

○ **F/14/164 Fencing Around Accessible Swing –**

The Clerk noted that he had now received two quotes for the fencing. One from Sutcliffe play for ~£3,600.00 and another from Creative Fencing for £2000.00, for just the 19 linear metres and straightening out.

It was agreed to accept the quote from Creative Fencing subject to being supplied with references of similar work, previously completed.

F/14/181 Proposed New Expenditure for Finance Approval

○ **Planning and Highways**

None.

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

It was noted that the redecoration was now complete.

○ **Recreation and Amenities (R&A)**

None.

○ **Communications**

None.

F/14/182 To receive the Statement of Accounts and Management Reports (Inc. Projected year end & 1st Draft Budget)

The Clerk gave a presentation to members of the figures for the month ending 31 October 2014, which included a bank reconciliation statement [copy attached]. The current surplus on the current account is £10,773.00.

F/14/183 Budget 2015 - 16

The Clerk gave a presentation of the suggested budget lines for the financial year 2014-15, which had already been viewed and amended by R&A.

Members discussed the detail and made some minor amendments to the figures.

It was noted that Pension expenditure is up as the Trainee Clerk is now included.

£8000.00 has been placed in Sport/Play, as a contingency. The Clerk noted that Green Smile have requested an extension on their contract to avoid their two main contracts ending at the same time. The committee unanimously

agreed to a 1 year extension.

R&A have asked for £2000.00 for rebranding of Parish Council Notice Boards and Signs, with the new logo. Cllr Gordon noted that in the current climate, it will be hard to justify spending that much on signage. The Committee wish to take this item to full Parish Council for discussion.

The Clerk noted that £8,215.00 had been budgeted for street lighting in 2015 - 16. It was noted that the invoice for the under charge on street lighting had been received and incorporated. Cllr Gordon noted that certain roads are being brought up to HCC standards so they'll adopt the streetlights.

The Caretaker's salary budget has a 1% increase from April 2015. The committee agreed to bear the costs of the redecoration of the Office & Meeting Room.

The 1st draft budget was unanimously agreed by the committee.

(Cllr Stewart Newell left at this point)

F/14/184 Grant Applications

None.

Cllr Welstead thanked the committee, on behalf of Kings Worthy Christmas, for the grant they received.

F/14/185 KWPC Lease

It was agreed the Clerk chase Hedley's for this.

Clerk

F/14/186 Utilities Contracts

The Clerk noted that he had received a formal offer from a utilities review company, offering a reduction in the gas bills. It was agreed that the utilities contracts be discussed in an external meeting on 17 November @ 14:30; to include Cllrs Taylor & Welstead plus the Clerk.

F/14/187 KWCC Fire and Asbestos Policies

None.

F/14/188 Training and Staffing

It was noted that the Trainee Clerk had completed the Sage course with 77%. The Clerk wished to congratulate the Trainee clerk on this.

It was noted that the Trainee Clerk is to start CILCA training in Aug – Sept 15.

An annual review for the Clerk is to be arranged with Cllrs Newell & Gordon,

before the 6 January.

The Clerk reported to the committee that despite having information to the contrary, the Caretaker is employed by the Parish Council not Tubbs Hall Management Committee. This came to light when renewing the insurance which has 3 different dates for maximum age of cover; some coverage until 80 other after 80 years of age. This still being investigated with the insurance company. It was agreed that performance appraisals are to be held with the caretakers. Cllr Jackie Porter (HCC) is to be made aware of this first.

F/14/189 RFO's and Clerk's Notices

- **WCC Budget Presentation Meeting**– Rob Humby, Leader of WCC, has invited the chairman to a presentation meeting of the WCC budget. It was agreed to first ask Cllr Newell if he wishes to attend.
- **Old Keypad outside Tubbs Hall** – It was agreed to remove this keypad as it leads to confusion for non-regular users of Tubbs Hall.

F/14/190 Chairman's Notices

None.

F/14/191 Authorise Invoices for Payment and allocate to appropriate budgets

The Committee received a schedule of invoices due for payment, agreed the schedule and signed the cheques. The total invoices for payment amounted to £7,449.25. A total of £161.00 had been spent on urgent invoices where cheques had been signed prior to the meeting. [Copy attached].

F/14/192 Items for Discussion at the Next Meeting

None

F/14/193 Date of next meeting

The next meeting has been scheduled for 9.30am on 10 December 2014.

The meeting closed at 13:00.

Signed.....

Date.....

