

# Kings Worthy Parish Council

## FINANCE COMMITTEE

Minutes of the Meeting held on Wednesday 12 August 2015  
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy

<b>Present:</b>	<b>Councillors:</b>	Martin Taylor (Chairman) Robert Barnes Noel McCleery Stewart Newell Denis Welstead
	<b>Clerks:</b>	Chris Read Adrian Reeves
	<b>Public:</b>	2

### Action

<b>F/15/106 Apologies for Absence</b>
Apologies had been received from Cllr Gordon.
<b>F/15/107 Public Question Time</b>
None.
<b>F/15/108 Minutes of the Meeting held on the 15 July 2015</b>
The minutes were agreed as a true record of the meeting and were signed by Cllr Taylor.
<b>F/15/109 Matters Arising from the Minutes of 15 July 2015</b>
<b>F/15/93 S106 Funding &amp; Community Infrastructure Levy (CIL) –</b>
The Clerk reported to the committee that Winchester City Council will be processing the payments for the Church Green Playground today, for payment on Friday. Nothing further has been heard on Community Infrastructure Levy.
<b>F/15/93 Hot Water Boiler –</b>
Still awaiting plumbing and wiring in.
<b>F/15/93 New banking arrangements &amp; investments</b>
Due to confusion over whether one of the forms submitted is a copy, the forms will need to be submitted again, which will be completed after the meeting.
<b>F/15/110 KWPC lease and sub-lease</b>
It was agreed by the committee to move this item up the agenda.

**Cllrs Taylor &  
Newell**

Jackie Porter (Tubbs Hall Management Committee) reported to the committee that we are now in a position to agree a memorandum of understanding (MOU). There are concerns from THMC regarding some of the agreement in the current MOU, particularly in relation to shared cost items such as the insurance. The Clerk noted that the Parish Council are currently bearing the insurance cost for the building and contents.

It was agreed that the Parish Council and THMC review the current MOU, which will then be reported back to the next finance meeting in September. Cllr Newell is to be meeting with Jackie Porter to discuss this.

**Cllr Newell**

#### **F/15/111 Training and staffing**

- Caretaking arrangements:

Jackie Porter reported that she, and other representatives of THMC had met with the new caretaker on Saturday. The cleaning of the hall was to a good standard but the booking weren't being run to a satisfactory standard due to the caretaker's work commitments.

The relief caretaker trial went very well and THMC have offered her the post. She will also take on the bookings for the hall and will pick up any work the caretaker can't do due to work commitments, during the day.

THMC are happy to look into taking on the payroll of both the caretaker and relief caretaker.

During the meeting with the caretaker, he reported that he was working about an hour a day and he indicated he would be happy to drop his hours to 30 a month.

The Clerk noted that the current caretaker is acting as a cleaner and the maintenance should be contracted out, ad hoc.

Jackie Porter is to confirm this in writing to the Parish Council.

#### **F/15/112 Proposed New Expenditure for Finance Approval**

After the recent fire inspection, the clerks compiled a list of action items arranged into tranches by priority. This was presented to the committee and THMC representatives. It was agreed to proceed with the items of high & medium priority asap. As the Parish Council (PC) has a vested interest in the improvements, it was agreed that the PC have the works carried out, with THMC's share being reimbursed to the PC once the works are completed.

**Clerks**

Jackie Porter also noted the possibility of another set of fire doors at the end of the hall, to replace the curtains.

(2 members of the public left at this point)

- **Planning and Highways**

None.

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

- o External Storage – We are awaiting permission from WCC to proceed.

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

- o Yukon log roll and hog back – In light of the imminent playground inspection, and lack of response from the original installer, it was agreed before the meeting for the our maintenance contractor to go ahead. A vote was held and finance committee supported the decision to proceed.
- o Hire of water bowser for community orchard – Green Smile have agreed to hire the bowser on our behalf but have stated that the need would be weather dependent. Alternative arrangements can be made if less watering is required.

o **Communications**

Cllr Taylor noted that he had agreed to the quotation for printing of the full parish newsletter, at £503.00.

**F/15/113 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 July 2015, which included a bank reconciliation statement which was signed by the Chairman [copy attached]. The current deficit of income over expenditure is £5,189.00 at that date. This was due to the funds for the Church Green Play Area S106 having not been received.

**F/15/114 Review of staffing structure**

Cllr Newell reported to the committee that the Parish Council committee chairs had a meeting to discuss this and Cllr Newell is to investigate further with HALC. A proposal will be going to the Parish Council meeting in September.

**Cllr Newell**

**F/15/115 Review of Standing Orders and Financial Regulations**

This item will be deferred to the next finance meeting.

**F/15/116 Grant applications**

An application for a grant had been received from the Worthys Conservation Volunteers. They have requested £300.00 towards their public liability insurance renewal. It was unanimously agreed to grant WCV £300.00.

**F/15/117 Draft contract & pricing for private hire of PC land.**

- o The Clerk presented a draft hire form for hiring of PC land, which the clerk will distribute for reviewing.
- o Football Pitch Fees: It was agreed to increase the fees by 25%, with a 25 % discount for those paying in advance.

**Clerk**

**F/15/118 RFO's and Clerk's Notices**

The Trainee Clerk noted that he has been called for Jury Service from the 28 September 2015. It was agreed that the monies claimed from the Justice department be subtracted from the Trainee Clerk's pay cheque, once received.

**F/15/119 Chairman's Notices**

None.

**F/15/103 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 £15,588.24. A total of £25.00 had been spent on urgent invoices where cheques had been signed prior to the meeting. [Copy attached].

**F/15/104 Items for Discussion at the Next Meeting**

None.

