

Kings Worthy Parish Council

FINANCE COMMITTEE

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

Present:	Councillors:	Malcolm Prince [Chairman] Ian Gordon Denis Welstead Sarah White
	Clerk:	Adrian Reeves Chris Read
	Public:	0

F/14/77 Apologies for Absence

Apologies for absence had been received from Cllr Reiners.

F/14/78 Public Question Time

None

F/14/79 Minutes of the Meeting held on the 23 April 2014

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

F/14/80 Matters Arising from the Minutes of 23 April 2014

- **F/14/43 War Memorial** – Cllr Welstead had received another invoice reminder from the War memorials trust. It was noted that the cheque for payment of this invoice was to be signed later in the meeting. It was also confirmed that the £270 grant, replacement of the scroll memorial, was in the Parish Council's accounts.
- **F/14/43 Parish Office Email** – Cllr Gordon noted that he needed to sit down with one of the clerks and see what needed sorting from our end. **Action – Clerk & Cllr Gordon.** It was agreed that this item will be removed from future agendas.
- **F/14/43 Budget and Precept 2014-15** – It was noted that it had all gone through with Winchester City Council (WCC) but the response we requested only address half our questions. It was noted that the numbers won't become available until January to February time and that we can't have them when we

would require them. Cllr Gordon noted that we need the information beforehand to budget our precepts accurately. It was agreed to diarise this item for 9 months' time.

- **F/14/43 Dog Bin Emptying** – The contracts for this had been signed and sent off; it is currently live, but invoices have not yet been received.
- **F/14/44 Replacement PC for meeting room** – The new PC been installed including all appropriate software, and has been signed off.
- **F/14/53 Natwest Bank** – Cheque signatories have now been dealt with; but the internet banking forms, requested on 3 march, have still not been received. Natwest are to be contacted **Action – Cllr Gordon**
- **F/14/69 Redecoration of Meeting Room and Office** – Quotes for redecoration in magnolia and white, have been requested from the two expressions of interest for submission by 28th May.
- **F/14/53 RFO's and Clerk's Notices** –

None

F/14/81 Proposed New Expenditure for Finance Approval

- **Planning and Highways**

None. Cllr Prince noted that the costs for the streetlights for October to March were £2740.

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

A correspondence from Sage had been received offering an upgrade to the latest 2014 version of Sage Accounts. It was agreed the upgrade was not need at this stage.

It was proposed that t a copy of publisher be obtained for one of the parish office pcs, for editing newsletters and other promotional documentation. This currently cannot be done within the parish office. Cllr Prince noted that this software would be useful in the creation of urgent leaflets, such as flooding leaflets. It was unanimously agreed a copy be procured with a budget of around £100. **Action – Clerk.**

- **Recreation and Amenities (R&A)**

It was noted that R&A had decided to go with the L.A. Kattenhorn Partners Ltd tender for the resurfacing of Eversley Park. Cllr Prince stated that the process to get funds from the S106 play and sports balance must be started as soon as possible. Cllr Newell, Allen and White are to meet with Worthies Sports and Social Club to discuss lining of the car park.

A response had been received from the solicitors regarding the Church Green playground. A couple of amendments are to be made to the letter, by Cllr Newell, and the letters are to be sent as soon as possible after they are finalised.

Quotes for fencing around the proposed new accessible swing have been requested from 3 companies. One such quote from Sutcliffe play has already been received. Cllr Gordon noted that Steel Services Winchester in the foundry do supply fencing.

Cllr White noted that the dog faeces spraying initiative has been moved into June. Signs were approved for procured approximately a year ago and put on hold until the artwork has been received. Cllr Reiners to be chased for artwork for signage.

Action – Clerk

It was noted that a phone call had been received from a parishioner informing us that the 3 cycle roundabout has now stopped working. It was agreed that once our ROPSA inspections are complete, the new Finance committee will consider repairing or replacement.

Communications

None.

