



It was agreed to further clarify with NatWest whether electronic payments include BACS transfers and what protocols are in place regarding dual signatories.

Clerk

**F/15/180 Proposed New Expenditure for Finance Approval**

○ **Planning and Highways**

None.

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

- New Office Chair – The Clerk requested a replacement office chair as the current chair has stopped functioning properly. A budget of £170.00 was agreed for new office chair.
- Cleaning and repointing of the paving slabs outside Tubbs Hall – A quotation was received with a cost of £395.00 (ex. VAT). Cllrs Taylor & Newell are to look at the area and see what works, if any, are required.

Clerk

Cllr Taylor & Newell

○ **Recreation and Amenities (R&A)**

- Quotation for Resin Bound Stone on steps at Eversley Park – The Parish Council had previously accepted a quotation to have the steps leading onto the middle pitch at Eversley Park, filled with resin bound stone. This contractor is not replying to any form of communication.

A new quotation was requested and received with a cost of £940.00 (ex. VAT). Due to the costs involved it was agreed to obtain 2 further quotations.

Clerk

- Activity Trail Replacement Parts – The treads on one of the pieces of equipment in the activity trail at Eversley Park are in need of replacement due to delamination of the plywood. The cost is £52.00 each with 8 treads needing replacement. The total cost including carriage and sundry items for installation is £579.64. It was agreed to proceed with the replacement but to check with the manufacturer on the best way to maintain the treads.
- Sign at Church Green Play Area – Cllr Taylor highlighted that there is not currently a sign on Church Green referring to the Play Area. It was agreed to recommend this to R&A.

Clerk

Cllr Taylor

○ **Communications**

None.

**F/15/181 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 November 2015, which included a bank reconciliation statement which was signed by the Chairman [copy attached]. The current deficit of income over expenditure is £1,252.00 at that date.

**F/15/182 Budget / Precept 2016–17**

Information had been received from Winchester City Council (WCC) with regards to next year's tax base and also the amount of Council Tax Support Grant the Parish Council will receive next year.

The Council Tax Support Grant has been reduced by £256.58 to £7,693.73. However, the tax base has increased, per band D average, by £26.80 to £1,830.34. This increase will compensate for the loss in support grant.

Planning & Highways requested the following changes to the budget:

- Maintain the street light budget at £7,500.00 – A budget of £7,500.00 was agreed as the new energy efficient lights haven't been installed for a long enough period to make accurate forecasts of the savings.
- Create a budget for Speed Watch of £1,500.00. A vote was held to agree the creation of the budget with 4 in favour and 2 against.

<b>F/15/183 Grant applications</b>	
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None.

<b>F/15/184 Community Orchard</b>	
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Cllr Taylor suggested a sign at the new community orchard to inform the public to help themselves but to not be excessive. It was agreed to recommend this to R&A.

**Cllr Taylor**

It was agreed to offer Phil Jeffs (Worthy Plants Proprietor) a free rolling advert on the website until September, as a thank you for donating half the trees for the orchard.

**Clerk**

<b>F/15/185 Fire Inspection Action Items</b>	
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The Clerk reported that the Bin Store was now in place and that both the PAT testing and Gas safety had been completed with no issues.

<b>F/15/186 Review of Standing Orders and Financial Regulations</b>	
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It was agreed to add the following clause in the Financial Regulations.

*'11.6 – Services and Supply contracts should not be extended by more than 100% of the original contract term; or allow the contract to exceed the current threshold for tendering under European Procurement Law.'*

<b>F/15/187 RFO's and Clerk's Notices</b>	
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- External Audit – Due to the abolition of the Audit Commission, NALC have setup a sector led body to select the external auditor for their member councils. Councils can opt out of this sector led initiative and choose their own external auditor.

It was agreed to remain in the sector led initiative due to the workload involved with choosing an external auditor.

- Green Smile contract extension – As the current EU Public Contract Regulation 2015 threshold is £172,514, the previous 2 year extension awarded would take the contract beyond this threshold. It was therefore agreed to award Green Smile a one year extension.
- Eversley Park fitness classes – A request to review the charge for usage of the Eversley Park for fitness classes had been received. It was agreed that Parish Council will not be amending their previous decision.

