

# Kings Worthy Parish Council

## FINANCE COMMITTEE

Minutes of the Meeting held on Wednesday 14 October 2015  
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy

**Present:**                      **Councillors:**                      Martin Taylor (Chairman)  
   Robert Barnes  
   Ian Gordon  
   Noel McCleery  
   Stewart Newell  
   Denis Welstead

**Clerks:**    Chris Read  
   Adrian Reeves

**Public:**    0

### Action

<b>F/15/141 Apologies for Absence</b>
None.
<b>F/15/142 Public Question Time</b>
None.
<b>F/15/143 Minutes of the Meeting held on the 16 September 2015</b>
The minutes were agreed as a true record of the meeting and were signed by Cllr Taylor.
<b>F/15/144 Matters Arising from the Minutes of 15 July 2015</b>
<b>F/15/126 S106 Funding &amp; Community Infrastructure Levy (CIL) –</b>
The Clerk reported to the committee that the S106 funding approved for the Play Area on Church Green had now been received.
Cllr Taylor reported to the committee on a South Downs National Park meeting he had attended which included a discussion on CIL. Cllr Taylor was informed that the CIL exemptions, such as self build classification, was a decision by central government to encourage building. It was agreed to write to Winchester City Council regarding CIL.
<b>F/15/126 New banking arrangements &amp; investments</b>
The Clerk reported to the committee noting that the money had been taken for both fixed term deposits; and the paperwork received.
The Assistant Clerk distributed a document for reading before the next finance meeting, summarising the current account options and legislation with regards to Parish Councils.

**Cllr Gordon & Clerk**

<b>F/15/145 Proposed New Expenditure for Finance Approval</b>	
<ul style="list-style-type: none"> <li>○ <b>Planning and Highways</b>  None.</li> <li>○ <b>Finance and Administration [incl. Tubbs Hall]</b>  The Clerk noted that a new Burial Register is required as the current register is almost full. It is a legal requirement for the Parish Council to keep such a register, as the owner of a Burial Ground. It was agreed to purchase a new register at £170.00, excluding VAT.  The Assistant Clerk reported to the committee on the current rented photocopier contract. The Parish Council's current copier is now out of contract and prices for the rental of a new copier had been obtained. The cheapest quotation saved the Parish Council approximately 44% on their current copying costs.  It was agreed to proceed with a 4 year rental contract with Sharp. The committee thanked the Assistant Clerk for his hard work.</li> <li>○ <b>Recreation and Amenities (R&amp;A)</b>  Due to logistical and cost issues with the 4ft monolith in the Burial Ground, it has been agreed by the project leads to proceed with a segmented slate stack water feature. A budget of £500.00 was agreed for installation &amp; groundworks for the water feature.</li> <li>○ <b>Communications</b>  None.</li> </ul>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<b>F/15/146 To receive the Statement of Accounts and Management Reports [see attached]</b>	
<p>The Clerk gave a presentation to members of the figures for the year to date ending 30 September 2015, which included a bank reconciliation statement which was signed by the Chairman [copy attached]. The current surplus of income over expenditure is £11,617.00 at that date. This was due to the funds for the Church Green Play Area S106 having now been received.</p>	
<b>F/15/147 Proposed new website</b>	
<p>The Assistant Clerk distributed 2 documents regarding the layout of the current website and how this would be integrated into a new website. It was agreed with the addition of a page for the Burial Ground.</p> <p>It was agreed for the Assistant Clerk to proceed with obtaining quotations for a new website based on this.</p>	<b>Assistant Clerk</b>
<b>F/15/148 Grant applications</b>	
<p>None.</p>	
<b>F/15/149 KWPC – THMC sub-lease and memorandum of understanding</b>	

Cllr Newell met with Jackie Porter (THMC) to discuss a new memorandum of understanding. A copy of the amended copy, subsequent to this meeting was distributed to the committee members. Cllr Newell noted that it was agreed that the cleaning costs be paid for on a 60/40 split, based on the floor areas of each organisation.

