

Kings Worthy Parish Council

FINANCE COMMITTEE

Minutes of the Meeting held on Wednesday 15 October 2014
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy

Present: **Councillors:** Martin Taylor (Chairman)
Robert Barnes
Ian Gordon
Denis Welstead

Clerks: Chris Read
Adrian Reeves

Public: 0

Action

F/14/161 Apologies for Absence

None.

F/14/162 Public Question Time

None.

F/14/163 Minutes of the Meeting held on the 17 September 2014

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

F/14/164 Matters Arising from the Minutes of 17 September 2014

○ **F/14/156 External Audit –**

Clerk had contacted BDO LLP last week and was put through to a manager, who admitted there had been an error and was to call on Monday 13 October. The Clerk called them before the meeting to discuss why we had not received a phone call from the manager, as promised. The Clerk was informed that they will be re-issuing another report without the previous mistake included.

○ **F/14/149 3 Cycle Roundabout –**

The Clerk noted that, as requested, he had checked with Stuart Dunbar-Dempsey (WCC Open Space Project Officer), whether we could use S106 funds to pay for the replacement of this piece of equipment. Stuart Dunbar-

Dempsey said that we can use S106 funds to pay for it but we would require 3 quotes. He also thought the current quote was high. It was noted that Sutcliffe Play are the sole supplier in the UK for this piece of equipment, so obtaining 2 alternative quotes was not possible. It was agreed to go back to Stuart Dunbar-Dempsey, obtaining confirmation that they are the sole supplier if needed. **Clerk**

○ **F/14/149 Fencing Around Accessible Swing –**

The Clerk presented the committee with an amended quote received from Sutcliffe Play. The quote includes the cost for replacing 19 Linear metres of fencing at £3,831. Cllr Gordon noted that the high cost was most likely due to the unusual style of fencing and, if a more readily used style of fencing were chosen, all the fencing around the play area could be replaced for a similar outlay. It was agreed that this be sent back to R&A to discuss if they would like to replace all the fencing with a cheaper, more available style of fencing.

F/14/165 Proposed New Expenditure for Finance Approval

○ **Planning and Highways**

Cllr Gordon reported on Speed Watch, see previous P&H minutes for details.

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

None.

○ **Recreation and Amenities (R&A)**

An email had been received from Cllr White, which the Clerk reported to the committee. Including some of the following:

It was noted that R&A are going out to seek quotes for hedge trimming on Broadview and Eversley Park, as some hedges have exceeded the height out grounds contractors are insured to carry out trimming. Cllr Gordon noted that the hedges on Broadview are being used to dump items.

The Clerk noted that areas on middle football pitch are showing signs of having Chafer Grubs, a pest that eats the roots of the grass. Our grounds contractor has stated that, St Cross Cricket Club recently had to treat their pitch for Chafer Grub, resulting in a cost of £2000. It may also require multiple treatments to eradicate the problem. Our grounds contractor is investigating if the chemicals can be used on a public park or whether the park will need to be closed.

The Clerk raised the issue of checking the completion of the recent tree works, as only Cllr Allen has the necessary insight into the works carried out.

It was agreed to ask Cllr Allen to check the works upon his return from Holiday.

○ **Communications**

It was noted by the Clerk that at the last Finance meeting, 4 cheques for the newsletter deliverers were signed and given to Cllr White for distribution once the deliverer had finished. One of the Parish Council's deliverers had only completed some of the work therefore it was agreed to amend the amount to £30.00. The previous cheque for £40 had been cancelled.

F/14/166 To receive the Statement of Accounts and Management Reports

The Clerk gave a presentation to members of the figures for the month ending 31 September 2014, which included a bank reconciliation statement [copy attached]. The current surplus on current account has increased from £13,581.00, last month, to £21,805.00. The majority of the increase was due to a circa £6000 in interest, due to the closure of 2 fixed term deposits.

R&A is showing a £13,588.00 overspend but this includes the £22,175.00 spend on the car park, funds for which will come from the S106 pool.

S106 sport open space funding is showing the figure without the deduction for the car park, which has now been received, and will be reflected in next month's figures.

F/14/167 Grant Applications

Victim Support – A grant application had been received from Victim Support, asking for £200, for help towards expenses and training costs for the volunteers. It was noted that between April 2013 and March 2014, they had helped 32 Kings Worthy residents. The grant was unanimously agreed by the committee.

F/14/168 KWCC Lease

The Clerk reported that he had spoken to Ian Davison from Hedleys Solicitors, yesterday. He had a couple of questions for the Parish Council in relation to the lease but had been on holiday so had been unable to progress this.

F/14/169 New Banking Arrangements

Progress is ongoing but no current updates. Cllr Gordon is to write a letter to Santander head office regarding the change in their account policies in relation to Parish Councils.

Cllr Gordon

F/14/170 KWCC Fire and Asbestos Policies

Fire policy needs adopting at Parish Council meeting on the 20 October.

Clerk

Cllr Gordon is to draft an Asbestos policy

Cllr Gordon

F/14/171 Training and Staffing

Trainee Clerk's contract is now signed but Cllr Gordon is to draft an amended job description for the Trainee Clerk.

Cllr Gordon.

