

Kings Worthy Parish Council

FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 14 February 2014
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

Present: Councillors: Malcolm Prince [Chairman]
Ian Gordon
Sarah White
Kerstin Reiners (part)

Clerks: Adrian Reeves

Public: 0

F/14/21 Apologies for Absence

Apologies for absence had been received from Cllr Welstead.

F/14/22 Public Question Time

None

F/14/23 Minutes of the Meeting held on the 15 January 2014

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

F/14/24 Matters Arising from the Minutes of 15 January 2014

- **F/14/04 Jubilee Obelisk Sundial** – Cllr White reported that the company have said that the work should be completed this month.
- **F/14/04 Clerk's Pension** – it was confirmed that all the forms required had been submitted to HCC and the former Clerk's pension would be paid from 1 April 2014. Cllr Gordon reported that he had recently attended a seminar on pensions and that contractual overtime was now included in pensionable salary.

(Cllr Reiners arrived)

- **F/14/04 War Memorial** – payment to stonemason still withheld.
- **F/14/04 Display Boards** – awaiting signed cheque to go order.
- **F/14/04 Scanning Software** – this had been purchased.
- **F/14/04 Parish Office Email** – Cllr Gordon is to write to BT as he is getting no response from 'phoning. **Action – Cllr Gordon**

- **F/14/07 Cheque Signatories** – the Trainee Clerk is now an approved signatory on the current account.
- **F/14/06 Staffing arrangements** – it was reported that the Trainee Clerk had attended courses on “What You Need to Know”, minute taking and VAT, as well as attending the February Clerks’ Forum on 2014 accounts and audit. It was agreed to provide training on the planning system. Training to be a monthly agenda item. **Action – Clerk**
- **F/14/08 Budget and Precept 2014-15** – councillors wished to know the number of households against which the precept would be charged. The Clerk will write to WCC to comment that it was more difficult to set the precept before knowing the number of houses to be charged. **Action – Clerk**

F/14/25 Proposed New Expenditure for Finance Approval

- **Planning and Highways**

None.

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

None.

- **Recreation and Amenities**

None.

- **Communications**

Cllr Reiners has set up Facebook. The Trainee Clerk has set up the counter on the website. The newsletters have been printed and will be distributed next week.

F/14/26 To receive the Statement of Accounts and Management Reports

The deputy clerk gave a presentation to members of the figures for the year to January, which included a bank reconciliation statement [copy attached]. The current surplus on current account is £10,386. However the predicted outcome for the year end is a deficit of £6,225.

The forecast includes the estimated £10,000 spend on tree works and the second half estimate for street lighting. Income includes the grant received for the war memorial against which no expenditure had been charged. It was noted that the former Clerk remains on the payroll until the end of March. The position with THMC has improved. The Clerk is to send revised forms to THMC’s Treasurer, copied to Jackie Porter, to ensure the new monthly payments are made from April. **Action – Clerk**

The balance of £2,092 on Open Space Funding has been incorporated into the General Reserves. It was agreed that last year’s surplus should be moved into General Reserves. **Action – Clerk**

F/14/27 Dog Bin Emptying

A contract and invoice for the last quarter has still to be received from the Landscape Group despite further chasing up.

We are still awaiting clarification from WCC regarding the replacement of red bins with dual green bins on parish owned locations, and whether or not Parish Council will be charged for the emptying of the dual use bins.

F/14/28 Tubbs Hall Management Committee and Office Cleaning

The deputy clerk confirmed that he had written to Jackie Porter regarding the agreed increase in the monthly payment from April 2014, but that no response had yet been received.

It was noted that the areas behind the desks etc. were not being cleaned on a regular basis. It was agreed to obtain 3 quotes for the cleaning and redecoration of the office and meeting room; this to be reported to next Parish Council meeting and advertised in the next set of public communications. **Action – Clerk**

F/14/29 Risk Assessment

Councillors worked through the existing assessment forms and made a number of changes. The revised document will be completed for further consideration at the next meeting prior to being presented to the March PC meeting for formal approval as required. The fire policy is to be included in the document. Standing Orders and Financial Regulations will also be put to the March PC meeting.

Action – Clerk

(Cllr Reiners left the meeting)

F/14/30 Grant Applications

Citizens Advice Bureau – to be chased up for the provision of the details of the number of parishioners they had assisted over the last 3 years. **Action – Clerk**

F/14/31 KWCC Lease

It was confirmed that WCC will be funding the legal costs. The clerk was asked to chase up a response from Howard Bone at WCC. **Action – Clerk**

F/14/32 Fire Policy

It was agreed that the Clerk would draft a rewrite for the next meeting, it being circulated beforehand. **Action – Clerk**

F/14/33 Review of Financial Regulations

Cllr Prince has looked at these; they require aligning with standing orders. **Action – Cllr Prince / Clerk**

F/14/34 Internal Audit Arrangements

These have to be reviewed periodically. The Clerk was requested to organise a list of potential suppliers of an internal audit service by the end of February.