It was also agreed that the outside of the windows will be cleaned quarterly and the gutters cleared 6 monthly. It was agreed that the contractor that currently cleans the bus shelters would be approached for a quote for gutter cleaning and to clean the Velux panes.

**Clerk**

**F/15/150 Fire Inspection Action Items**

The Assistant Clerk had drawn up a fire safety document for hirers of the Parish meeting room. This is to be distributed to committee members for reviewing.

**Clerk**

**F/15/151 Budget/Precept setting process for 2016-17**

It was agreed that the Clerks and Cllr Taylor will draft a budget for the December finance committee. This will then be distributed to the other committees in January. The other sub-committees will be asked to prepare their anticipated costs at their next meeting.

**Clerks & Cllr Taylor**

**F/15/152 Review of Standing Orders and Financial Regulations**

Copies have yet to be distributed to councillors due to work load but will be sent round soon.

**F/15/153 RFO's and Clerk's Notices**

None.

**F/15/154 Chairman's Notices**

A course on 'Wildflowers in Parks and Green Spaces' is being run by Wildflower Turf Ltd, at a cost of £150.00 per delegate. It was agreed to send two councillors on this course.

**Clerk**

The Hampshire Association of Local Councils are holding courses on running allotments. This course can be an in house training session and it was agreed to investigate to cost for of running a session for all councillors who wish to attend

**Clerk**

**F/15/155 Authorise Invoices for Payment**

The Committee received a schedule of invoices due for payment, agreed the schedule and signed the cheques. The total invoices for payment amounted to £4,364.03. A total of £372.02 had been spent on urgent invoices where cheques had been signed prior to the meeting. [Copy attached].

**F/15/156 Items for Discussion at the Next Meeting**

None.

**F/15/157 Date of next meeting**

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

**The meeting closed at 11:35.**

**Signed.....**

**Date.....**

# Kings Worthy Parish Council

## Management Accounts for the period ended 30 September 2015

2013/2014 Budget	2015/2016 Budget	2015/2016 Budget ytd	Actual ytd	Variance ytd	Income Item/Description
£	£	£	£	£	
<b>Income: Summary</b>					
116,200	120,509	60,255	59,358	(897)	Finance (inc. Precept)
4,584	4,800	2,400	2,400	0	THMC Income
7,000	6,200	2,898	17,086	14,187	Recreation & Amenities
0	0	0	0	0	Planning & Highways
<b>127,784</b>	<b>131,509</b>	<b>65,553</b>	<b>78,843</b>	<b>13,290</b>	<b>Total Income</b>
<b>Expenditure: Summary</b>					
<b>70,453</b>	<b>70,047</b>	<b>34,252</b>	<b>28,612</b>	<b>5,640</b>	<b>Finance</b>
<b>57,258</b>	<b>65,184</b>	<b>30,277</b>	<b>38,615</b>	<b>(8,338)</b>	<b>Recreation &amp; Amenities</b>
<b>7,500</b>	<b>7,545</b>	<b>3,773</b>	<b>0</b>	<b>3,773</b>	<b>Planning &amp; Highways</b>
<b>135,211</b>	<b>142,776</b>	<b>68,302</b>	<b>67,227</b>	<b>1,075</b>	<b>Total Expenses</b>
127,784	131,509	65,553	78,843	13,290	<b>Total Income</b>
135,211	142,776	68,302	67,227	1,075	<b>Total Expenses</b>
<b>(7,427)</b>	<b>(11,267)</b>	<b>(2,749)</b>	<b>11,617</b>	<b>14,365</b>	<b>Income less expenses</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Transfer from Reserves</b>
<b>(7,427)</b>	<b>(11,267)</b>	<b>(2,749)</b>	<b>11,617</b>	<b>14,365</b>	<b>Net Surplus (deficit) for year</b>

