

# Kings Worthy Parish Council

## FINANCE COMMITTEE

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

<b>Present:</b>	<b>Councillors:</b>	Martin Taylor (Chairman) Robert Barnes Ian Gordon Stewart Newell Denis Welstead
	<b>Clerks:</b>	Chris Read Adrian Reeves
	<b>Public:</b>	0

**Action**

<b>F/15/158</b>	<b>Apologies for Absence</b>	
	Apologies were received from Cllr Noel McCleery.	
<b>F/15/159</b>	<b>Public Question Time</b>	
	None.	
<b>F/15/160</b>	<b>Minutes of the Meeting held on the 14 October 2015</b>	
	The minutes were agreed as a true record of the meeting and were signed by Cllr Taylor.	
<b>F/15/161</b>	<b>Matters Arising from the Minutes of 14 October 2015</b>	
<b>F/15/144</b>	<b>S106 Funding &amp; Community Infrastructure Levy (CIL) –</b>	
	Nothing further.	
<b>F/15/144</b>	<b>New banking arrangements &amp; investments</b>	
	It was agreed to investigate whether Natwest bank, provider of our current account, can facilitate online payments with the necessary security protocols regarding signatories.	<b>Clerk</b>
	If not, then it was agreed to gather information on accounts available from Unity Trust Bank and Charities Aid Foundation.	<b>Clerk</b>
<b>F/15/162</b>	<b>Proposed New Expenditure for Finance Approval</b>	
	<ul style="list-style-type: none"> <li>○ <b>Planning and Highways</b></li> </ul> <p>None.</p>	

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

None.

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

Our grounds contractor Green Smile have requested an extension on their contract by 2 years, with prices fixed at the current level. It was agreed to grant this extension, which will be sent to Parish Council for ratification.

It was agreed to draft an amended copy of the standing orders to incorporate a maximum extension allowance for contracts.

**Clerk**

**Clerk & Cllr  
Taylor**

o **Communications**

None.

**F/15/163 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 31 October 2015, which included a bank reconciliation statement which was signed by the Chairman [copy attached]. The current surplus of income over expenditure is £6,313.00 at that date.

**F/15/164 Budget / Precept 2016-17**

A first draft forecast outturn and budget were presented to the committee, which had already been through Recreation & Amenities committee. (see attached).

It was agreed to make the following changes:

- o Change the 2016-17 grants budget to £3,000.00
- o Change the 2016-17 Litter Bins budget to £150.00
- o Move £5,500 of the Bench refurbishment budget into the 2016-17 budget.
- o Move £13,000 for Fryers Close playground into the 2016-17 financial year with the funds being taken from the £25,000 R&A capital projects budget.

**F/15/165 Grant applications**

A grant application had been received from the Citizens Advice Bureau, requesting £1000.00 to help with ongoing costs of running the service. It was agreed to grant CAB £800.00; to be ratified at Parish Council.

**Clerk**

**F/15/166 KWPC – THMC sub-lease and memorandum of understanding**

A final draft Memorandum of Understanding was presented to the committee. Minor format changes were made and it was agreed to send a copy to Jackie Porter (Tubbs Hall Management Committee) for approval.

**Clerk**

**F/15/167 Fire Inspection Action Items**

Tubbs Hall Management Committee (THMC) have now given approval in writing for their share of the fire inspection items. The companies involved will be informed, with works commencing as soon as possible.

**Clerk**

**F/15/169 Review of Standing Orders and Financial Regulations**

See F/15/162.

**F/15/170 RFO's and Clerk's Notices**

There is currently a gap on Thursday for clearing tables away in Tubbs Hall, for which neither THMC employee can cover. Therefore, THMC have asked the Assistant Clerk if he would cover this gap. It was agreed that the Parish Council see no problem with this, as long as Parish Council work takes precedence.

It has been reported by several hall users that the cleaning standards are not acceptable. The office has also been left uncleaned on multiple occasions. There is photographic evidence that on one occasion the floor in Tubbs Hall appeared to have not been properly swept for days. It was agreed to write to Jackie Porter (THMC) to pass this information on and make it clear that the current cleaning standards are not satisfactory.