Kings Worthy Parish Council

Management Accounts for the period ended 31 October 2014

2013/2014 Budget	2014/2015 Budget	2014/2015 Budget ytd	Actual ytd	Variance ytd	Forecast Outturn	2015/16 Budget Proposed	Income Item/Description
£	£	£	£	£	£	£	
Income: Summary							
116,200	118,109	69,192	75,656	6,464	119,923	118,968	Finance (inc. Precept)
4,584	4,800	2,800	2,800	0	4,800	4,800	THMC Income
7,000	7,050	3,930	25,718	21,788	28,110	6,200	Recreation & Amenities
0	0	0	0	0	0	0	Planning & Highways
127,784	129,959	75,922	104,174	28,252	152,833	129,968	Total Income
Expenditure: Summary							
							Expenditure Item/Description
70,453	67,763	41,876	35,471	6,406	67,546	70,681	Finance
57,258	61,344	36,545	54,619	-18,074	84,832	61,934	Recreation & Amenities
7,500	7,000	3,500	3,310	190	7,982	8,215	Planning & Highways
135,211	136,107	81,922	93,401	-11,479	160,360	140,830	Total Expenses
127,784	129,959	75,922	104,174	28,252	152,833	129,968	Total Income
135,211	136,107	81,922	93,401	-11,479	160,360	140,830	Total Expenses
-7,427	-6,148	-6,000	10,773	39,731	-7,527	-10,862	Income less expenses
0	0	0	0	0	0	0	Transfer from Reserves
-7,427	-6,148	-6,000	10,773	16,773	-7,527	-10,862	Net Surplus (deficit) for year

Bank Reconciliation as at**31 October 2014**A/c no.

Bank: Current a/c	£16,290.72	324833
Deposit a/c	£0.00	1518442
Deposit a/c	£25,000.00	19208731
Deposit a/c	£0.00	20477902
Deposit a/c	<u>£142,273.70</u>	88395529
	£167,273.70	
Less u/p cheques and D/Ds:		
5530 Worthy Tree Care	£64.00	
5533 Worthy Runners	£100.00	
5534 Kings Worthy Pre-School	£150.00	
5536 M R Smith	£496.99	
5538 Sarah Gaiger	<u>£30.00</u>	
	£840.99	
Add u/p credits:		
	<u>£0.00</u>	
	<u>£182,723.43</u>	
Current account as per NatWest bank	£16,290.72	
Less: unrepresented cheques	£840.99	
Add: unrepresented credits		
Balance as per ledger	<u>£15,449.73</u>	
Balance as per ledger	15,449.73	
Less: Outstanding D/Ds		
Add u/p credits:		
100861		
100862		
	<u>£0.00</u>	
Adjusted ledger balance	<u>£15,449.73</u>	

Kings Worthy Parish Council
FINANCE COMMITTEE
Invoices for Payment - October 2014 for November 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) £
Steve Cramoysan	5539	Delivery of LPP2 public consultation notices		10.50
Sam Morgan	5540	Delivery of LPP2 public consultation notices		21.50
Kel Akpobire	5541	Delivery of LPP2 public consultation notices		21.50
Stan Lowres	5542	Delivery of LPP2 public consultation notices		21.50
Martha Lowres	5543	Delivery of LPP2 public consultation notices		21.50
Mark Ridge	5544	Delivery of LPP2 public consultation notices		21.50
Jacob Conroy	5545	Delivery of LPP2 public consultation notices		21.50
Louise Conroy	5546	Delivery of LPP2 public consultation notices		21.50
			Total	161.00

Cheques to be authorised:

Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £	Invoice Value (incl VAT) £
Hampshire County Council	5547	Pensions - October		600.08
Hampshire County Council	5548	Street Lighting arrears 1/10/13-31/03/14	2164.42	
		Street Lighting arrears 1/04/14-30/09/14	<u>3488.10</u>	5652.52
Hampshire County Council	5549	Toilet rolls, hand towels, broom head and sacks	59.81	
		Post It notes	<u>8.88</u>	68.69
		Maintenance services for October 2014	300.41	
M.R. Smith	5550	Repair of fence at Lower Broadview	407.50	
		Replace toilet seat & refix handrail at Tubbs Hall	<u>84.22</u>	792.13
Box-It	5551	Storage 01/10-31/12/14		41.21
Supply My Office Ltd	5552	Pns and sticky hook pads		37.02
PC Comms Ltd	5553	Set up new PC (remote support)		57.60
Victim Support	5554	Grant		200.00
			Total	7,449.25

Direct Debits & Standing Orders

BT	Telephone (monthly)	37.00
Southern Water	Tubbs Hall water supply (monthly)	55.00
British Gas	Tubbs Hall gas supply (monthly)	119.00
Southern Electric, 9109928015	Tubbs Hall electricity supply (monthly)	74.00
Green Smile Ltd.	Grounds maintenance contract (monthly)	3,239.25
		Total
		3,524.25

Salary Costs

Telephone banking	Net Wages (net of tax & NI)	2041.15
HMRC	PAYE	261.00
HMRC	National Insurance	168.16
Pensions	(Paid by cheque as above)	600.08
		Total
		3,070.39