F/14/172 RFO's and Clerk's Notices

- **Website** – The Clerks are receiving conflicting information on who is responsible for the content on the Law & Order page of the website. It was agreed that Cllr Taylor arrange a meeting with Cllr White and the Clerks to discuss this matter.
- **Kattenhorn Retention Schedule** – A letter had been received from Kattenhorn asking for clarification in when then the retention, of £554.38 will be paid. It was agreed to pay the full retention 12 months from the date of the completion of the works.
- **Sage** – Sage are amending their subscription framework. Our current 2012 Sage Accounts software will no longer be supported as of the end of this financial year. Costs under the new subscription model will increase but the software will be updated automatically, negating the need for future upgrades. The committee have agreed to investigate further.
- **Utilities Contracts** – The Clerk has been investigating utilities contracts and has been contacted by a company called Mainstream Digital. They offer savings if the utilities contracts were tied into a 3 year contract, rather than the current rolling contract arrangement. It was agreed to review our utilities contract, in a separate group, to include Cllrs Taylor, Welstead and the Clerk.

Cllr Taylor

Clerk

**Cllr Taylor,
Cllr
Welstead &
Clerk**

F/14/173 Chairman's Notices

None.

F/14/174 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 £20,631.09. A total of £3548.16 had been spent on urgent invoices where cheques had been signed prior to the meeting. This amount included the insurance premium. It was noted that the insurance contract is for 3 years but the premium is paid annually. [Copy attached].

F/14/175 Items for Discussion at the Next Meeting

Budget for 2015-16, Asbestos policy

F/14/176 Date of next meeting

The next meeting has been scheduled for 9.30am on 12 November 2014.

The meeting closed at 11:39.

Signed.....

Date.....

Kings Worthy Parish Council

Management Accounts for the period ended 30 September 2014

2014/2015 Budget	2014/2015 Budget ytd	Actual ytd	Variance ytd	2015/16 Budget Proposed	Income Item/Description
£	£	£	£	£	
Income: Summary					
118,109	59,042	65,988	6,946	0	Finance (inc. Precept)
4,800	2,400	2,400	0	0	THMC Income
7,050	3,296	25,418	22,122	0	Recreation & Amenities
0	0	0	0	0	Planning & Highways
129,959	64,738	93,806	29,068	0	Total Income
Expenditure: Summary					
					Expenditure Item/Description
67,763	37,089	28,344	8,745	0	Finance
61,344	30,790	44,378	-13,588	0	Recreation & Amenities
7,000	3,500	0	3,500	0	Planning & Highways
136,107	71,378	72,721	-1,343	0	Total Expenses
129,959	64,738	93,806	29,068	0	Total Income
136,107	71,378	72,721	-1,343	0	Total Expenses
-6,148	-6,640	21,085	30,411	0	Income less expenses
0	0	0	0	0	Transfer from Reserves
-6,148	-6,640	21,085	30,411	0	Net Surplus (deficit) for year

Bank Reconciliation as at**30 September 2014**

		<u>A/c no.</u>
Bank: Current a/c	£10,604.12	324833
Deposit a/c	£0.00	1518442
Deposit a/c	£25,000.00	19208731
Deposit a/c	£0.00	20477902
Deposit a/c	<u>£142,273.70</u>	88395529
	£167,273.70	
Less u/p cheques and D/Ds:		
5514 Paul Cordle	£210.00	
5516 Sarah White	£39.13	
5521 Imogen Smith	<u>£40.00</u>	
	£289.13	
Add u/p credits:		
100861	£30.00	
100862	<u>£320.00</u>	
	£320.00	
	<u>£177,588.69</u>	
Current account as per NatWest bank	£11,045.29	
Less: unrepresented cheques	£289.13	
Add: unrepresented credits		
Balance as per ledger	<u>£10,756.16</u>	
Balance as per ledger	£10,604.12	
Less: Outstanding D/Ds	197.96	
Add u/p credits:		
100861	£30.00	
100862	<u>£320.00</u>	
	£350.00	
Adjusted ledger balance	<u>£10,756.16</u>	

Kings Worthy Parish Council
FINANCE COMMITTEE
Invoices for Payment - September 2014 for October 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) £
Sam Morgan	5520	Delivery of newsletters September 2014		40.00
Imogen Smith	5521	Delivery of newsletters September 2014		40.00
Sarah Beanland	5522	Delivery of newsletters September 2014		40.00
Sarah Gaiger	5523	Cancelled		0.00
PC Specialist Ltd	5524	PC for Trainee Clerk		475.00
Broker Network Ltd	5525	Insurance 1/10/14-30/09/14 Came & Company		2863.16
			Total	3,458.16

Cheques to be authorised:

Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £	
Hampshire County Council	5526	Pensions - September	381.76	
Mulberry Tree Services	5527	Tree works sites 1-10	7848.00	
EKS Accounting	5528	Payroll services July to September 2014	57.48	
The Landscape Group	5529	14 Dog bins emptied July - September 2014	998.40	
Worthy Tree Care	5530	Emergency tree work to remove one fallen tree branch	65.00	
PHS Group	5531	Annual duty of care 01/10/13 to 30/9/14	83.94	
Martin Taylor	5532	Printer cartridge	15.00	
Worthy Runners	5533	Contribution for website and posters	100.00	
Kings Worthy Pre-School	5534	Contribution towards fundraising costs	150.00	
Adrian Reeves	5535	PC projector (purchased from Amazon)	403.45	
M.R.Smith	5536	Maintenance services - September	496.99	
Tubbs Hall Management Committee	5537	Grant for Kings Worthy Christmas	100.00	
Sarah Gaiger	5538	Delivery of newsletters September 2014	30.00	
			Total	10,730.02

Direct Debits & Standing Orders

BT	Telephone (monthly)	37.00	
Southern Water	Tubbs Hall water supply (monthly)	55.00	
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	3,425.25

Salary Costs

Telephone banking	Net Wages (net of tax & NI)	2160.98	
HMRC	PAYE	274.40	
HMRC	National Insurance	200.52	
Pensions	(Paid by cheque as above)	381.76	
		Total	3,017.66