

Kings Worthy Parish Council

FINANCE COMMITTEE

Minutes of the Meeting held on Wednesday 15 July 2015
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy

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

Clerks: Chris Read
Adrian Reeves

Public: 0

Action

F/15/90 Apologies for Absence
Apologies had been received from Cllr Welstead.
F/15/91 Public Question Time
None.
F/15/92 Minutes of the Meeting held on the 13 May 2015
The minutes were agreed as a true record of the meeting and were signed by Cllr Taylor.
F/15/93 Matters Arising from the Minutes of 13 May 2015
F/15/74 S106 Funding & Community Infrastructure Levy (CIL) –
Cllr Newell noted that two meetings had been held with Winchester City Council (WCC) to discuss S106 & CIL. The first of which was to express concerns in regards to the current CIL proposal for the Lovedon Lane site. WCC referred to CIL as a non-optional tax. WCC also stated that benefits in kind must only be in relation to open space. It was also noted that developers do not have to make a CIL contribution on social housing or self-builds. It was indicated at said meeting, to which WCC did not object, that self-build applies to customer specified fixtures, fittings and finishes.
The Clerk noted that two letters official confirming the release of S106 funds of £922.40 for the accessible swing and £12,272.69 for the new Church Green Play Area. Both will be paid to the Parish Council on WCC's receipt of invoices.
F/15/74 Hot Water Boiler –
The Trainee Clerk noted that Tubbs Hall Management Committee (THMC) had agreed to proceed with the hot water boiler and this item had been ordered, for installation by the Maintenance Technician.

F/15/79 New banking arrangements & investments

It was noted that another set of forms were required from all councillors to setup the fixed term deposit accounts, which the Clerks are collating. There were still two forms outstanding and they have been requested urgently. The Co-Operative bank have indicated that this will be the last set of forms needed.

F/15/94 Proposed New Expenditure for Finance Approval

It was agreed to defer 3 items until Cllr Gordons arrival; External Storage, Fire Inspection – Actions and Replacement of the Clerk’s PC.

o **Planning and Highways**

None.

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

- o Commercial Advertising on PC website – The Clerk had been approached by a national cleaning company to advertise on the Parish Council website. A vote was taken and it was agreed not to allow external organisations to advertise on the PC website with 1 in favour and 3 against.
- o Tables in the Meeting Room – The Clerk noted that he had effected a repair to the tables and councillors may wish to consider replacing them. It was agreed to defer this until next year, or if a table breaks; whichever arises first.

(see below for further items)

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

- o Wooden posts – The stock of replacement wooden posts used around our open spaces is now down to 3, with 3 posts needing replacement. Considering the amount that are in need of imminent replacement, R&A committee proposed a purchase of 50 posts. These posts come with a 25 year guarantee from the supplier. It was unanimously agreed to proceed with the purchase of 50 posts, with a maximum budget of £1300.00.
- o Bins at Eversley Park – R&A committee proposed the purchase of 5 covered bins to replace the current 5 open top bins. This was recommended due to the current bins filling up with water and causing the metal liners to rust and when filled, rubbish gets blown out of the top. The Topsy 2000 bin, an example of which is in the adult exercise area, costs £130.98 (with fixings). Dependent on the amount work needed to fix the bin in place, the installation costs will only become apparent at installation. A budget of £1100.00 was agreed for purchase and installation.
- o Hire of water bowser for community orchard – The clerk informed the committee that the new trees to be planted in the community orchard will require watering for the first 1-2 weeks. As there is no water source within an appropriate distance, the only option will be a water bowser. This bowser, and a pump, would cost approx. £150.00 a week to hire from speedy services. It was agreed to look into the insurance and storage issues and also ask Green Smile whether they would be willing to hire it on our behalf.

Clerks

Clerks

Clerks

o **Communications**

None.

F/15/95 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 30 June 2015, which included a bank reconciliation statement which was signed by the Chairman [copy attached]. The current surplus of income over expenditure is £2504.00 at that date.

F/15/96 Review of Standing Orders and Financial Regulations

This item will be deferred to the next finance meeting.

F/15/97 Grant applications

None.