**F/15/105 Date of next meeting**

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

**The meeting closed at 12:01.**

**Signed.....**

**Date.....**

# Kings Worthy Parish Council

## Management Accounts for the period ended 31 July 2015

2013/2014 Budget	2015/2016 Budget	2015/2016 Budget ytd	Actual ytd	Variance ytd	Income Item/Description
£	£	£	£	£	
<b>Income: Summary</b>					
116,200	120,509	40,170	39,566	-604	Finance (Inc. Precept)
4,584	4,800	1,600	1,600	0	THMC Income
7,000	6,200	2,188	2,503	315	Recreation & Amenities
0	0	0	0	0	Planning & Highways
<b>127,784</b>	<b>131,509</b>	<b>43,958</b>	<b>43,670</b>	<b>-288</b>	<b>Total Income</b>
<b>Expenditure: Summary</b>					
					Expenditure Item/Description
<b>70,453</b>	<b>70,047</b>	<b>20,706</b>	<b>19,338</b>	<b>1,369</b>	<b>Finance</b>
<b>57,258</b>	<b>65,184</b>	<b>20,199</b>	<b>29,521</b>	<b>-9,321</b>	<b>Recreation &amp; Amenities</b>
<b>7,500</b>	<b>7,545</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Planning &amp; Highways</b>
<b>135,211</b>	<b>142,776</b>	<b>40,906</b>	<b>48,859</b>	<b>-7,953</b>	<b>Total Expenses</b>
127,784	131,509	43,958	43,670	-288	<b>Total Income</b>
135,211	142,776	40,906	48,859	-7,953	<b>Total Expenses</b>
<b>-7,427</b>	<b>-11,267</b>	<b>3,052</b>	<b>-5,189</b>	<b>-8,241</b>	<b>Income less expenses</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Transfer from Reserves</b>
<b>-7,427</b>	<b>-11,267</b>	<b>3,052</b>	<b>-5,189</b>	<b>-8,241</b>	<b>Net Surplus (deficit) for year</b>

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

		<u>A/c no.</u>
Bank: Current a/c	£110,672.88	00324833
Deposit a/c	£0.00	19208731
Deposit a/c	£42,465.75	88395529
	<hr/>	
	£42,465.75	
	£153,138.63	
Less u/p cheques and D/Ds:		
5596 HALC (replaced by 5672)	£84.00	
5609 Vokes & Beck (not sent out)	£48.00	
5644 Co-Operative Bank	£75,000.00	
5645 Co-Operative Bank	£25,000.00	
5664 MRS Services	£389.25	
5675 Chris Read	£49.78	
5678 Came & Company	£25.00	
	<hr/>	
	£100,596.03	
Add u/p credits:		
	<hr/>	
	£0.00	
	<hr/>	
	£52,542.60	
Current account as per NatWest bank	£110,672.88	
Less: unrepresented cheques	£100,596.03	
Add: unrepresented credits		
Balance as per ledger	<hr/>	
	£10,076.85	

**Kings Worthy Parish Council**

**FINANCE COMMITTEE**

**Invoices for Payment - July 2015 for August 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) £
Broker Network Ltd	5678	Additional insurance premium		25.00
			<b>Total</b>	<b>25.00</b>

**Cheques to be authorised:**

Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £	Invoice Value (incl VAT) £
Hampshire County Council	5679	Pensions - August		622.82
Hampshire County Council	5680	Brushes, copier card & copier paper	45.47	
		Extra wide A4 dividers	7.01	52.48
M.R.S. Services (payable to M.R. Smith)	5681	Maintenance services for July		332.25
Hampshire Association of Local Councils	5682	HR Service Subscription 2015-16		120.00
J J Martin (Catering Appliance Superstore) Ltd	5683	Lincat WMB3F/W 3.5 litre wall mounted boiler		430.50
Environmental Hygiene Services	5684	Steam clean & sanitation of 3 bus shelters		36.00
L.A. Kattenhorn & Partners Ltd	5685	Release of contract retention		554.38
Wellers Law Group LLP t/a Hedleys Solicitors	5686	Legal advice on 6/5/14		55.20
easylocks Limited	5687	Master Excel Combination Padlock		40.89
Sarah White	5688	1 to 1 subscription		4.57
Adrian Reeves	5689	Mouse, milk and snap frames		30.69
Christopher Read	5690	Milk and taplock & adaptor		27.89
BDO LLP	5691	Review of annual return ended 31 March 2015		480.00
Glasdon U K Limited	5692	5 Topsy 2000 bins		785.88
Sovereign Design Play Systems Limited	5693	Balance of Church Green playground equipment		11781.78
Loos2Go	5694	Portable toilet on Church Green 13-17/7/15		60.00
Hampshire County Council	5695	12 Edding colour pens	2.51	
		2 event signs	170.40	172.91
			<b>Total</b>	<b>15,588.24</b>

**Direct Debits & Standing Orders**

BT		Telephone (monthly)		37.00
Southern Water		Tubbs Hall water supply (monthly)		55.00
E.On Gas		Tubbs Hall gas supply (monthly)		6.46
E.On Electricity		Tubbs Hall electricity supply (monthly)		0.00
Green Smile Ltd.		Grounds maintenance contract (monthly)		3,239.25
Winchester City Council		Business rates (monthly)		59.00
SAGE		Accounting software (monthly)		30.00
			<b>Total</b>	<b>3,426.71</b>

**Salary Costs**

Telephone banking		Net Wages (net of tax & NI)		2,049.44
HMRC		PAYE		343.40
HMRC		National Insurance		210.36
Pensions		(Paid by cheque as above)		622.82
			<b>Total</b>	<b>3,226.02</b>