

# Kings Worthy Parish Council

## FINANCE COMMITTEE

### Minutes of the Meeting held on Wednesday 13 August 2014 at the Kings Worthy Community Centre, Fraser Road, Kings Worthy

Present:	Councillors:	Martin Taylor Stewart Newell Denis Welstead
	Clerks:	Adrian Reeves Chris Read
	Public:	0

#### **F/14/130 Apologies for Absence**

Apologies for absence had been received from Cllr Gordon.

Cllr Taylor and Welstead notified the Committee that they will both be absent from the next Finance Committee meeting. It was agreed that Finance be moved to 17 September and Parish Council be moved to 22 September.

It was noted the Cllr Taylor will be absent from the next Finance meeting.

#### **F/14/131 Public Question Time**

None

#### **F/14/132 Minutes of the Meeting held on the 16 July 2014**

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

#### **F/14/133 Matters Arising from the Minutes of 16 June 2014**

##### **o F/14/116 Natwest Bank –**

It was noted at this point that Cllrs Taylor, Allen and Newell, were now cheque signatories and that Cllr Prince had now been removed from the list of signatories.

○ **F/14/117 Street Lighting Charges –**

The Clerk had been in contact with the Hampshire County Council (HCC) PFI Policy & Communications Team Leader. He had checked the revised figures sent to the Parish council. The mistake had been made with the energy prices due to the contractor not accurately charging the actual hours of usage, which resulted in a previously lower bill. Cllr Newell asked what the forward implication was for the Parish council. The Clerk stated that the increased charges for energy will only cover this financial year. HCC are expecting a circa 30% saving due to the new energy efficient bulbs on the energy bills in subsequent years. It was noted that a £1400 accrual had been kept, which will cover most of the new charges for this financial year.

○ **F/14/117 Circus Ginnett –**

It was noted that the owners have been notified of the new terms discussed at the last Finance meeting. They had voiced concerns over these terms and we noted that they had received a discount last time. Nothing more has been heard regarding whether it is to go ahead.

○ **F/14/117 Paving Repair by Tubbs Hall Fire Exit –**

It was noted that we are awaiting a date from the Maintenance Technician as to when these works are to go ahead.

**F/14/134 Proposed New Expenditure for Finance Approval**

○ **Planning and Highways**

None.

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

**Mobile Phone** – It was agreed to research a pay as you go mobile phone to be procured for Parish Council business.

○ **Recreation and Amenities (R&A)**

**Wooden Posts** – It was noted that R&A have asked the Maintenance Technician to obtain a new stock of wooden posts, as several need replacing around the village.

**Communications**

None.

**F/14/135 To receive the Statement of Accounts and Management Reports**

The Clerk gave a presentation to members of the figures for the month ending 31 July 2014, which included a bank reconciliation statement [copy attached]. The current surplus on current account is £11,761.00.

#### **F/14/136 Grant Applications**

**Kings Worthy Christmas** – A grant form had been received from Kings Worthy Christmas. The grant of £100 was requested to help cover the costs of costumes, roman torches and transportation of a donkey. The full grant of £100 was agreed,

#### **F/14/137 KWCC Lease**

Cllr Newell noted that the Parish Council had received a copy of the draft lease. A major concern with the proposed draft lease, was the provision for inflation increases.

It was agreed that once the KWCC lease is confirmed, Hedleys be instructed to draft a sub-lease to Tubbs Hall Management Committee.

It was noted that the insurance broker recommends that Tubbs Hall be professionally valued. It was agreed to seek quotes to do this. **Action - Clerk**

#### **F/14/137 New Banking Arrangements**

The Clerk visited all banks and building societies with branches in Winchester. It was explained to each that we require dual separate authorisation on payments and we require and in branch business manager. With these criteria the list was narrowed down to 3 banks; Barclays, Lloyds and Santander. There were issues around the suitability of all three, and these were reported to the meeting.

It was agreed to progress with two options:

1. The Parish Council transfer the current account to Santander and continue using cheques.
2. Stay with Natwest which are believed to have an online payment system with dual authorisation in place.

It was agreed to investigate further into the situation regarding online payments with Natwest and to get hold of more information regarding Unity Trust Bank.

It was noted that Natwest had yet to transfer the £25,000 from the now expired, fixed term deposit. It was agreed to whether interest is still being paid on this deposit. **Action – Clerk.**

#### **F/14/138 Fire Policy**

None.

#### **F/14/139 Training and Staffing**

It was agreed that the contracts be completed by mid-September.

**F/14/140 RFO's and Clerk's Notices**

None.

**F/14/141 Chairman's Notices**

None

**F/14/142 Authorise Invoices for Payment and allocate to appropriate budgets**

The Committee received a schedule of invoices due for payment. The total invoices for payment amounted to £2,961.31. [Copy attached]. It was noted the due to urgency, two cheques totalling £677.60, were authorised and signed prior to the meeting.

**F/14/143 Items for Discussion at the Next Meeting**

None.