F/15/98 KWPC lease and sub-lease

Cllr Taylor is to check the lease and give comments to Jackie Porter. It was agreed that sub-lease between KWPC & THMC is to be drawn up by the Councillors and the Clerks.

(Cllr Gordon arrived at this point)

F/15/93 Proposed New Expenditure for Finance Approval – continued

External Storage – The Clerk presented the quotations for the groundworks to allow the installation of the new storage shed. 3 quotations were requested but only two had been received. See quotation amounts below:

- o Contractor A= £995.00 (ex. VAT)
- o Contractor B= £1267.00 (ex. VAT)

It was agreed to accept the quotation from Contractor A.

The Clerk noted that the folding sockets ordered for the posts at Eversley Park were not the type ordered and the company in question had sent the wrong items. However they were suitable for installation outside the shed. It was agreed that they be retained and installed to protect the new storage shed.

Replacement of Clerk's PC – It was noted that the Clerk's PC, used for running the Parish Council's finances, is in need of replacement due to ever decreasing operating speeds. It was agreed to procure a new PC with a £400.00 budget after the rollout of Windows 10.

Fire Inspection - Action Items – It was agreed to proceed with a meeting between THMC representatives and Cllrs Newell, Taylor and Gordon, to discuss these issues.

F/15/99 Training and Staffing

Clerks

Clerks

**Cllrs Newell,
Taylor &
Gordon**

Caretaking arrangements – The clerk noted that the current 3 month trial for the caretaker is almost up. The clerk also noted that both Clerks are not in the office when the caretaker is around, thus THMC will have to start managing him day to day but with Parish Council being involved in major decisions and appraisals/meetings in relation to the caretaker.

It was agreed to add this issue to the agenda at the meeting with THMC.

The caretaker will be on holiday from 20-24th July, which he indicated when he started. We have had one applicant for the role of relief caretaker so this candidate has been asked to cover the caretaker’s holiday. The candidate will need to be informed in writing in regards to the formal role of relief caretaker.

F/15/100 Draft contract & pricing for private hire of PC land.

R&A have agreed to write-off the 4th Day invoice sent to the recent user of Church Green for a wedding.

Out of this issue the need for a formal terms and conditions of hire for open space areas like church green has arisen. Cllr Gordon noted that like many other local authorities it would be a good idea to have variable charges based on the type and scale of the event to be held.

It was agreed that the Clerk meet with Cllrs Newell and Taylor to draft a set of terms & conditions and prices. Agreed to ask HALC and other Parish Councils for any templates and/or guidance.

**Cllrs Newell &
Taylor
Clerk**

F/15/101 RFO’s and Clerk’s Notices

None.

F/15/102 Chairman’s Notices

None.

F/15/103 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 £3,699.80. A total of £1,477.16 had been spent on urgent invoices where cheques had been signed prior to the meeting. [Copy attached].

F/15/104 Items for Discussion at the Next Meeting

None.

F/15/105 Date of next meeting

The next meeting has been scheduled for 9.30am on 12 August 2015.

The meeting closed at 11:57.

Signed.....

Date.....

Kings Worthy Parish Council

Management Accounts for the period ended 30 June 2015

2013/2014 Budget	2015/2016 Budget	2015/2016 Budget ytd	Actual ytd	Variance ytd	Income Item/Description
£	£	£	£	£	
Income: Summary					
116,200	120,509	30,127	29,730	-397	Finance (inc. Precept)
4,584	4,800	1,200	1,200	0	THMC Income
7,000	6,200	1,855	1,481	-374	Recreation & Amenities
0	0	0	0	0	Planning & Highways
127,784	131,509	33,182	32,411	-771	Total Income
Expenditure: Summary					
70,453	70,047	15,755	14,677	1,078	Finance
57,258	65,184	15,804	15,230	574	Recreation & Amenities
7,500	7,545	0	0	0	Planning & Highways
135,211	142,776	31,559	29,907	1,652	Total Expenses
127,784	131,509	33,182	32,411	-771	Total Income
135,211	142,776	31,559	29,907	1,652	Total Expenses
-7,427	-11,267	1,623	2,504	881	Income less expenses
0	0	0	0	0	Transfer from Reserves
-7,427	-11,267	1,623	2,504	881	Net Surplus (deficit) for year

