

The Clerk presented a quote received from C&H Fabrics for a replacement blind and new chains to repair the other blinds. The quote consisted of £131.00 for the blind, £12.45 for replacement chains and £112.50 for labour, amounting to £255.95 in total. It was unanimously agreed to proceed with this quote.

○ **F/15/41 Hot Water Boiler for Kitchen –**

The Clerk presented a price estimate for a hot water boiler, to replace the urn within the kitchen. This urn is currently on a makeshift stand and poses a health & safety risk to users. It was agreed to write to Jackie Porter (Tubbs Hall Management Committee) to inform her of the health & safety risk and to recommend a solution. It was agreed to get a rough estimate for fitting of the water boiler.

Clerk

○ **F/15/41 Bench Tenders –**

It was noted by the Clerk that Parish Council had gone with the recommendation from finance and selected Hayter & Waterman for the bench tender. They will be contacting the office to arrange commencement of works once the school holidays have finished.

○ **F/15/41 Chafer Grub –**

Green Smiles had performed tests on the grounds Eversley Park and the limited treatment of the affected patches appears to have worked in eradicating the chafer grub on Eversley Park. However, Chafer Grub have now been discovered on Church Green, with a photograph taken by Green Smile confirming this.

○ **F/15/41 Bollards for Eversley Park–**

The folding sockets for the bollards to be erected at Eversley Park have been ordered and currently on a 3 week lead time.

F/15/59 Proposed New Expenditure for Finance Approval

○ **Planning and Highways**

None.

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

It was noted that the pest control contract was now ready to sign, payment for which is included in this cheque listing. The contract was signed at the meeting.

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

The Clerk noted that the current plan for viewing of the Church Green playground tenders is to have an extraordinary meeting on the 14 May at 19:30, for all councillors to come to see the plans. This is also to allow Cllr Barnes to attend as the Recreation & Amenities meeting is on election day (7 May).

o **Communications**

None.

F/15/60 To receive the Statement of Accounts and Management Reports [see attached]

The Clerk gave a presentation to members of the figures for the year to date ending 31 March 2015, which included a bank reconciliation statement which was signed by the Chairman [copy attached]. The current surplus of income over expenditure is £1,090.00 at that date, excluding 2nd half year charges for street lighting.

It was agreed that an extra row be created to allow S106 income and expenditure to be separated. The current month's budget is to be added and circulated for agreement for Parish Council.

F/15/61 New Banking Arrangement & Investments

Cllr Taylor presented figures for fixed term deposits he had obtained from the Co-operative bank. Upon investigation by Cllr Taylor and the Clerks, it was noted that other banks are either offering very poor rates, or not offering fixed term deposits at all.

It was agreed to recommend to the full Parish Council that; £25,000.00 be deposited in a 6 month fixed term deposit and £75,000.00 in a 12 month deposit, both with the Co-operative bank.

It was agreed to investigate Handelsbanken in regards to the Parish Council's current account.

Clerk

F/15/62 Grant Applications

None.

F/15/63 KWPC Lease

The Clerk and Cllr Newell had gone through the lease and created an amended copy with the main change being in regards to the 5 year rent review. The draft lease from Winchester City Council (WCC) stated the 5 year rent review was linked to 'Market Rent' whereas the previous lease stated it would be linked to the 'Retail Price Index'. The draft lease has been changed to link the rent review to RPI and it was agreed to send a copy back to WCC.

Clerk

F/15/64 KWCC Fire and Asbestos Policies

None.

F/15/65 Training and Staffing

DBS Checks – No response has yet been received from the Hampshire Association of Local Councils.

Arrangements for 2015-16 Pay Negotiations –

(The Clerks were both asked to leave the room whilst this was discussed.)

(The Clerks returned to the meeting.)

Provision of payroll and HR advice – HALC are now charging £100.00 annually for payroll and HR advice. It was agreed to pay this fee as the advice received from HALC is very useful and of a high standard.

F/15/66 RFO's and Clerk's Notices

The Clerk noted that upon attending an eye test, due to headaches, it was recommended that a higher resolution monitor would reduce fatigue and/or strain. It was agreed to purchase a new monitor for both clerks.

Clerk

F/15/67 Chairman's Notices

None.

F/15/68 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 £14,817.09. A total of £284.76 had been spent on urgent invoices where cheques had been signed prior to the meeting. [Copy attached].

It was reported to the committee that there had been confusion regarding the 2m boundary clearance in the recent tree works. Conflicting advice has been received regarding the legality of tree works during the bird nesting season. R&A have decided to avoid any possible repercussions and wait for September before the remaining tree works are carried out. It was agreed to hold a 10% retention on the total value of the contract until the remaining works are carried out.

F/15/69 Items for Discussion at the Next Meeting

None.

F/15/70 Date of next meeting

The next meeting has been scheduled for 9.30am on 13 May 2015.

The meeting closed at 11:45.

Signed.....

Date.....