Action – the clerk

F/14/35 RFO's and Clerk's Notices

Discussion took place on the matter of provision for smokers outside Tubbs Hall. It was agreed that this was a THMC issue but that councillors did not wish to see smoking bins outside the building.

F/14/36 Chairman's Notices

None.

F/14/37 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 £2,085.79 [Copy attached].

F/14/38 Items for Discussion at the Next Meeting

None, other than those listed above.

F/14/39 Date of next meeting

The next meeting was scheduled at 9.30am on the 12 March 2014.

The meeting closed at 5.05pm.

Signed.....

Date.....

Kings Worthy Parish Council

Management Accounts for the period ended 31 January 2014

2013/2014 Budget	2013/2014 Budget ytd	Actual ytd	Variance ytd	Forecast Outturn	2014/15 Budget Proposed	Income Item/Description
£	£	£	£	£	£	

Income: Summary

116,200	96,678	103,290	6,611	122,930	118,109	Finance (inc. Precept)
4,584	3,820	3,727	-93	4,056	4,800	THMC Income
7,000	4,892	4,756	-136	7,038	7,050	Recreation & Amenities
0	0	0	0	0	0	Planning & Highways
127,784	105,390	111,772	6,382	134,024	129,959	Total Income
						Expenditure Item/Description
Expenditure: Summary						
70,453	59,462	58,008	1,455	69,897	67,763	Finance
57,258	47,788	40,260	7,528	63,781	61,344	Recreation & Amenities
7,500	3,750	3,119	631	6,571	7,000	Planning & Highways
135,211	111,000	101,386	9,614	140,249	136,107	Total Expenses
127,784	105,390	111,772	6,382	134,024	129,959	Total Income
135,211	111,000	101,386	9,614	140,249	136,107	Total Expenses
-7,427	-5,610	10,386	-3,232	-6,225	-6,148	Income less expenses
		0	0	0	0	Transfer from Reserves
-7,427	-5,610	10,386	-3,232	-6,225	-6,148	Net Surplus (deficit) for year

Bank Reconciliation as at 31 January 2014

Bank: Current a/c		£11,479.83	A/c no. 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	£42,216.99		88395529
		£142,216.99	
Less u/p cheques:			
5409 M R Smith	-£285.95		Cleared 7/2/14
		-£285.95	
		<u>£141,931.04</u>	
Current account as per NatWest bank		£11,479.83	
Less: unrepresented cheques		-£285.95	

Balance as per ledger

£11,193.88

Kings Worthy Parish Council
FINANCE COMMITTEE
Invoices for Payment - February 2014 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	(inc. VAT) £	(inc. VAT) £
			Total	<u>0.00</u>

Cheques to be authorised:

Name of Supplier	Chq No	Nature of Works	(inc. VAT) £	Invoice Value
Hampshire County Council	5414	Pensions - January		618.51
		Spiral files and map push pins	8.38	
		Whiteboard cleaning kit, magnets, toilet rolls		
Hampshire County Council	5415	etc.	40.18	
		Diary A5	0.76	
		Rule and plastic trays	<u>2.06</u>	51.38
Society of Local Council Clerks	5416	Regional conference 5th February		112.20
National Association of Local Councils	5417	The Good Councillors Guide (10 of)		30.00
Viking Payments	5418	Stamps, hole punch & laminating pouches		77.71
MR Smith	5419	Maintenance services January 2014		175.50

Worthy Tree Care	5420	Emergency tree work on 26th January 2014	468.00
Sarah White	5421	Expenses re Clerk's retirement party	139.12
Ian Gordon	5422	Nuance OmniPage Ultimate Upgrade	77.91
Print On Demand Limited	5423	Baseline 4 panel and pole kit	217.14
Hampshire Association of Local Councils Ltd	5424	VAT, Minute Taking, What You Need to Know training courses	114.00
Hampshire County Council	5425	Dry wipe markers	4.32

Total	2,085.79
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Direct Debits & Standing Orders

BT	Telephone (monthly)	26.00
Southern Water	Tubbs Hall water supply (monthly)	140.00
British Gas	Tubbs Hall gas supply (monthly)	20.00
Southern Electric, 9109928015	Tubbs Hall electricity supply (monthly)	74.00
Green Smile Ltd.	Grounds maintenance contract (monthly)	3,239.25

Total	3,499.25
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Salary Costs

Telephone banking	Net Wages (net of tax & NI)	3006.15
HMRC	PAYE	452.00
HMRC	National Insurance	159.05
Pensions	(Paid by cheque as above)	618.51

Total	4,235.71
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