<b>F/15/188 Chairman's Notices</b>
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None.

<b>F/15/189 Authorise Invoices for Payment</b>
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The Committee received a schedule of invoices due for payment, agreed the schedule and signed the cheques. The total invoices for payment amounted to £9,803.33. A total of £1,758.79 had been spent on urgent invoices where cheques had been signed prior to the meeting. [Copy attached].

<b>F/15/190 Items for Discussion at the Next Meeting</b>
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None.

<b>F/15/191 Date of next meeting</b>
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The next meeting has been scheduled for 9.30am on 13 January 2016.

Cllr Newell & Welstead gave their apologies for the next meeting.

**The meeting closed at 11:46.**

**Signed.....**

**Date.....**

## Kings Worthy Parish Council

### Management Accounts for the period ended 30 November 2015

2014/15 Actual (Full Year) (£)	Current Month Budget (£)	Current Month Actual (£)	Current Month Variance (£)	Income Item/Description	2015/2016 Budget ytd (£)	Actual ytd (£)	Variance ytd (£)	2015/2016 Budget (£)	Forecast Outturn (£)	2016/17 Budget (Proposed) (£)
124,678	10,042	9,897	(145)	Finance (inc. Precept)	80,340	79,092	(1,247)	120,509	118,488	118,971
4,800	400	408	8	THMC Income	3,200	3,208	8	4,800	4,800	4,800
33,159	333	365	32	Recreation & Amenities	3,865	17,491	13,625	6,200	19,805	7,592
0	0	0	0	Planning & Highways	0	0	0	0	0	0
<b>162,636</b>	<b>10,776</b>	<b>10,671</b>	<b>(105)</b>	<b>Total Income</b>	<b>87,405</b>	<b>99,791</b>	<b>12,387</b>	<b>131,509</b>	<b>143,093</b>	<b>131,363</b>
				Expenditure Item/Description						
<b>60,214</b>	<b>4,717</b>	<b>7,774</b>	<b>(3,057)</b>	<b>Finance</b>	<b>43,442</b>	<b>42,606</b>	<b>836</b>	<b>62,047</b>	<b>62,890</b>	<b>66,935</b>
<b>94,525</b>	<b>5,574</b>	<b>10,461</b>	<b>(4,887)</b>	<b>Recreation &amp; Amenities</b>	<b>43,626</b>	<b>55,588</b>	<b>(11,962)</b>	<b>73,184</b>	<b>79,104</b>	<b>93,665</b>
<b>6,807</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Planning &amp; Highways</b>	<b>3,773</b>	<b>2,850</b>	<b>923</b>	<b>7,545</b>	<b>6,650</b>	<b>7,500</b>
<b>161,547</b>	<b>10,291</b>	<b>18,235</b>	<b>(7,944)</b>	<b>Total Expenses</b>	<b>90,840</b>	<b>101,043</b>	<b>(10,203)</b>	<b>142,776</b>	<b>148,644</b>	<b>168,100</b>
162,636	10,776	10,671	(105)	<b>Total Income</b>	87,405	99,791	12,387	131,509	143,093	131,363
161,547	10,291	18,235	(7,944)	<b>Total Expenses</b>	90,840	101,043	(10,203)	142,776	148,644	168,100
<b>1,090</b>	<b>485</b>	<b>(7,565)</b>	<b>(8,049)</b>	<b>Net Surplus (deficit) for year</b>	<b>(3,436)</b>	<b>(1,252)</b>	<b>2,184</b>	<b>(11,267)</b>	<b>(5,551)</b>	<b>(36,737)</b>

**Bank Reconciliation as at****30 November 2015**

		<u>A/c no.</u>
Bank: Current a/c	£8,882.26	00324833
Deposit a/c	£68,275.58	88395529
	<u>£77,157.84</u>	
Less u/p cheques and D/Ds:		
5688 Sarah White	4.57	
5700 M.R. Smith	656.00	
5711 Sarah White	95.00	
5738 M.R.Smith	340.45	
5743 Graff-City Ltd	49.54	
5748 Gee Tee Bulb Company	26.09	
5749 Jaydee Living Ltd	61.14	
5750 SLCC	149.00	
	<u>£1,381.79</u>	
Add u/p credits:		
	<u>£0.00</u>	
	<u>£75,776.05</u>	
Current account as per NatWest bank	£8,882.26	
Less: unpresented cheques	£1,381.79	
Add: unpresented credits		
Balance as per ledger	<u>£7,500.47</u>	