We have had a request for permission to use Eversley Park to run fitness classes. The Clerk has confirmed that the organisation has public liability up to £10 million and will be charging for the sessions. It was therefore agreed to give permission for these classes to run with the appropriate commercial charge applied for usage of the park.

**Cllr Newell**

**Clerk**

**F/15/171 Chairman's Notices**

None.

**F/15/172 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 £6,173.42. A total of £88.20 had been spent on urgent invoices where cheques had been signed prior to the meeting. [Copy attached].

**F/15/173 Items for Discussion at the Next Meeting**

None.

**F/15/174 Date of next meeting**

The next meeting has been scheduled for 9.30am on 16 December 2015.

**The meeting closed at 12:32.**

**Signed.....**

**Date.....**

2014/15 Actual (Full Year) (£)	Current Month Budget (£)	Current Month Actual (£)	Current Month Variance (£)	Income Item/Description	2015/2016 Budget ytd (£)	Actual ytd (£)	Variance ytd (£)	2015/2016 Budget (£)	Forecast Outturn (£)	2016/17 Budget (Proposed) (£)
124,678	10,042	9,837	(205)	Finance (inc. Precept)	70,297	69,195	(1,102)	120,509	118,488	119,228
4,800	400	400	0	THMC Income	2,800	2,800	0	4,800	4,800	4,800
33,159	633	40	(593)	Recreation & Amenities	3,532	17,126	13,594	6,200	19,805	7,592
0	0	0	0	Planning & Highways	0	0	0	0	0	0
<b>162,636</b>	<b>11,076</b>	<b>10,277</b>	<b>(798)</b>	<b>Total Income</b>	<b>76,629</b>	<b>89,121</b>	<b>12,492</b>	<b>131,509</b>	<b>143,093</b>	<b>131,620</b>
				<b>Expenditure Item/Description</b>						
<b>60,214</b>	<b>4,472</b>	<b>7,138</b>	<b>(2,666)</b>	<b>Finance</b>	<b>38,724</b>	<b>34,831</b>	<b>3,893</b>	<b>62,047</b>	<b>62,890</b>	<b>66,935</b>
<b>94,525</b>	<b>9,525</b>	<b>5,548</b>	<b>3,977</b>	<b>Recreation &amp; Amenities</b>	<b>38,052</b>	<b>45,127</b>	<b>(7,075)</b>	<b>73,184</b>	<b>79,021</b>	<b>93,665</b>
<b>6,807</b>	<b>0</b>	<b>2,850</b>	<b>(2,850)</b>	<b>Planning &amp; Highways</b>	<b>3,773</b>	<b>2,850</b>	<b>923</b>	<b>7,545</b>	<b>6,650</b>	<b>6,650</b>
<b>161,547</b>	<b>13,997</b>	<b>15,536</b>	<b>(1,538)</b>	<b>Total Expenses</b>	<b>80,549</b>	<b>82,808</b>	<b>(2,259)</b>	<b>142,776</b>	<b>148,561</b>	<b>167,250</b>
162,636	11,076	10,277	(798)	<b>Total Income</b>	76,629	89,121	12,492	131,509	143,093	131,620
161,547	13,997	15,536	(1,538)	<b>Total Expenses</b>	80,549	82,808	(2,259)	142,776	148,561	167,250
<b>1,090</b>	<b>(2,922)</b>	<b>(5,259)</b>	<b>(2,337)</b>	<b>Income less expenses</b>	<b>(3,920)</b>	<b>6,313</b>	<b>10,233</b>	<b>(11,267)</b>	<b>(5,468)</b>	<b>(35,630)</b>
0	0	0	0	<b>Transfer from Reserves</b>	0	0	0	0	0	0
<b>1,090</b>	<b>(2,922)</b>	<b>(5,259)</b>	<b>(2,337)</b>	<b>Net Surplus (deficit) for year</b>	<b>(3,920)</b>	<b>6,313</b>	<b>10,233</b>	<b>(11,267)</b>	<b>(5,468)</b>	<b>(35,630)</b>

