Kings Worthy Parish Council FINANCE COMMITTEE

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

Present: Councillors: Martin Taylor (Chairman)

Ian Gordon Denis Welstead

Clerks: Chris Read

Public: 0

	<u>Action</u>
F/16/115 Apologies for Absence	
Cllrs Stewart Newell & Noel McCleery.	
F/15/116 Public Question Time	1
None.	
F/15/117 Minutes of the Meeting held on the 10 th August 2016	
The minutes were agreed as a true record of the meeting and were signed by Cllr Taylor.	
F/16/118 Matters Arising from the Minutes of 10 th August 2016	
 F/16/102 Signs at Tubbs and St. Mary's halls – Awaiting confirmation of style and colour. 	n
 F/16/102 CCTV – Landlord approval – Winchester City Council (WCC) have given their permission to install CCTV at Tubbs Hall. This work is on hold until it is ascertained whether the pest problem has returned. 	
 F/16/105 Banking – Natwest have caused further delays with the transfer of funds from our old Natwest accounts to our new Unity Trust accounts. 	
Decision: Write a letter of complaint to Natwest about the issues we've had with the transfer process.	Clir Gordon
F/16/119 Proposed New Expenditure for Finance Approval	
o Planning and Highways	
None	
 Finance and Administration [incl. Tubbs Hall] 	

Pest Control – We have had issues with our current pest controller with regards to no performance of contract.

Decision: Considering the importance of the contract to ongoing works and the return of a 'dead rat' smell in the hall it was unanimously agreed to not renew the contract with our current provider.

It was agreed to proceed with a site survey from 'Cannon Pest Control' at a cost of £60.00.

Clerk

Fire Action Items - A quotation had been received for the following works:

- Installation of a 4 zone fire alarm panel with backup batteries
- Installation of 2 Optical smoke detectors to be installed in the loft.
- Installation of 2 Flashing sounder beacons 1 in hall and 1 in the disabled toilet.
- ❖ Installation of a 230v Mains fire alarm isolator.
- ❖ Wiring in the fire shutter too close when the alarm sounds.
- Certification and commissioning all works above.

Decision: It was agreed to proceed with the quotation at a cost of £730.80 and to have this work carried out as soon as possible.

Clerk

Electrical Inspection – A quotation had received for an electrical inspection, which is now due. Other quotations have been requested but were not forthcoming.

Decision: It was agreed to check whether 'Brooks Electrical' have been invited to quote. If they haven't, it was agreed to obtain a quotation from them.

Clerk

Local Councils Update Subscription – The renewal form to receive the 'Local Councils Update' magazines had been received. It was noted that these magazines provide invaluable information on changes to regulations and laws relating to Local Government

Decision: Renew the subscription at a cost of £75.00.

Clerk

Recreation and Amenities (R&A)

None.

Communications

The Clerk reported to the committee that an extra £198.00 had been spent on a printed LPP2 report sheet which were delivered with the summer newsletters.

F/16/120 To receive the statement of accounts and management reports for month ended 31st August 2016 [see attached]

The Clerk gave a presentation to members of the figures for the year to date ending $31^{\rm st}$ August 2016. The current surplus of income over expenditure is £16,362.00 at that date. The Clerk noted that the surplus includes £17,128.00 received as the first instalment of the Community Infrastructure Levy due from the Lovedon Lane development.

Cllr Taylor is to discuss possible budget phasing issues with Clerk.

Cllr Taylor

F/16/121 Banking and Investments

The Clerk presented a spreadsheet to the committee listing the investment options available to the Parish Council.

Decision: It was agreed to recommend to the Parish Council that we invest £35,000.00 in a 12-month fixed term deposit and £21,000.00 in a 3-month variable deposit. The 3-month deposit allows funds to be accessed with 3 months' notice and does not have a maximum term, however the interest rate is variable.

Clerk

F/16/122 Standing Orders & Financial Regulations – review to incorporate changes required as a result of new banking arrangements.

A copy of the proposed revised Standing Order & Financial Regulations had been distributed to committee members before the meeting. All changes were agreed and these will be distributed to all councillors. These revisions will be ratified at the next Parish Council meeting.

Clerk

F/16/123 Grant applications

None.

F/16/124 Remuneration

Assistant Clerk's responsibility payment – The Assistant Clerk's contract states that when the Clerk is absent for more than 5 days, the Assistant Clerk is entitled to a responsibility payment of £50.00. This payment hasn't been made since the Clerk started.

Decision: It was agreed to instruct our payroll provider to make a back payment of £300.00 to cover the previous payments and a payment to cover the 14^{th} – 23^{rd} September.

Clerk

F/16/125 Tubbs Hall – landlord's responsibilities – Actions from 2016 fire inspection report

See above.

F/16/126 RFO's and Clerk's Notices

Prepaid Card – The internal auditor recommended in her report that the Parish Council have a prepaid card facility available, due to the number of urgent items being purchased on the officer's personnel cards.

Decision: It was agreed to proceed with a prepaid MasterCard for each Clerk from the company 'Cashplus', with an annual cost of £69.00. £200 is to be maintained in the account with each Clerk having the authority to spend £100.00.

Clerk

Gov.uk domain – Advice from JISC (governing body for gov.uk domains) states that they do not recommend that adverts are hosted on gov.uk domain names and that if they are, it would be the responsibility of the Parish Council to ensure the integrity of any adverts.

Decision: It was therefore agreed to recommend to Parish Council that we purchase the domain www.kingsworthy-pc.uk & www.kingsworthy-pc.uk for use by the Parish Council.

