

○ **F/14/197 Fencing Around Accessible Swing –**

Cllr Gordon stated that Creative Fencing have not received the email sent, confirming the works, which the Clerk is to resend. Creative Fencing have the metalwork ready to go for installation.

Clerk

○ **F/14/198 SAGE Accounts –**

It was reported to the committee that the new software is installed and working properly.

○ **F/14/204 Utilities Contract –**

British Gas are still refusing to allow the transfer but the Clerk will see that this happens. Eon will be taking over the Electricity contract from 1 April 2015.

Clerk

○ **F/14/204 Vacuum Hot Water Dispenser –**

It was noted that it had been procured and was working well to improve meeting efficiency.

F/15/05 Proposed New Expenditure for Finance Approval

○ **Planning and Highways**

None.

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

The Trainee Clerk reported to the committee that after investigation; the cost of having a bi-weekly recycling collection, in place of a general waste collection, resulted in a £15.86 saving compared to current waste only collections. It was agreed proceed with this but that a bin be purchased outright, rather than renting a bin from our waste service provider.

Clerk

○ **Recreation and Amenities (R&A)**

Under the provisions of the Public Bodies [Admissions to Meetings] Act 1960 [as extended by S100A of the Local Government Act 1972] the public were excluded from the discussion on this item due to the confidential nature of the business to be considered, namely to discuss tenders received commercially in confidence.

(At this point the meeting was re-opened to the public)

History Boards – The Clerk reported to the meeting that Finance had previously agreed to a £400 budget plus fitting of £50 by the Sign Workshop, for a history board at Eversley Park.

Due to an error, an extra board was created by accident, however it was noted that due to the size of Eversley Park, two boards would be more appropriate. This board would be offered at half price at £225.00 Inc. fitting and this was unanimously agreed by the committee.

S106 funding – The Clerk reported that the overly increased figures received previously were indeed incorrect. The error occurred due to the development at Worthy Down Army Camp. The Clerk did discuss with Stuart Dunbar-Dempsey (WCC) that part of the Worthy Down camp is within the Kings Worthy boundary and therefore we should be entitled to a small share of the money coming from this development. Stuart Dunbar-Dempsey (WCC) has agreed to investigate this further and also they are re-examining their systems to prevent future mistakes. He also apologised unreservedly for any confusion or inconvenience caused.

CIL – It was agreed for Finance committee to chase what is happening with CIL (Community Infrastructure Levy), as nothing has been received. A letter is to be sent to Simon Finch (Head of Planning at WCC) for clarification.

Cllr Taylor & Clerk

3 Cycle Roundabout – The Clerk produced a quote for the installation of the recently acquired replacement 3 Cycle Roundabout. The quote was £922.40 (Inc. Labour & site equipment), plus the potential of replacement matting if the current matting cannot be reused. This was unanimously agreed by the committee.

○ **Communications**

None.

F/15/06 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 30 December 2014, which included a bank reconciliation statement which was signed by the Chairman [copy attached]. The current surplus of income over expenditure is £8,159.00 at that date.

The Clerk noted to the meeting that on the corrected S106 balance report, the Parish Council have £19,149.00

F/15/07 Budget and Precept Setting for 2015 - 16

The budget for signs and noticeboards has increased to £1,500 in light of the history boards. The Maintenance Technician budget has also been increased to £5,750.00, based on analysis of recent expenditure. To cover unplanned tree works the budget has also been increased to £10,000.00.

It was reported that the Council Tax Support (CTS) grant is currently budgeted to drop by 1.96%, based on Winchester City Council's figures.

The budgeted income for the precept for next year will be £110,059.00. This

will, on an average band D property, give a small decrease on individual precept charge. The committee agreed for this to be sent to Parish Council for approval and thanked the Clerk for his hard work.

F/15/08 New Banking Arrangement & Investments

It was agreed to investigate how Winchester City Council are currently investing.

Clerk

F/15/09 Grant Applications

None.

F/15/10 KWPC Lease

None.

F/15/11 KWCC Fire and Asbestos Policies

None.

F/15/12 Training and Staffing

The Clerk had received information on a First Aid training course and thought that due to the nature of the office's location that one, or both clerks, be trained in First Aid. It was agreed to investigate training providers and book a place for both Clerks.

Clerk

The Clerk also stated that due to the proximity of the Hall and Parish Council's ownership of play areas, that on occasion require visiting, that it would be prudent for both Clerks to be DBS checked, which was unanimously agreed.