**Bank Reconciliation as at****31-Oct-15**

		<u>A/c no.</u>
Bank: Current a/c	£12,266.01	00324833
Deposit a/c	£79,469.26	88395529
	<u>£91,735.27</u>	
Less u/p cheques and D/Ds:		
5688 Sarah White	£4.57	
5700 M.R. Smith	656.00	
5711 Sarah White	95.00	
5719 The Landcape Group	998.40	
5721 Supply My Office Ltd	60.78	
5726 Christopher Read	42.22	
5729 Tubbies Toddler Group	120.00	
5734 Bannold	88.20	
	<u>£2,065.17</u>	
Add u/p credits:		
	<u>£0.00</u>	
	<u>£89,670.10</u>	
Current account as per NatWest bank	£12,266.01	
Less: unrepresented cheques	£2,065.17	
Add: unrepresented credits		
Balance as per ledger	<u>£10,200.84</u>	

<b>Kings Worthy Parish Council</b>				
<b>FINANCE COMMITTEE</b>				
<b>Invoices for Payment - October 2015 for November 2015 Committee</b>				
The following invoices have been received since the last meeting of the Finance Committee.				
<b>Cheque already authorised and signed:</b>				
Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £	Invoice Value (incl VAT) £
Bannold	5734	100 kg slate paddlestone		88.20
			<b>Total</b>	<b>88.20</b>
<b>Cheques to be authorised:</b>				
Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £	
Hampshire County Council	5735	Pensions - October		694.84
Hampshire County Council	5736	Street lighting energy, management & maintenance 1/4/-30/9/15		3420.10
Hampshire County Council	5737	Post-it notes	14.36	
		16GB SDHC memory card (for office camera)	8.41	
		Diary, index book, receipt book scissors for THMC + laminating pouches	28.24	51.01
M.R.S.Services	5738	Maintenance services September 2015 Fixing of Filter Flow wall mounted water boiler	166.50 173.95	340.45
HAGS-SMP Ltd	5739	Fixing parts for Eversley Park play equipment		49.20
Shaw & Sons Limited	5740	Burial Register		204.00
Wildflower Turf Limited	5741	Training course for Cllrs Hudson & Steventon Baker		360.00
Mid-Wales Stone	5742	Black slate stack water feature		672.00
Graff-City Ltd	5743	6 Montana chalk sprays		49.54
Viking Payments	5744	Wall planner & key cabinet		38.80
Christopher Read	5745	Fire & hot water signs, tape measure, milk & BitDefender software	186.13	
		Refreshments for students	19.26	205.39
Adrian Reeves	5746	8 metposts & bolts, refreshments & travel		88.09
			<b>Total</b>	<b>6,173.42</b>
<b>Direct Debits &amp; Standing Orders</b>				
BT		Telephone (monthly)		37.00
BT		Internet (quarterly)		197.96
Southern Water		Tubbs Hall water supply (monthly)		55.00
Southern Water		Burial Ground water supply		0.00
Southern Water		Eversley Park water supply		7.42
E.On Gas		Tubbs Hall gas supply (monthly)		26.59
E.On Electricity		Tubbs Hall electricity supply (monthly)		75.33
Green Smile Ltd.		Grounds maintenance contract (monthly)		3,239.25
Winchester City Council		Business rates (monthly)		0.00
SAGE		Accounting software (monthly)		30.00
BIFFA		Waste collection (quarterly)		0.00
Information Commissioners Office		Registration (annual)		0.00
			<b>Total</b>	<b>3,668.55</b>
<b>Salary Costs</b>				
Telephone banking		Net Wages (net of tax & NI)		2,394.59
HMRC		PAYE		299.20
HMRC		National Insurance		179.28
Pensions		(Paid by cheque as above)		694.84
			<b>Total</b>	<b>3,567.91</b>