	£	£	£	£	£	
Income: Summary						
116,200	118,109	19,385	20,455	1,070	0	Finance (inc. Precept)
4,584	4,800	800	800	0	0	THMC Income
7,000	7,050	1,854	1,360	-494	0	Recreation & Amenities
0	0	0	0	0	0	Planning & Highways
127,784	129,959	22,038	22,615	576	0	Total Income
Expenditure: Summary						
70,453	67,763	11,557	9,365	2,193	0	Finance
57,258	61,344	11,143	6,494	4,649	0	Recreation & Amenities
7,500	7,000	0	0	0	0	Planning & Highways
135,211	136,107	22,701	15,859	6,842	0	Total Expenses
127,784	129,959	22,038	22,615	576	0	Total Income
135,211	136,107	22,701	15,859	6,842	0	Total Expenses
-7,427	-6,148	-662	6,756	-6,265	0	Income less expenses
0	0	0	0	0	0	Transfer from Reserves
-7,427	-6,148	-662	6,756	-6,265	0	Net Surplus (deficit) for year

Bank Reconciliation as at**1 April 2014 (v1)**

		<u>A/c no.</u>
Bank: Current a/c	£11,051.61	324833
Deposit a/c	£50,000.00	1518442
Deposit a/c	£25,000.00	19208731
Deposit a/c	£25,000.00	20477902
Deposit a/c	<u>£71,421.94</u>	88395529
	£171,421.94	
Less u/p cheques:		
5431 Jacob Conroy	£18.75	
5445 Cordle Design	£210.00	
5454 Winchester City C.	£318.77	
5456 EKS Accounting	£49.80	
5457 M R Smith	£760.02	
5459 Martin Taylor	£29.60	
5460 Sarah White	<u>£28.00</u>	
	£1,414.94	
Less u/p credits:		
Nil		
	<u>£135,164.75</u>	
Current account as per NatWest bank	£12,466.75	
Less: unrepresented cheques	<u>£1,414.94</u>	
Balance as per ledger	<u>£11,051.81</u>	

Kings Worthy Parish Council
FINANCE COMMITTEE
Invoices for Payment - June 2014 for Finance 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) £
			Total	0.00

Cheques to be authorised:

Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £	Invoice Value (incl VAT) £
Hampshire County Council	5467	A4 laminator pouches	7.93	
Hampshire County Council		Heavy duty stapler	11.36	
Hampshire County Council		Scissors and calculator	<u>7.07</u>	26.36
Hampshire County Council	5468	Pensions - May		381.76
Ricoh	5469	Copy charges and rental		405.26
Sarah White	5470	Refreshments for Annual Parish Meeting		50.96
PC Comms	5471	Transfer of software to new PC		38.40
B.F.T. Fire	5472	Fire inspection		254.94
Do the Numbers Ltd	5473	Internal audit for the year ended 31 March 2014		475.00
Worthys Conservation Volunteers	5474	Grant		300.00
Tubbies Parent and Toddler Group	5475	Grant		150.00
Hampshire County Council	5476	Grant for Kings Worthy Primary School		500.00
MR Smith	5477	Maintenance services May 2014		301.79
			Total	2,884.47

Direct Debits & Standing Orders

BT	Telephone (monthly)	26.00
Southern Water	Tubbs Hall water supply (monthly)	67.40
British Gas	Tubbs Hall gas supply (monthly)	20.00
Southern Electric, 9109928015	Tubbs Hall electricity supply (monthly)	74.00
Winchester City Council	Business rates on Tubbs Hall (monthly) - April	57.00
Winchester City Council	Business rates on Tubbs Hall (monthly) - May	57.00
Green Smile Ltd.	Grounds maintenance contract (monthly)	3,239.25
		Total
		3,540.65

Salary Costs

Telephone banking	Net Wages (net of tax & NI)	2062.36
HMRC	PAYE	248.60
HMRC	National Insurance	82.37
Pensions	(Paid by cheque as above)	<u>381.76</u>
		Total
		2,775.09

Do the Numbers Limited
37 Upper Brownhill Road
Southampton, SO16 5NG
023 8077 2341
4th June 2014

Adrian Reeves, Clerk
Kings Worthy Parish Council
Fraser Road, Kings Worthy
Winchester
Hants SO23 7PJ

Dear Adrian,

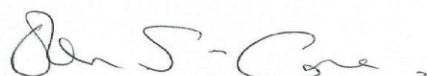
Subject: Review of matters arising from Internal Audit for 31 March 2014

Please find below the list of matters arising following my visit today. Overall I found the records of the council to be in excellent order and that the visit went well.

Control area	Issue	Recommended Action
VAT on income	There are some areas of income that could be deemed standard rated, but may be de minimis.	Specialist advice should be sought on VAT
Bank balances	It is good practice for a member of the council to initial the minuted bank balance to the actual bank statement on a regular basis.	This should be done at each finance meeting.
Legal advice	The council appears to be paying a retainer fee to a firm of solicitors which duplicates the service provided within its County Association subscription.	Services available from the CALC should be investigated and duplications reviewed.
Sundial	The defective sundial has a value equivalent to its scrap metal price and should be sold for such.	The worth of the dial should be ascertained and recouped.
Debtors and creditors	There were balances in the ledgers that are historic and unreconciled. It also appears that journals to the control accounts had put them out of balance.	Reconciled as part of the Audit and will be kept correct from now on.
Bank deposit accounts	Despite correspondence and compensation from the bank, it is still not certain that the term deposit interest is being paid in full, gross of tax.	AS each account is closed, the anticipated balance should be checked.
Standard documents	The Financial regulations are based on old legislation and neither document incorporates the approval and review dates.	AS part of this summers review they will be brought up to date.
Staffing	A new relief cleaner for the Hall was taken on during the year without a minute clarifying the reason and terms.	It is essential that all changes in employed staff are clearly minuted.

Please find enclosed my invoice for the agreed fee of £475. If either you or your members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

eleanorgreene@thedunnefamily.co.uk

Registered in England No. 7871759

Director: Eleanor S Greene