Clerk

F/15/13 RFO's and Clerk's Notices

None.

F/15/14 Chairman's Notices

None.

F/15/15 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 £8,432.73. A total of £493.24 had been spent on urgent invoices where cheques had been signed prior to the meeting. [Copy attached].

F/15/16 Items for Discussion at the Next Meeting

None.

F/15/17 Date of next meeting

The next meeting has been scheduled for 9.30am on 11 February 2015.

The meeting closed at 11:42.

Signed.....

Date.....

DRAFT

Kings Worthy Parish Council

Management Accounts for the period ended 31 December 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	88,577	95,241	6,665	123,454	120,509	Finance (inc. Precept)
4,584	4,800	3,600	3,600	0	4,800	4,800	THMC Income
7,000	7,050	4,596	26,226	21,630	28,110	6,200	Recreation & Amenities
0	0	0	0	0	0	0	Planning & Highways
127,784	129,959	96,773	125,068	28,294	156,364	131,509	Total Income
Expenditure: Summary							
							Expenditure Item/Description
70,453	67,763	46,051	50,436	-4,385	73,556	70,047	Finance
57,258	61,344	46,609	63,162	-16,553	80,879	65,184	Recreation & Amenities
7,500	7,000	3,500	3,310	190	7,186	7,545	Planning & Highways
135,211	136,107	96,160	116,908	-20,749	161,621	142,776	Total Expenses
127,784	129,959	96,773	125,068	28,294	156,364	131,509	Total Income
135,211	136,107	96,160	116,908	-20,749	161,621	142,776	Total Expenses
-7,427	-6,148	614	8,159	7,546	-5,257	-11,267	Income less expenses
0	0	0	0	0	0	0	Transfer from Reserves
-7,427	-6,148	614	8,159	7,546	-5,257	-11,267	Net Surplus (deficit) for year

Bank Reconciliation as at**31 December 2014**

		<u>A/c no.</u>
Bank: Current a/c	£12,701.16	324833
Deposit a/c	£0.00	1518442
Deposit a/c	£25,000.00	19208731
Deposit a/c	£0.00	20477902
Deposit a/c	£140,448.06	88395529
	<hr/>	
	£165,448.06	
Less u/p cheques and D/Ds:		
5533 Worthy Runners	£100.00	
5545 Jacob Conroy	£21.50	
5546 Louise Conroy	£21.50	
5550 M R Smith	£792.13	
5553 PC Comms	£57.60	
5558 Wicksteed Leisure Ltd	£525.90	
	<hr/>	
	£1,518.63	
Add u/p credits:		
	<hr/>	
	£0.00	
	<hr/>	
	£176,630.59	
Current account as per NatWest bank	£12,701.16	
Less: unpresented cheques	£1,518.63	
Add: unpresented credits		
Balance as per ledger	<hr/>	
	£11,182.53	
Balance as per ledger	11,182.53	
Less: Outstanding D/Ds		
Add: u/p credits		
	<hr/>	
	£0.00	
Adjusted ledger balance	<hr/>	
	£11,182.53	

Kings Worthy Parish Council

FINANCE COMMITTEE

Invoices for Payment - December 2014 for January 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) £
Autoheat Gascare	5569	Annual gas appliance maintenance contract		226.00
British Gas	5570	Contract balance		155.65
S Newell	5571	Expenses for Christmas function		111.59
		Total		493.24

Cheques to be authorised:

Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £
Hampshire County Council	5572	Pensions - December	600.08
Hampshire County Council	5573	Rule and copyholder	5.76
M.R. Smith	5574	Maintenance services for December 2014	263.25
Box-it	5575	Document storage 01/01-31/03/15	25.98
Sutcliffe Play Ltd	5576	Bicycle mill	6263.71
Viking	5577	Vacuum pump pot and cut flush plastic fiolders	56.95
Mulberry Tree Services	5578	Beech tree at Hinton Park felled and cleared	1200.00
Royal British Legion Poppy Appeal	5579	Poppy wreath 2014	17.00
		Total	8,432.73

Direct Debits & Standing Orders

BT	Telephone (monthly)	37.00
BT	Internet (quarterly)	197.96
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
SAGE	Initial payment	34.00
	Total	3,756.21

Salary Costs

Telephone banking	Net Wages (net of tax & NI)	2224.40
HMRC	PAYE	281.60
HMRC	National Insurance	184.96
Pensions	(Paid by cheque as above)	600.08
	Total	3,291.04