Clerk

F/16/127 Chairman's Notices						
None.						
F/16/128 Authorise Invoices for Payment						
The Committee received a schedule of invoices due for payment, and agreed the schedule. Councillors Taylor and Gordon are to authorise the payments with the online banking system after the meeting. The total invoices for payment amounted to £8,562.93. A total of £2,084.70 had been spent on urgent invoices where payments have been made prior to the meeting. [Copy attached].						
F/16/129 Items for Discussion at the Next Meeting						
None.						
F/16/130 Date of next meeting	<u>.</u>					
The next meeting has been scheduled for 9.30am on 12 th October 2016.						
The meeting closed at 12:00.						
Signed Date						

2015/16 Actual (Full Year) (£)	Current Month Budget (£)	Current Month Actual (£)	Current 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	27,012	17,155	Finance (inc. Precept)	49,284	66,824	17,539	119,221	0	0	
4,808	2,000	2,000	0	THMC Income	2,000	2,000	0	4,800	0	0	
21,287	463	1,300	837	Recreation & Amenities	4,054	3,604	(450)	8,092	0	0	
0	0	0	0	Planning & Highways	0	0	0	0	0	0	
148,068	12,319	30,312	17,993	Total Income	55,339	72,428	17,089	132,113	0	0	
				Expenditure Item/Description							
69,160	8,478	4,722	3,756	Finance	30,690	26,459	4,231	66,940	0	0	
89,539	10,751	8,030	2,721	Recreation & Amenities	32,463	29,607	2,857	93,665	0	0	
5,927	0	0	0	Planning & Highways	0	0	0	8,750	0	0	
164,626	19,229	12,752	6,477	Total Expenses	63,153	56,065	7,088	169,355	0	0	
148,068	12,319	30,312	17,993	Total Income	55,339	72,428	17,089	132,113	0	0	
164,626	19,229	12,752	6,477	Total Expenses	63,153	56,065	7,088	169,355	0	0	
(16,558)	(6,909)	17,561	24,470	Net Surplus (deficit) for year	(7,815)	16,362	24,177	(37,241)	0	0	

Bank Reconciliation as at

31 August 2016

Bank:	NatWest Current a/c NatWest Deposit a/c Co-Operative Bank Fixed Term Deposit Unit Trust current account Unity Trust deposit account		£43,355.32 £0.62 £75,000.00 £22,275.10 £0.00 £140,631.04
			,
	Less u/p cheques and D/Ds:		
	5881 M.R.S. Services	£994.25	
			£994.25
	Add u/p credits:		
		£0.00	•
			£0.00
			£139,636.79
	Current account as per NatWest bank		£43,355.32
	Less: unpresented cheques		£994.25
	Add: unpresented credits		
	Balance as per ledger		£42,361.07
	Current account as per Unity Trust bank		£22,275.10
	Less: unpresented cheques		£0.00
	Add: unpresented credits		£0.00
	Balance as per ledger		£22,275.10

Kings Worthy Parish Council FINANCE, ADMINISTRATION & REMUNERATION COMMITTEE **Payments Listing for September 2016 Committee Meeting** The following payments have been made since the last meeting of the Finance Committee. Payments authorised: Invoice Value Total Invoice Value Payments previously authorised: (incl VAT) £ Nature of Works (incl VAT) £ Name of Supplier 737 11 Hampshire County Council Pensions - July 2016 **BDO LLP** Review of annual return y/e 31/3/16 480.00 36.00 **Environmental Hygiene Services** Steam clean & sanitation of 3 bus shelters Fire Link Ltd Fire risk assessment 81.59 **Mulberry Tree Services** 56 meters of mixed hedge cut at Eversley Park 750.00 Total 2,084.70 Payments to be authorised: Came & Company Insurance renewal (Oct 16 - Sept 17) 3101.89 Hole punch, Epoxy resin, tacker & staples 21.50 Hampshire County Council Scourer, cloths, dusters, air cleaner, screen wipes 19.55 41.05 Maintenance services - July 2016 407.50 Preparatory and installation works for water feature 905.39 Installation of Solar panel and wiring 158.48 Repair to Manhole cover 135.75 M.R.S.Services Replace crocodile post, repair fence & gate at CG 264.38 1383.94 Enlarge 2 quadrants in new cremation area Install bin at Fryers Close Play Area 95.04 Install loft hatch & ladder 440.88 3,791.36 Culverlands 2000 Parish Newsletters & 2000 A4 Enclosure Sheet 697.00 Supply My Office Ltd Fellowes 62MC Shredder 106.54 Adrian Reeves Invoice Stamp & Mileage 33.88 Christopher Read Milk, Filter, Descaler, Travel & Keys 53.56 Ian Gordon 8.10 **HMRC** PAYE & NI 729.55 Total 8,562.93 **Direct Debits & Standing Orders** For August Southern Water Tubbs Hall water supply (monthly) 24.60 Southern Water **Eversley Park water supply** 25.32 Southern Water **Burial Ground water supply** 10.94 E.On Gas Tubbs Hall gas supply (monthly) 27.99 E.On Electricity Tubbs Hall electricity supply (monthly) 67.76 Green Smile Ltd. Grounds maintenance contract (monthly) 3,239.25 Winchester City Council Business rates (monthly) 59.00 SAGE Accounting software (monthly) 30.00 вт Telephone (monthly) 30.58 вт Internet (quarterly) 206.60 Total 3,722.04 **Salary Costs** For August Telephone banking Net Wages (net of tax & NI) 2,105.99 HMRC PAYE (see above) 349.00 HMRC National Insurance (see above) 374.55 Pensions (Paid by BACS as above) 737.11 3,566.65 Total