

Kings Worthy Parish Council

FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 13 May 2015
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

Present:

Councillors: Martin Taylor (Chairman)
Robert Barnes
Ian Gordon
Noel McCleery
Stewart Newell
Denis Welstead

Clerks: Chris Read
Adrian Reeves

Public: 0

Action

F/15/71 Apologies for Absence
None.
F/15/72 Public Question Time
None.
F/15/73 Minutes of the Meeting held on the 15 April 2015
F/15/41 – “Perform” changed “Performed” The minutes were agreed as a true record of the meeting and were signed by Cllr Taylor.
F/15/74 Matters Arising from the Minutes of 15 April 2015
F/15/58 External Audit – The Clerk reported to the meeting that he had received an amended audit report and a written apology. BDO LLP also agreed to refund the entire audit fee, which has been received. Louise Caplen, BDO Audit Manager, has made contact with the Clerk and stated that this year’s audit will receive special attention to ensure it goes smoothly.
F/15/58 S106 Funding & Community Infrastructure Levy (CIL) –

Cllr Gordon reported that he has spoken to Stuart Dunbar-Dempsey (Winchester City Council [WCC]), who is no longer responsible for developer's contribution funds. WCC have now appointed a CIL manager to handle its implementation and distribution. Stuart Dunbar-Dempsey (WCC) has yet to look at the paperwork for the HAB development but has indicated he will do so soon.

Cllr Newell has written to HAB housing regarding the CIL situation. HAB are meeting with WCC to discuss CIL and Cllr Newell has asked that the Parish Council (PC) also be involved in the meeting, due to the shared interest.

Cllr Gordon noted that WCC are worried about the CIL offer from HAB for the Lovedon Lane development setting a precedent, allowing developers to avoid paying out the CIL in actual monies.

F/15/58 Hot Water Boiler –

Tubbs Hall Management Committee are to discuss this at their next meeting on the 23 May. The cost is to be split 50/50 between the PC and THMC, if it is agreed to proceed with procurement.

F/15/75 Proposed New Expenditure for Finance Approval

- **Planning and Highways**

None.

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

None.

- **Recreation and Amenities (R&A)**

The Clerk reported that 5 tenders for the proposed Church Green Playground have been received. An informal meeting for viewing with both Kings Worthy and Headbourne Worthy Councillors attending, is to be held tomorrow at 19:30; with the decision being made at the following PC meeting on Monday.

- **Communications**

None.

F/15/76 To receive the Statement of Accounts and Management Reports [see attached]

The Clerk gave a presentation to members of the figures for the year to date ending 30 April 2015, which included a bank reconciliation statement

which was signed by the Chairman [copy attached]. The current surplus of income over expenditure is £939.00 at that date.

F/15/77 Internal Audit 2014-15 – Issues report

(Find a copy of the Internal Audit Report attached.)

It was agreed to accept all the Internal Auditor's recommendations but to look into the electronic banking issue further, to ensure the risk is controlled.

The Responsible Finance Officer was thanked for his hard work and diligence resulting in another internal audit with a reduced fee.

F/15/78 Review of Standing Orders and Financial Regulations

It was agreed that this issue will be dealt with at Parish Council on Monday.

F/15/79 New Banking Arrangement & Investments

Cllr Taylor is to collect forms/documentation required for the fixed term deposits, from the Co-operative bank.

Cllr Taylor

F/15/80 Grant Applications

None.

F/15/81 KWPC Lease

The Clerk reported to the committee that having submitted our amended draft lease, a further amended copy had been received from WCC. Cllr Newell is to review the new copy to ensure our amendments have been accepted, and to review any changes made by WCC.

Cllr Newell

F/15/82 Mapping Software

No further progress at this point, agreed to defer to next meeting.

F/15/83 External Storage for Parish Council

The Trainee Clerk gave a short presentation on a proposed outdoor storage building, located adjacent to the car park.

The need has arisen due to the proposed development of the garage site, the location of the Parish Council's current storage area.

It was agreed to proceed with the Asgard 'Gladiator' storage shed and obtain 3 quotations for groundworks based on this shed. It was also agreed to ask permission for its placement from the Landlord, Winchester City Council.

Clerks

F/15/84 Training and Staffing

DBS Checks – Steven Lugg (Chief Exec. – HALC) have contacted the office, stating that there was a lack of interest in HALC themselves running a DBS checking scheme, however they are attempting to find out whether they could use Winchester City or Hampshire County Councils scheme.

Arrangements for 2015-16 Pay Negotiations –

(The Clerks were both asked to leave the room whilst this was discussed.)

(The Clerks returned to the meeting.)

F/15/85 RFO's and Clerk's Notices

The Clerk shared an invitation received from HALC for a Transparency and Openness event, on 01 June. It was agreed for Cllr Newell to attend this event.

The National Association of Local Councils (NALC) have sent round a bulletin regarding the timescales for implementation various sections of the new Local Audit & Accountability Act 2014, all of which are now active.

F/15/86 Chairman's Notices

None.

F/15/87 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 £6,679.06. A total of £553.00 had been spent on urgent invoices where cheques had been signed prior to the meeting. [Copy attached].

F/15/88 Items for Discussion at the Next Meeting

None.

F/15/89 Date of next meeting

The next meeting has been scheduled for 9.30am on 10 June 2015.

The meeting closed at 11:57.

Signed.....

Date.....

