Kings Worthy Parish Council FINANCE COMMITTEE

Minutes of the Meeting held on Wednesday 14th December 2016 at the Kings Worthy Community Centre, Fraser Road, Kings Worthy

Present:	Councillors:	Martin Taylor (Chairman) Ian Gordon Dorry Hudson Noel McCleery Stewart Newell Denis Welstead
	Clerks:	Adrian Reeves Chris Read
	Public:	0

<u>Action</u>

F/16/162 Apologies for Absence

None.

F/15/163 Public Question Time

None.

F/15/164 Minutes of the Meeting held on the 9th November 2016

F/16/153 – agreed to add 'were made'.

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

F/16/165 Matters Arising from the Minutes of 9th November 2016

- **F/16/134 Signs at Tubbs and St. Mary's halls** Quotation for £26.71 (ex. VAT) for 2 A3 Dibond signs was agreed.
 - **F/16/135 Website** Website should be complete by the 1st February 2017.

F/16/166 Proposed New Expenditure for Finance Approval

- Planning and Highways None.
- Finance and Administration [incl. Tubbs Hall] It was agreed to proceed with the installation of the wireless access point in Tubbs Hall, at a cost of £86.80.

Recreation and Amenities (R&A) – Due to the timing of the bird nesting season, R&A had requested that the tender for the winter 2016 tree works be awarded by the December Finance committee. Tender A - £4160.00 Tender B - £3290.00 Tender C - Did not tender It was agreed to accept Tender B, which was supplied by Merritt Trees Services. Communications - None. F/16/167 To receive the statement of accounts and management reports for month ended 9th November 2016 [see attached]

The Clerk gave a presentation to members of the figures for the year to date ending 30^{th} November 2016. The current surplus of income over expenditure is £12,456.00, at that date.

F/16/168 Budget for 2017-18

Several changes were to the draft budget, including a 2.57% increase on the total precept, to reduce the Council's deficit (see copy attached).

(Cllr Welstead left at this point)

Both Clerks were asked to leave the meet	ting at this point to discuss the budget for
salaries.	

A 2% increase on the 2017/18 budget, based 2016/17 forecast outturn was agreed.

(Both Clerks returned at this point)

Due to the adjusted timescale at WCC, the date on which our precept requirement needs to be submitted falls before the January Parish Council meeting. It was therefore agreed to move the January Parish Council meeting to 12th January 2017.

F/16/169 Grant applications

Victim Support – requested £200.00 to purchase security devices to give to victims. They have helped 66 parishioners between 1^{st} March 2015 – 31^{st} March 2016. It was unanimously agreed to grant them £200.00.

Clerk

F/16/170 Remuneration

None.

F/16/171 Tubbs Hall – landlord's responsibilities

Actions from 2016 fire inspection report – Awaiting works.

Electrical inspection – Awaiting confirmation of date.

Building Survey & valuation – A budget of £3,000.00 was agreed for a building survey, insurance valuation and preventative maintenance plan. (see attached budget 2017-18)

F/16/172 RFO's and Clerk's Notices

- **Sport England Grants** The Clerk informed the committee that 3 sports grant funds will be available next year; it was agreed to send this to R&A.
- **First Aid Course** It was agreed to send Adrian on a first aid at work course, at a cost of £125.00.
- **Business Rates** The rateable value for Kings Worthy Parish Council has decreased but we will still get a full rebate on these rates.
- HALC Training A list of Hampshire Association of Local Councils (HALC) training courses for 2017 was presented to the committee. It was agreed for Clerks/Councillors attend the following courses:
- Officers' Update (1st March 2017) Both Clerks.
- Basic Planning for Parish Councils (29th March 2017) Cllr Gordon.
- Local Council Finance for Councillors (15th June 2017) Cllr Hudson (Cllr N. McCleery if Cllr Hudson is unable to attend.)

(Cllr N. McCleery left at this point)

F/16/173 Chairman's Notices

 Defibrillators – Cllr Taylor noted that we had received an offer of £200.00 in sponsorship, from Joedan Group, the owners of Wessex windows. It was agreed create a formal proposal for defibrillator provision, before contacting Joedan with regards to payment.

F/16/174 Authorise Invoices for Payment

The Committee received a schedule of invoices due for payment, and agreed the schedule.

The total invoices for payment amounted to \pounds 3133.81. A total of \pounds 716.62 had been spent on urgent invoices where payments have been made prior to the meeting. [Copy attached].

F/16/175 Items for Discussion at the Next Meeting

None.

F/16/176 Date of next meeting

The next meeting has been scheduled for 9.30am on 11th January 2016.

The meeting closed at 12:13.

Signed.....

Date.....