Management Accounts for the period ended 31 March 2015 (final)

2013/2014 Budget	2014/2015 Budget	2014/2015 Budget ytd	Actual ytd	Variance ytd	2015/16 Budget	Income Item/Description
£	£	£	£	£	£	
Income: Summary						
116,200	118,109	118,109	124,678	6,569	120,509	Finance (inc. Precept)
4,584	4,800	4,800	4,800	0	4,800	THMC Income
7,000	7,050	7,050	33,159	26,109	6,200	Recreation & Amenities
0	0	0	0	0	0	Planning & Highways
127,784	129,959	129,959	162,636	32,677	131,509	Total Income
Expenditure: Summary						
70,453	67,763	67,763	60,537	7,226	70,047	Finance
57,258	61,344	61,344	94,203	-32,860	65,184	Recreation & Amenities
7,500	7,000	7,000	6,807	193	7,545	Planning & Highways
135,211	136,107	136,106	161,547	-25,440	142,776	Total Expenses
127,784	129,959	129,959	162,636	32,677	131,509	Total Income
135,211	136,107	136,106	161,547	-25,440	142,776	Total Expenses
-7,427	-6,148	-6,148	1,090	7,237	-11,267	Income less expenses
0	0	0	0	0	0	Transfer from Reserves
-7,427	-6,148	-6,148	1,090	7,237	-11,267	Net Surplus (deficit) for year

Bank Reconciliation as at		31-Mar-14		
				<u>A/c no.</u>
Bank:	Current a/c		£12,107.91	324833
	Deposit a/c	£25,000.00		19208731
	Deposit a/c	£106,306.03		88395529
			£131,306.03	
	Less u/p cheques and D/Ds:			
	5574 M.R. Smith	263.25		
	5582 M R Smith	725.29		
	5590 S White	53.34		
	5594 M.R. Smith	162.50		
	5596 HALC	84.00		
	5608 R Barnes	16.98		
	5609 Vokes & Beck (not sent c	48.00		
	5611 Plastor Limited	68.76		
			£1,422.12	
	Add u/p credits:			
			£0.00	
			£141,991.82	
	Current account as per NatWest bank		£12,107.91	
	Less: unrepresented cheques		£1,422.12	
	Add: unrepresented credits			
	Balance as per ledger		£10,685.79	

Kings Worthy Parish Council

FINANCE COMMITTEE

Invoices for Payment - February 2014 for April 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) £
Plastor Limited	5611	2 Plastic storage boxes (for SLR)		68.76
Barricade Ltd	5612	2 mild steel ground sockets		216.00
Pensions - February			Total	284.76

Cheques to be authorised:

Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £	Invoice Value (incl VAT) £
Hampshire County Council	5613	Pensions - March		600.08
Winchester City Council	5614	Returning Officer fees	75.10	
		Lease of land at Tubbs Hall	318.77	393.87
Hampshire Association of Local Councils Ltd	5615	HALC Fees 2015-16 & NALC Levy 2015-16		736.00
M.R. Smith	5616	Maintenance services for March 2015	299.25	
		Fit replacement Ninja trike	922.40	
		Replacement automatic hand driers	517.35	1739.00
Green Smile Ltd	5617	Supply plastic sheeting and fencing for chafer grub tests	54.00	
		Top soil and grass for Eversley playground	108.00	162.00
St John Ambulance	5618	Essential First Aid Course - C Read		30.00
Sutcliffe Play Ltd	5619	Installation of 52685 (accessible swing)		6481.20
Playsafety Limited	5620	Routine Playground Inspection Course		395.00
Glasdon UK Limited	5621	Topsy 2000 bin		199.69
Box-it	5622	Storage 01/04/15-30/06/15		22.10
EKS Accounting	5623	Payroll January - March 2015		61.52
The Landscape Group	5624	Emptying of dog bins January - March 2015		921.60
Itchen Valley Contract Services Ltd	5625	Annual pest control contract		240.00
Viking Payments	5626	Paper. Hi-lighters, refuse sacks and desk tidy		84.24
Ian Gordon	5627	Travel expenses	10.80	
		Kettle	39.99	50.79
Colin Luff	5628	Tree works at Broadview and Hinton Park		1700.00
Mr Lush	5629	Tree works at Broadview and Hinton Park		1000.00
			Total	14,817.09

Direct Debits & Standing Orders

BT		Telephone (monthly)		37.00
BT		Internet services (quarterly)		197.96
Southern Water		Tubbs Hall water supply (monthly)		55.00
British Gas		Tubbs Hall gas supply (monthly - final)		337.82
Southern Electric, 9109928015		Tubbs Hall electricity supply (monthly)		74.00
Green Smile Ltd.		Grounds maintenance contract (monthly)		3,239.25
SAGE		Accounting software (monthly)		30.00
Biffa		Waste collection (6 months)		166.95
			Total	4,137.98

Salary Costs

Telephone banking		Net Wages (net of tax & NI)		2,094.08
HMRC		PAYE		261.60
HMRC		National Insurance		168.16
Pensions		(Paid by cheque as above)		600.08
			Total	3,123.92