Management Accounts for the period ended 30 April 2015

2013/2014 Budget	2015/2016 Budget	2015/2016 Budget ytd	Actual ytd	Variance ytd	Income Item/Description
£	£	£	£	£	
Income: Summary					
116,200	120,509	10,042	9,921	-121	Finance (inc. Precept)
4,584	4,800	400	400	0	THMC Income
7,000	6,200	333	373	40	Recreation & Amenities
0	0	0	0	0	Planning & Highways
127,784	131,509	10,776	10,694	-81	Total Income
Expenditure: Summary					
70,453	70,047	6,115	5,524	591	Finance
57,258	65,184	5,012	4,231	781	Recreation & Amenities
7,500	7,545	0	0	0	Planning & Highways
135,211	142,776	11,127	9,756	1,372	Total Expenses
127,784	131,509	10,776	10,694	-81	Total Income
135,211	142,776	11,127	9,756	1,372	Total Expenses
-7,427	-11,267	-352	939	1,290	Income less expenses
0	0	0	0	0	Transfer from Reserves
-7,427	-11,267	-352	939	1,290	Net Surplus (deficit) for year

Bank Reconciliation as at		30-Apr-15		
				<u>A/c no.</u>
Bank:	Current a/c		£9,214.70	324833
	Deposit a/c	£25,000.00		19208731
	Deposit a/c	£149,393.40		88395529
			£174,393.40	
	Less u/p cheques and D/Ds:			
	5582 M R Smith	£725.29		
	5590 S White	£53.34		
	5594 M.R. Smith	£162.50		
	5596 HALC	£84.00		
	5609 Vokes & Beck (not sent ou	£48.00		
	5612 Barricade Ltd	£216.00		
	5616 M.R. Smith	£1,739.00		
	5617 Green Smile Ltd	£30.00		
	5630 Good Directions Ltd	£78.00		
			£3,136.13	
	Add u/p credits:			
			£0.00	
			£180,471.97	
	Current account as per NatWest bank		£9,214.70	
	Less: unrepresented cheques		£3,136.13	
	Add: unrepresented credits			
	Balance as per ledger		£6,078.57	

Kings Worthy Parish Council

FINANCE COMMITTEE

Invoices for Payment - April 2014 for May 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) £
Good Directions Ltd	5630	Bin liner		78.00
Do The Numbers Ltd	5631	Internal audit 2014-15		475.00
		Total		553.00

Cheques to be authorised:

Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £	Invoice Value (incl VAT) £
Hampshire County Council	5632	Pensions - May		600.08
Hampshire County Council	5633	Street lighting	4195.90	
		Toilet rolls, bleach, toilet cleaner etc.	39.55	
		Rechargeable batteries & mouse mats	8.45	
		Lever arch files, adhesive spine labels	31.54	
		Emulsion floor polish	11.60	4287.04
M.R. Smith	5634	Maintenance services for April 2015	304.00	
		Repair steps at Eversley Park	145.87	
		Lift and repair path at Tubbs Hall entrance	531.77	
		Fit new waste bin in adult exercise area	91.04	1072.68
EKS Accounting	5635	Payroll year end		60.00
3rd Winchester Scout Group	5636	Grant		350.00
Christopher Read	5637	Refreshments	16.33	
		Wireless optical mouse	16.00	32.33
Adrian Reeves	5638	2 x Asus 23.6 inch widescreen monitors	225.98	
		Cables and graphics card	28.97	
		Surge protected mains USB plug	19.98	274.93
Ian Gordon	5639	Tea bags		2.00
		Total		6,679.06

Direct Debits & Standing Orders

BT		Telephone (monthly)		37.00
Southern Water		Tubbs Hall water supply (monthly)		55.00
Southern Water		Eversley Park water supply		16.45
Southern Electric, 9109928015		Tubbs Hall electricity supply (monthly)		74.00
Green Smile Ltd.		Grounds maintenance contract (monthly)		3,239.25
Winchester City Council		Business rates (monthly)		57.00
SAGE		Accounting software (monthly)		30.00
		Total		3,508.70

Salary Costs

Telephone banking		Net Wages (net of tax & NI)		2,094.08
HMRC		PAYE		261.60
HMRC		National Insurance		168.16
Pensions		(Paid by cheque as above)		600.08
		Total		3,123.92

Do the Numbers Limited

37 Upper Brownhill Road
Southampton, SO16 5NG

023 8077 2341

28th April 2015

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 2015

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
Payroll reports	At least quarterly, and at the year end, the payroll bureau should provide cumulative payroll reports to allow the ledger figures to be validated.	These were requested, but should be requested during the year as well.
Staff expenses	At present, expenses claimed by staff are being paid through the payroll, complicating both invoice filing and VAT.	All expenses should go through the Sage purchase ledger.
Grants	With the incoming transparency code, the council should minute the power under which each external grant is issued.	The powers should be shown in the minutes upon approval.
Members Interests	Some of the members interest forms are not the current version and some details are incomplete.	At the May meeting all members should update.
Reserves	General reserves of the council are higher than best practice guidance (3-6 months revenue spending)	The council should review all reserves this summer
Confidential minutes	The council has used confidential minutes regarding contracts which is not best practice.	The clerk should apply the A,B,C system from now on.
Electronic banking	The controls of the council are such that electronic banking could be implemented without delay.	The clerk should be able to set the system up.
Customer payments	It would aid cashflow if all payees were encouraged to use FPS by adding bank details to invoices	the Sage invoice template can be updated to do this

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