(Cllr Reiners left the meeting)

F/14/82 To receive the Statement of Accounts and Management Reports

The Clerk gave a presentation to members of the figures for the month ending 30th April 2014, which included a bank reconciliation statement [copy attached]. The current surplus on current account is £3,620 due to lower than expected expenditure within Finance and R&A. However the predicted outcome for the year end is a deficit of £6,148.

It was noted by the Clerk that £1000 had been left in the will of Mrs Margery Alma Hartley, to “Kings Worthy & Headbourne Worthy Parish Council”. The Solicitors dealing with Mrs Hartley’s will we contacted and informed that Kings Worthy and Headbourne Worthy were separate councils. The Solicitors split the money 50/50 and we have received a cheque for £500.

It was noted that Tubbs Hall are now paying the new rate to the Parish Council.

Cllr Prince noted that £10,000 has been budgeted for trees and these funds are to be moved from general to earmarked reserves. **Action – Clerk**

Cllr Prince noted that the S106 Sports and Play doesn’t include the recent increase as these new balances are being double checked.

Cllr Prince noted that the reserves are at the correct 75% of precept level.

The Clerk noted that the larger amount of unrepresented cheques were due to the later than usual Finance committee meeting.

F/14/83 Audit Arrangements

The audit is to be carried out on the 4th June 2014. End of Year accounts are to be agreed at the next Parish Council meeting.

F/14/84 Grant Applications

Kings Worthy Primary School – a request has been received for a grant of £500 for procurement of resources for all children to participate in the national grounds week. These are to include pond dipping equipment, willow for sculpting, hazel road for whittling, magnifying pots plus bird and bug box building kits.

Cllr Prince suggested we ask if Kings Worthy Parish Council could erect a plaque showing their support for education in Kings Worthy. The grant of £500 was agreed unanimously and it was also agreed to request £100 for a plaque at Parish Council.

Worthys Conservation Volunteers – a request has been received for a grant of £300 to cover the costs of their public liability insurance. This grant of £300 was unanimously agreed.

Tubbies Playgroup – a request has been received for a grant of £150 to cover the cost of replacing broken toys, advertising and public liability insurance. It was noted that no other grant forms have been received from the other non-profit playgroup. The grant of £150 was unanimously agreed.

Fete Committee – A request has been received for a grant of £1,050 to cover the following:

- £300 for first aid and security staff
- £250 for audio equipment rental
- £260 for a children's entertainer (Juggling Jake)
- £240 for advertising

Cllr Welstead asked if they have considered sponsorships from large companies.

A vote was taken to grant them £500 of the £1050 grant request. This vote was 3 for and 1 against. This is to be taken to Parish Council for approval.

Winchester Live at Home Scheme - a request has been received for the Parish council to consider supporting their organisation. It was noted that they have 18 members in Kings Worthy. It was agreed to contact them to ascertain whether they charge for their services and to ask them to fill out a grant form. It was also noted we would like to see them advertise in Kings Worthy to attract more members/

F/14/85 KWCC Lease

Cllr White stated she had received an email, originally sent to Cllr Robert Johnston, stating they would be paying for the legal costs relating to drawing up the new lease.

Hedleys have informed the Parish Council that they have not forgotten this issue but we have yet to receive a response; to be chased. **Action - Clerk**

F/14/67 Fire Policy

Cllr Gordon has received an electronic copy and is to ratify them.

F/14/68 Review of Financial Regulations

Cllr Gordon is in the process of aligning these with the standing order to ensure they aren't contradicting one another. **Action – Cllr Gordon**

F/14/71 Training and Staffing

Review meeting have been held with both the Clerk and Trainee Clerk, in which both were informed that the Parish Council are happy with the work they have done. These reviews are to be repeated in 6 months' time. Staff contracts are still outstanding. **Action – Chairman & Vice-Chairman**

F/14/72 RFO's and Clerk's Notices

It was noted that a letter from the Citizens Advice Bureau has been received stating that due to lack of usage, and improvements in bus services, they are stopping their outreach clinics within the Kings Worthy area. It was noted that they do provide advice over the phone and perform home visits.