**F/14/144 Date of next meeting**

The next meeting has been scheduled for 9.30am on 17 September 2014.

The meeting closed at 11:55.

Signed.....

Date.....

# Kings Worthy Parish Council

## Management Accounts for the period ended 31 July 2014

2013/2014 Budget	2014/2015 Budget	2014/2015 Budget ytd	Actual ytd	Variance ytd	2015/16 Budget Proposed	Income Item/Description
£	£	£	£	£	£	
<b>Income: Summary</b>						
116,200	118,109	39,657	40,368	711	0	Finance (inc. Precept)
4,584	4,800	1,600	1,600	0	0	THMC Income
7,000	7,050	2,520	2,436	-84	0	Recreation & Amenities
0	0	0	0	0	0	Planning & Highways
<b>127,784</b>	<b>129,959</b>	<b>43,777</b>	<b>44,404</b>	<b>627</b>	<b>0</b>	<b>Total Income</b>
<b>Expenditure: Summary</b>						
						Expenditure Item/Description
70,453	67,763	22,220	<b>18,841</b>	<b>3,379</b>	0	<b>Finance</b>
57,258	61,344	20,966	<b>13,802</b>	<b>7,165</b>	0	<b>Recreation &amp; Amenities</b>
<b>7,500</b>	<b>7,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Planning &amp; Highways</b>
<b>135,211</b>	<b>136,107</b>	<b>43,187</b>	<b>32,643</b>	<b>10,544</b>	<b>0</b>	<b>Total Expenses</b>
127,784	129,959	43,777	44,404	627	0	<b>Total Income</b>
135,211	136,107	43,187	32,643	10,544	0	<b>Total Expenses</b>
<b>-7,427</b>	<b>-6,148</b>	<b>590</b>	<b>11,761</b>	<b>-9,917</b>	<b>0</b>	<b>Income less expenses</b>
0	0	0	0	0	0	<b>Transfer from Reserves</b>
<b>-7,427</b>	<b>-6,148</b>	<b>590</b>	<b>11,761</b>	<b>-9,917</b>	<b>0</b>	<b>Net Surplus (deficit) for year</b>

**Bank Reconciliation as at****31 July 2014**

		<u>A/c no.</u>
Bank: Current a/c	£10,655.04	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	£49,099.95	88395529
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	£149,099.95	
Less u/p cheques:		
5445 Cordle Design	£210.00	
5460 Sarah White	£28.00	
5470 Sarah White	£50.96	
5486 MR Smith	380.25	
5487 Newey & Eyre	42.00	
5488 Hedleys Solicitors	635.60	
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	£1,346.81	
Less u/p credits:		
	<hr/>	
	£158,408.18	
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Current account as per NatWest bank	£10,655.04	
Less: unrepresented cheques	£1,346.81	
Add: unrepresented credits	£0.00	
Balance as per ledger	<hr/>	
	£9,308.23	

**Kings Worthy Parish Council**  
**FINANCE COMMITTEE**  
**Invoices for Payment - July 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) £
Newey & Eyre Ltd	5487	Newlec C cassette reel 13A 20 Mtr		42.00
Hedleys Solicitors	5488	Legal advice re Tubbs Hall lease		635.60
			<b>Total</b>	<b>677.60</b>

**Cheques to be authorised:**

Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £	Invoice Value (incl VAT) £
Hampshire County Council	5489	20 Bag It Bin It signs & 51 burial / cremation plaques	533.04	
		Rechargeable batteries and 10 box files	23.95	
		Copier paper, batteries, rubber bands	<u>65.80</u>	622.79
Hampshire County Council	5490	Pensions - July		381.76
Green Smile Ltd	5491	Top soil and grass seed outside office	156.00	
		Repair of Church Green after Church Fete	<u>50.00</u>	206.00
SLCC Enterprises Ltd	5492	Practitioners Guide		20.00
Sage (UK) Limited	5493	Sage 50 Accounts E-Learning Stage 1		138.00
Gascare	5494	Raise boiler pressure		58.00
Mulberry Tree Services	5495	Fallen beech tree limb cut and cleared at Eversley Park		108.00
P C Comms Ltd	5496	MS Publisher 2013		162.24
Adrian Reeves	5497	Printing, travel & parking		212.04
Derek Brockway	5498	Updated Roll of Honour for St. Mary's Church		270.00
PCC of Kings Worthy	5499	Grant towards Village Fete		475.00
EKS Accounting	5500	Payroll services April - June 2014		57.48
Winchester Live at Home Scheme	5501	Grant		250.00
			<b>Total</b>	<b>2,961.31</b>

**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)	57.00
Green Smile Ltd.	Grounds maintenance contract (monthly)	3,239.25
		<b>Total</b>
		<b>3,483.65</b>

**Salary Costs**

Telephone banking	Net Wages (net of tax & NI)	2060.21
HMRC	PAYE	253.00
HMRC	National Insurance	172.65
Pensions	(Paid by cheque as above)	<u>381.76</u>
		<b>Total</b>
		<b>2,867.62</b>