Bank Reconciliation as at**30-Jun-15**

		<u>A/c no.</u>
Bank: Current a/c	£109,796.55	00324833
Deposit a/c	£0.00	19208731
Deposit a/c	£52,463.70	88395529
	<hr/>	
	£52,463.70	
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	£162,260.25	
Less u/p cheques and D/Ds:		
5596 HALC	£84.00	
5609 Vokes & Beck (not sent out)	£48.00	
5637 Christopher Read	£32.33	
5644 Co-Operative Bank	£75,000.00	
5645 Co-Operative Bank	£25,000.00	
5658 PCC of Kings Worthy	£375.00	
5659 Asgard Secure Steel Storage	£349.00	
5660 Taylor Made Planters Ltd	£717.60	
	<hr/>	
	£101,605.93	
Add u/p credits:		
	<hr/>	
	£0.00	
	<hr/>	
	£60,654.32	
Current account as per NatWest bank	£109,796.55	
Less: unpresented cheques	£101,605.93	
Add: unpresented credits		
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Balance as per ledger	£8,190.62	

Kings Worthy Parish Council

FINANCE COMMITTEE

Invoices for Payment - June 2015 for July 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) £
Cancelled	5596	Cancelled and replaced by 5674		0.00
Cancelled	5657	-		0.00
PCC of Kings Worthy	5658	Grant towards Kings Worthy Fete		375.00
Asgard Secure Steel Storage	5659	5 x 3 metal shed		349.00
Taylor Made Planters Ltd	5660	2 wooden planters		717.60
Graff-City	5661	Chalk spray (4 cans)		35.56
		Total		1,477.16

Cheques to be authorised:

Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £	Invoice Value (incl VAT) £
Hampshire County Council	5662	Pensions - July		668.27
Hampshire County Council	5663	Descaler & pens	8.86	
		Warning sign (Nothing of value stored in ...)	30.76	39.62
M.R.S. Services (payable to M.R. Smith)	5664	Maintenance services for May	234.00	
		Maintenance services for June	155.25	389.25
Viking	5665	Coffee, sugar & tea bags		48.05
Green Smile Ltd	5666	Replace tree in right hand planter at Tubbs Hall	96.00	
		Replace tree in left hand planter at Tubbs Hall	96.00	
		Supply extra soil and tree compost to planter	30.00	
		Posts / fence for 2 small trees (as per SAW)	72.00	
				294.00
Environmental Hygiene Services	5667	Steam clean & sanitation of 8 bus shelters		96.00
The Landscape Group	5668	Dog bin emptying April - June 2015 (12 weeks)		998.40
Barriers Direct	5669	2 standfast fold down post		158.76
Box-it	5670	Storage 01/07-30/09/2015		22.34
EKS Accounting	5671	Payroll services April - June		79.52
Accounting Solutions	5672	Asset manager software 1/3/15-29/2/16		72.00
Complete Weed Control	5673	Merit turf insecticide to 3000 sq. m.		456.00
Hampshire Association of Local Councils	5674	Replacement for lost cheque 005596 - Clerks' Update (2 persons)		84.00
Chris Read	5675	Refreshments, steel washers, items for mobile sign frame		49.78
Adrian Reeves	5676	Lightbulbs, key fobs, gift vouchers, travel & skip hire	29.34	29.34
		Skip hire	192.00	
Adrian Reeves	5677	3 wooden posts for event sign	22.47	214.47
		Total		3,699.80

Direct Debits & Standing Orders

BT		Telephone (monthly)		37.00
Southern Water		Tubbs Hall water supply (monthly)		55.00
E.On Gas		Tubbs Hall gas supply (monthly)		128.91
E.On Electricity		Tubbs Hall electricity supply (monthly)		347.21
Green Smile Ltd.		Grounds maintenance contract (monthly)		3,239.25
Winchester City Council		Business rates (monthly)		59.00
SAGE		Accounting software (monthly)		30.00
		Total		3,896.37

Salary Costs

Telephone banking		Net Wages (net of tax & NI)		2,147.56
HMRC		PAYE 7		302.20
HMRC		National Insurance		163.32
Pensions		(Paid by cheque as above)		668.27
		Total		3,281.35