A letter from 10 Downing Street has been received informing of the new Employer Allowance for National Insurance contributions. After investigation it turns out that Parish Councils aren't eligible.

The Clerk reported the website usage statistics [see copy attached]. It was agreed to input these figures into a graph and to compare with last available usage statistics graphs.

F/14/73 Chairman's Notices

Cllr White noted that the Parish Council will miss him and would like to thank Cllr Prince for his hard work and valuable contributions.

F/14/74 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 £5,920.30. [Copy attached].

F/14/75 Items for Discussion at the Next Meeting

None, other than those listed above.

F/14/76 Date of next meeting

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

The meeting closed at 11:50 am.

Signed.....

Date.....

Kings Worthy Parish Council

Management Accounts for the period ended 30 April 2014

2013/2014 Budget	2014/2015 Budget	2014/2015 Budget ytd	Actual ytd	Variance ytd	2015/16 Budget Proposed	Income Item/Description
£	£	£	£	£	£	
Income: Summary						
116,200	118,109	9,692	9,967	275	0	Finance (inc. Precept)
4,584	4,800	400	400	0	0	THMC Income
7,000	7,050	333	800	467	0	Recreation & Amenities
0	0	0	0	0	0	Planning & Highways
127,784	129,959	10,426	11,167	742	0	Total Income
Expenditure: Summary						
70,453	67,763	5,753	4,823	931	0	Finance
57,258	61,344	5,732	2,725	3,007	0	Recreation & Amenities
7,500	7,000	0	0	0	0	Planning & Highways
135,211	136,107	11,485	7,548	3,937	0	Total Expenses
127,784	129,959	10,426	11,167	742	0	Total Income
135,211	136,107	11,485	7,548	3,937	0	Total Expenses
-7,427	-6,148	-1,059	3,620	-3,196	0	Income less expenses
0	0	0	0	0	0	Transfer from Reserves
-7,427	-6,148	-1,059	3,620	-3,196	0	Net Surplus (deficit) for year

Bank Reconciliation as at**30-Apr-14**

		<u>A/c no.</u>
Bank: Current a/c	£11,051.61	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	£71,421.94	88395529
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	£171,421.94	
Less u/p cheques:		
5431 Jacob Conroy	£18.75	
5445 Cordle Design	£210.00	
5454 Winchester City C.	£318.77	
5456 EKS Accounting	£49.80	
5457 M R Smith	£760.02	
5459 Martin Taylor	£29.60	
5460 Sarah White	£28.00	
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	£1,414.94	
Less u/p credits:		
Nil		
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	£135,164.75	
Current account as per NatWest bank	£12,466.75	
Less: unrepresented cheques	£1,414.94	
Balance as per ledger	<hr/>	
	£11,051.81	

Kings Worthy Parish Council
FINANCE COMMITTEE
Invoices for Payment - May 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) £
			Total	0.00

Cheques to be authorised:

Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £	
Hampshire County Council	5462	Copier paper & envelopes	61.34	
Hampshire County Council	5463	Pensions - April	379.71	
Hampshire County Council	5464	Street lighting October 2013 - March 2014	3225.24	
MR Smith	5465	Maintenance services April 2014	281.21	
Blackwell & Moody	5466	Work on war memorial	1972.80	
			Total	5,920.30

Direct Debits & Standing Orders

BT	Telephone (monthly)	26.00
Southern Water	Eversley Park supply	14.55
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
Green Smile Ltd.	Grounds maintenance contract (monthly)	3,239.25

Total	3,441.20
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Salary Costs

Telephone banking	Net Wages (net of tax & NI)	2077.46
HMRC	PAYE	473.20
HMRC	National Insurance	283.62
Pensions	(Paid by cheque as above)	379.71

Total	3,213.99
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