<b>Kings Worthy Parish Council</b>				
<b>FINANCE COMMITTEE</b>				
<b>Invoices for Payment - for December 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) £
Southern Fire Doors Ltd	5748	Fire Doors		1,522.56
Gee Tee Bulb Company	5749	Spring bulbs for burial ground		26.09
Jaydee Living Ltd	5749	Wheelie bin for burial ground		61.14
The Society of Local Council Clerks	5750	2016 membership		149.00
		<b>Total</b>		<b>1,758.79</b>
<b>Cheques to be authorised:</b>				
Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £	Invoice Value (incl VAT) £
Hampshire County Council	5751	Pensions - November		766.86
Hampshire County Council	5752	Steel riser rods for letter trays	0.28	
		Heavy duty punch and A3 copier paper	11.20	
		Stapler & plastic letter tray	6.73	
		Toilet rolls, refuse sacks, mop bucket and floor polish	41.05	59.26
M.R.S.Services	5753	Maintenance services October 2015	336.06	
		Fitting of 5 replacement litter bins	277.08	
		Fitting of outdoor tap at burial ground	120.80	
		Fitting posts at Eversley Park and Church Green	559.64	
		Maintenance services November 2015	317.25	1,610.83
Sparsholt College	5754	18 grasses		27.00
Hampshire Association of Local Councils	5755	2 x Clerks' Update 18/11/15		84.00
Viking Payments	5756	Leitz Label printer		95.99
Environmental Hygiene Services	5757	Steam clean 8 bus shelters		96.00
Ricoh Uk Ltd	5758	Copy charge Aug - Oct, Rental Nov-Jan		331.75
Getmapping Plc	5759	Parish Online mapping software		192.00
Citizens Advice Bureau	5760	Grant		800.00
Flexiform Business Furniture Ltd	5761	Asgard storage unit		1,485.00
PCC of Kings Worthy	5762	2016 Parish magazine subscription		7.00
Hampshire PAT Testing	5763	43 appliances tested on 4/12/15		118.86
Hags-Smo Ltd	5764	Replacement parts for Yukon Log Roll & Trailblazer Hogs Back		2,417.00
Robert Barnes	5765	2 printer cartridges		32.00
Sarah White	5766	Fish blood bone for orchard trees		7.99
Christopher Read	5767	Milk, refreshments, speed sign driver bits & clamps, lube, adhesive, padlocks, drill bits & locks, stainless steel escutcheons, wood filler & keys		198.38
Adrian Reeves	5768	Travel & parking for Clerks' Update, postage & refrigerator		170.61
Sharp Business Systems UK Plc	5769	Copy rental 01/12/15-29/2/16 and copies 04/11-30/11/15		122.80
A M Prince	5770	Shed base and retaining wall		995.00
Worthy Plants	5771	14 fruit trees (less donated) stakes, ties etc.		185.00
		<b>Total</b>		<b>9,803.33</b>
<b>Direct Debits &amp; Standing Orders</b>				
BT		Telephone (monthly)		37.00
Southern Water		Tubbs Hall water supply (monthly)		55.00
E.On Gas		Tubbs Hall gas supply (monthly)		43.14
E.On Electricity		Tubbs Hall electricity supply (monthly)		72.21
Green Smile Ltd.		Grounds maintenance contract (monthly)		3,239.25
SAGE		Accounting software (monthly)		30.00
		<b>Total</b>		<b>3,476.60</b>
<b>Salary Costs</b>				
Telephone banking		Net Wages (net of tax & NI)		2,570.63
HMRC		PAYE		371.20
HMRC		National Insurance		259.08
Pensions		(Paid by cheque as above)		766.86
		7		
		<b>Total</b>		<b>3,967.77</b>