**Bank Reconciliation as at**

**30-Sep-15**

		<u>A/c no.</u>
Bank: Current a/c	£17,857.28	00324833
Deposit a/c	£0.00	19208731
Deposit a/c	£79,469.26	88395529
	<hr/>	
	£79,469.26	
	<hr/>	
	£97,326.54	
Less u/p cheques and D/Ds:		
5688 Sarah White	£4.57	
5700 M.R. Smith	656.00	
5707 Stan Lowres	47.50	
5708 Cameron Speirs	47.50	
5711 Sarah White	95.00	
5715 Energy Development Co-operative Limited	372.02	
	<hr/>	
	£1,222.59	
Add u/p credits:		
	<hr/>	
	£0.00	
	<hr/>	
	£96,103.95	
Current account as per NatWest bank	£17,857.28	
Less: unrepresented cheques	£1,222.59	
Add: unrepresented credits		
Balance as per ledger	<hr/>	
	£16,634.69	

<b>Kings Worthy Parish Council</b>				
<b>FINANCE COMMITTEE</b>				
<b>Invoices for Payment - August 2015 for September 2015 Committee</b>				
The following invoices have been received since the last meeting of the Finance Committee.				
<b>Cheque already authorised and signed:</b>				
Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £	Invoice Value (incl VAT) £
Energy Development Co-Operative Limited	5715	Solar pump & pump kit		372.02
			<b>Total</b>	<b>372.02</b>
<b>Cheques to be authorised:</b>				
Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £	
Hampshire County Council	5716	Pensions - September		622.82
Hampshire County Council	5717	Scotch tape & dispenser	7.67	
		washing up liquid & pens	25.15	32.82
Green Smile Ltd	5718	2 tonnes of soil for chafer grub damage	108.00	
		Weedkill Hinton Park tree area, topsoil & seed	600.00	
		Hire of rotavator and rotavate at Burial Ground	250.00	
		30 hrs to clear 4 quadrants at Burial Ground	480.00	1438.00
The Landscape Group	5719	Dog bin emptying July-September		998.40
Box-it	5720	Storage October-December 2015		22.34
Supply My Office Ltd	5721	Batteries, inkpad, pens and A4 pads		60.78
H.S.Jackson & Sons (Fencing) Ltd	5722	50 1.2m high 150 mm diameter posts + Jakcure		579.54
RBL Poppy Appeal	5723	Poppy wreath		17.00
EKS Accounting	5724	Payroll July-September 2015		79.52
Worthy Sand & Ballast	5725	6 large bags eco soil		453.60
Christopher Read	5726	Fire & hot water signs, tape measure, milk & BitDefender software		42.22
Adrian Reeves	5727	Nuts, screws, washers & milk		16.99
			<b>Total</b>	<b>4,364.03</b>
<b>Direct Debits &amp; Standing Orders</b>				
BT		Telephone (monthly)		37.00
BT		Internet (quarterly)		197.96
Southern Water		Tubbs Hall water supply (monthly)		55.00
Southern Water		Burial Ground water supply		0.00
Southern Water		Eversley Park water supply		0.00
E.On Gas		Tubbs Hall gas supply (monthly)		4.70
E.On Electricity		Tubbs Hall electricity supply (monthly)		0.00
Green Smile Ltd.		Grounds maintenance contract (monthly)		3,239.25
Winchester City Council		Business rates (monthly)		0.00
SAGE		Accounting software (monthly)		30.00
BIFFA		Waste collection (quarterly)		117.78
Information Commissioners Office		Registration (annual)		35.00
			<b>Total</b>	<b>3,716.69</b>
<b>Salary Costs</b>				
Telephone banking		Net Wages (net of tax & NI)		1,986.94
HMRC		PAYE		333.80
HMRC		National Insurance		179.28
Pensions		(Paid by cheque as above)		622.82
			<b>Total</b>	<b>3,122.84</b>