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Kings Worthy Parish Council

Management Accounts for the period ended 30 November 2016

	Year) (£)	Month Budget (£)	Month Actual (£)	Month Variance (£)	Income Item/Description	2016/2017 Budget ytd (£)	Actual ytd (£)	Variance ytd (£)	2016/2017 Budget (£)	Forecast Outturn (£)	2017/18 Budget (Proposed) (£)
	121,973	9,857	10,099	242	Finance (inc. Precept)	79,794	97,507	17,713	119,221	156,549	144,614
	4,808	400	2,711	2,311	THMC Income	3,200	5,077	1,877	4,800	5,923	2,196
	21,287	375	408	33	Recreation & Amenities	5,429	4,646	(783)	8,092	8,347	8,704
	0	0	0	0	Planning & Highways	0	0	0	0	0	0
	148,068	10,632	13,218	2,586	Total Income	88,423	107,230	18,807	132,113	170,819	155,513
					Expenditure Item/Description						
	69,160	4,599	4,131	468	Finance	45,652	47,724	(2,072)	66,940	62,885	63,921
	89,539	11,800	4,032	7,768	Recreation & Amenities	49,813	44,418	5,395	93,665	78,412	68,589
	5,927	0	0	0	Planning & Highways	5,125	2,632	2,493	8,750	5,510	14,200
Ŀ	164,626	16,399	8,164	8,236	Total Expenses	100,589	94,774	5,815	169,355	146,807	146,710
	148,068	10,632	13,218	2,586	Total Income	88,423	107,230	18,807	132,113	170,819	155,513
	164,626	16,399	8,164	8,236	Total Expenses	100,589	94,774	5,815	169,355	146,807	146,710
	(16,558)	(5,767)	5,054	10,821	Net surplus (deficit)	(12,166)	12,456	24,622	(37,241)	24,013	8,803
	(16,558)	(5,767)	5,054	(5,650)	<u>Memorandum</u> Net surplus (deficit) exc. CIL receipts	(12,166)	(4,672)	7,494	(37,241)	(12,728)	(14,035)

2015/16 Actual (Full Year) (£)	Current Month Budget (£)	Current Month Actual (£)	Current Month Variance (£)	Finance, Administration & Remuneration Income Item/Description	2016/2017 Budget ytd (£)	Actual ytd (£)	Variance ytd (£)	2016/2017 Budget (£)	Forecast Outturn (£)	2017/18 Budget (Proposed) (£)
110,059	9,192	9,192	0	Precept	73,539	73,539	0	110,309	110,309	113,140
7,950	641	641	0	Council Tax Support Grant	5,129	5,129	0	7,694	7,694	7,175
268	21	235	214	Meeting Room Hire	167	382	215	250	500	250
4,808	400	2,711	2,311	тнмс	3,200	5,077	1,877	4,800	5,923	2,196
239	3	0	(3)	Bank interest received	959	858	(100)	969	866	771
3,457	0	30	30	Other income, donations	0	470	470	0	440	440
				Community Infrastructure						
0	0	0	0	Levy	0	17,128	17,128	0	36,740	22,838
126,781	10,257	12,810	2,553	Total Income	82,994	102,584	19,590	124,021	162,472	146,810
2015/16 Actual (Full Year) (£)	Current Month Budget (£)	Current Month Actual (£)	Current Month Variance (£)	Expenditure Item/Description	2016/2017 Budget ytd (£)	Actual ytd (£)	Variance ytd (£)	2016/2017 Budget (£)	Forecast Outturn (£)	2017/18 Budget (Proposed) (£)
30,095	2,720	2,693	27	Clerks' salaries	21,760	21,847	(87)	32,640	32,620	33,272
6,142	543	553	(10)	Employer's pension	4,342	4,462	(120)	6,513	6,673	6,807
1,117	149	185	(36)	Employer's NI	1,189	1,522	(334)	1,783	2,262	2,307
702	42	105	(63)	Training - Clerks/Council	333	140	193	500	285	500
179	6	15	(9)	Expenses -Travel/subsist.	50	114	(64)	75	174	200
38,234	3,459	3,551	(92)	Salaries, Training. Expenses	27,674	28,085	(411)	41,511	42,014	43,086
								_	_	
689	54	97	(42)	Office stationery	433	490	(56)	650	660	650
810	57	166	(109)	Computer software	459	504	(45)	689	522	668
0	8	0	8	Computer support	67	0	67	100	0	100
244	17	0	17	Postage and carriage	133	62	71	200	77	100
93	6	0	6	Document storage	51	68	(17)	76	120	80

	937	0	0	0	Telephone & internet	0	0	0	0	0	0
	370	25	17	8	Office Consumables	200	244	(44)	300	391	300
1	,102	58	0	58	Office Equip rental	467	342	124	700	685	700
3	,907	42	0	42	Office capital expenditure	333	233	101	500	233	100
1	,335	18	0	18	Subs to prof bodies	831	933	(102)	903	1,072	950
	75	0	0	0	Subscriptions & affiliations	0	75	(75)	75	75	75
	0	0	0	0	Public consultations	0	0	0	100	0	100
	435	25	0	25	Sundry expenses	200	110	90	300	160	150
	264	13	0	13	Events	100	99	1	150	99	150
10	,260	323	279	44	General Administration	3,274	3,161	114	4,743	4,094	4,123
	_										_
	475	0	0	0	Audit fees - Internal	500	550	(50)	500	550	550
	(30)	0	0	0	Audit fees - External	400	400	0	400	400	400
	183	0	98	(98)	Accountancy/bookkeeping	225	271	(46)	300	411	311
2	,971	83	3	80	Legal fees	667	9	658	1,000	209	1,000
	100	8	0	8	Consultancy fees	67	0	67	100	0	100
2	,925	0	0	0	Insurance	3,125	3,102	23	3,125	3,102	3,226
	35	0	0	0	Information Commissioner	35	35	0	35	35	35
	0	0	0	0	Bank charges & interest	0	31	(31)	0	150	257
6	,659	92	101	(10)	Accountancy, Legal, Tax	5,019	4,398	620	5,460	4,857	5,879
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	045	450	0	450	Grants to village org (inc.	2 250	4 272	077	2 000	2 5 0 0	2 000
2	,015	150	0	150	s137)	2,250	1,373	877	3,000	2,500	3,000
	0	0	0	0	Election exps (earmarking)	0	0	0	0	0	0
	230	0	0	0	Write-Offs	0	(246)	246	0	(246)	0
	0	0	0	0	Contingencies	0	0	0	0	0	3,000
2	,245	150	0	150	Grants, Other, Contingency	2,250	1,127	1,123	3,000	2,254	6,000
11	,761	575	199	(375)	KWCC - total expenses	7,435	10,953	(3,518)	10,529	9,666	4,833
	.,701	575	155	(373)	kwee - total expenses	7,435	10,555	(3,310)	10,525	5,000	4,000
	0	0	0	0	Capital Projects (Finance)	0	0	0	1,696	0	0
	0	0	0	0	Capital Projects (Finance)	0	0	0	1,696	0	0
69	,160	4,599	4,131	(283)	Total Expenses	45,652	47,724	(2,072)	66,940	62,885	63,921

Bank:	NatWest Current a/c	£0.00
	NatWest Deposit a/c	£0.00
	Co-Operative Bank Fixed Term Deposit	£0.00
	Unity Trust Current 20369336	£9,672.79
	Unity Trust Tailored Deposit 20369349	£94,251.79
	Hampshire Trust Bank variable	£21,000.00
	Hampshire Trust Bank 12 month	£35,000.00
	Bread4Business **** **** 2261	£35.88
	Bread4Business **** **** 1588	£71.25
		£160,031.71
	Less u/p cheques and D/Ds:	
	300003 Douglas Conroy £40.00)
	300006 Sarah White £40.00)
	Tubbs Hall (Kings Worthy Christmas) £110.00)
		£190.00
	Add u/p credits:	
	£0.00	0
		£0.00
		£139,636.79
	Current account as per Unity Trust Bank	£9,672.79
	Less: unprocessed payments	£190.00
	Add: unpresented credits	
	Balance as per ledger	£9,482.79

Payments List per December 2016 Committee Meeting. Simplemeting of the Pinance Committee. Image Simplemeting of the Pinance Committee. Image Simplemeting Simplemeting of the Pinance Committee. Image Simplemeting S	FINANCE.	Kings Worthy Parish Council ADMINISTRATION & REMUNERATION COMMIT	TEE			
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Pensions (Paid by BACS as above) 716.62 r		. ,				n/a
Total 3,431.07	Pensions					n/a

	Payment to top up float		58.01	
	Balance		41.99	
			58.01	
Engraving World	Polished brass memorial plaque	16.20		
Amazon UK Retail	card	21.94		
l'obstation	Pencils, dry wipe eraser, 64GB micro SDXC memory	15.67		
Toolstation	Weatherproof padlock and door stop	19.87	100.00	
Setup float			100.00	
Chris Read				
	Payment to top up float		82.63	
	Balance		17.37	
			82.63	
Evolve Office	Date stamp	26.70		
Amazon EU	Belkin 6 plug surge strip	8.99		
Land Registry	Search fee re King Charles	3.00		
Mighty Oak Trading (via Amazon)	Algae cure	12.01		
Amazon UK Marketplace	Fire log book, unmanned desktop switch & pencil sharpener	12.06		
Spil-mart Ltd (via Amazon)	Single desk mount arm monitor	19.87		
Setup float			100.00	
Adrian Reeves				
Payments From Debit Cards				