

Kings Worthy Parish Council

FINANCE COMMITTEE

Minutes of the Meeting held on Wednesday 16 September 2015
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy

Present:	Councillors:	Ian Gordon (Vice-Chairman) Robert Barnes Noel McCleery
	Clerks:	Chris Read Adrian Reeves
	Public:	0

Action

F/15/123 Apologies for Absence	
Apologies had been received from Cllrs Taylor, Newell & Welstead.	
F/15/124 Public Question Time	
None.	
F/15/125 Minutes of the Meeting held on the 12 August 2015	
The minutes were agreed as a true record of the meeting and were signed by Cllr Gordon.	
F/15/126 Matters Arising from the Minutes of 15 July 2015	
F/15/109 S106 Funding & Community Infrastructure Levy (CIL) –	
The Clerk reported to the committee that the S106 funding approved for the Play Area on Church Green was not received on the Wednesday 19 August, as planned. Due to an administrative error at WCC, the monies had not been cleared. This is to be chased.	Clerk
Cllr Gordon noted that the Parish Council need to check if any recent developments in the village qualify for CIL.	Clerk
F/15/109 New banking arrangements & investments	
The Parish Council's fixed term deposits have now been accepted but the funds have not yet been taken from our account. This is to be chased.	Clerk
F/15/127 Proposed New Expenditure for Finance Approval	
<ul style="list-style-type: none">○ Planning and Highways	
None.	
<ul style="list-style-type: none">○ Finance and Administration [incl. Tubbs Hall]	

The Clerk reported to the committee that new Clerk's PC has been installed and is up and running. Whilst transferring the Sage accounting software, it was discovered that the Parish Council's current package included only a small amount of sage support. Subsequent to the installation Sage offered the Parish Council unlimited online support, for no additional cost, which the Clerk accepted.

A new telephone/answer machine has also been purchased to replace the old machine, which was failing.

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

None.

o **Communications**

None.

F/15/128 To receive the Statement of Accounts and Management Reports [see attached]

The Clerk noted that he had now setup print macros for the statement of accounts and management reports, to make printing of sections of the documents easier.

The Clerk gave a presentation to members of the figures for the year to date ending 31 August 2015, which included a bank reconciliation statement which was signed by the Vice-Chairman [copy attached]. The current deficit of income over expenditure is £1,563.00 at that date. This was due to the funds for the Church Green Play Area S106 having still not been received.

The Clerk reported that an outstanding debt of £130.00, for the now defunct Crusaders football club won't be unrecoverable. It was agreed to write this debt off but in the future to ensure clubs give us more details on their members/officers, to avoid similar situations arising in the future.

The Clerk noted that the internal auditor recommended we reduce our reserves to 50-75%. It was agreed to look into a plan to reduce our reserves.

Clerk

F/15/129 Review of staffing structure

Nothing further.

F/15/130 Review of Standing Orders and Financial Regulations

Copies will be distributed to councillors, for information.

Clerk

F/15/131 Grant applications

It was noted that the grant for Worthys Conservation Volunteers is still awaiting approval at Parish Council.

An application for a grant had been received from Kings Worthy Christmas. They have requested £100.00 towards the cost of donkey hire and transport, hall hire and costumes. It was unanimously agreed to grant Kings Worthy Christmas £100.00.

An application for a grant had been received from Tubbies Toddler Group. They have requested £100.00 towards the cost of craft supplies, a new flask for the kitchen,

updated books and toys. They intend to hold a stall at the festival to raise the extra £20 they require. It was unanimously agreed to grant Kings Worthy Christmas £120.00.

F/15/132 KWPC – THMC sub-lease and memorandum of understanding

This is to be deferred until the next meeting.

F/15/133 Training and Staffing

Nothing further.

F/15/134 Fire Inspection Action Items

The Trainee Clerk reported to committee on the inspection action items.

- o The replacement fire doors for Tubbs Hall will also require a new frame as the current frame isn't square. This has increased the cost to approximately £1,800.00.
- o The replacement roller shutter will cost approximately £2,250.00.

F/15/135 Draft contract & pricing for private hire of PC land.

A revised draft contract was shown to committee and several amendments/additions were made. This is to be circulated to councillors before the meeting, along with a proposed list of fees.

F/15/136 RFO's and Clerk's Notices

None.

F/15/137 Chairman's Notices

None.

F/15/138 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 £6,155.84. A total of £536.75 had been spent on urgent invoices where cheques had been signed prior to the meeting. [Copy attached].

F/15/139 Items for Discussion at the Next Meeting

None.

F/15/140 Date of next meeting

The next meeting has been scheduled for 9.30am on 14 October 2015.

The meeting closed at 11:55.

Signed.....

Date.....

Kings Worthy Parish Council

Management Accounts for the period ended 31 August 2015

2013/2014 Budget	2015/2016 Budget	2015/2016 Budget ytd	Actual ytd	Variance ytd	Income Item/Description
£	£	£	£	£	
Income: Summary					
116,200	120,509	50,212	49,442	(770)	Finance (inc. Precept)
4,584	4,800	2,000	2,000	0	THMC Income
7,000	6,200	2,565	4,013	1,448	Recreation & Amenities
0	0	0	0	0	Planning & Highways
127,784	131,509	54,777	55,455	677	Total Income
Expenditure: Summary					
70,453	70,047	28,818	23,056	5,762	Finance
57,258	65,184	24,595	33,961	(9,366)	Recreation & Amenities
7,500	7,545	0	0	0	Planning & Highways
135,211	142,776	53,414	57,017	(3,604)	Total Expenses
127,784	131,509	54,777	55,455	677	Total Income
135,211	142,776	53,414	57,017	(3,604)	Total Expenses
(7,427)	(11,267)	1,364	(1,563)	(2,927)	Income less expenses
0	0	0	0	0	Transfer from Reserves
(7,427)	(11,267)	1,364	(1,563)	(2,927)	Net Surplus (deficit) for year

Bank Reconciliation as at**31-Aug-15**

		<u>A/c no.</u>
Bank: Current a/c	£112,437.79	00324833
Deposit a/c	£0.00	19208731
Deposit a/c	£24,467.21	88395529
	<hr/>	
	£24,467.21	
	<hr/>	
	£136,905.00	
Less u/p cheques and D/Ds:		
5644 Co-Operative Bank	£75,000.00	
5645 Co-Operative Bank	£25,000.00	
5675 Chris Read	£49.78	
5678 Came & Company	£25.00	
5682 HALC	£120.00	
5687 easylocks Limited	£40.89	
5688 Sarah White	£4.57	
5690 Christopher Read	£27.89	
5696 PC Specialist Ltd	£477.00	
	<hr/>	
	£100,745.13	
Add u/p credits:		
	<hr/>	
	£0.00	
	<hr/>	
	£36,159.87	
Current account as per NatWest bank	£112,437.79	
Less: unrepresented cheques	£100,745.13	
Add: unrepresented credits		
Balance as per ledger	<hr/>	
	£11,692.66	

Kings Worthy Parish Council

FINANCE COMMITTEE

Invoices for Payment - August 2015 for September 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) £
P.C. Specialist Ltd	5696	PC for Clerk		477.00
CSS Locksmiths Ltd	5697	Emergency call out for Tubbs Hall front door		59.75
		Total		536.75

Cheques to be authorised:

Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £	Invoice Value (incl VAT) £
Hampshire County Council	5698	Pensions - August		622.82
Hampshire County Council	5699	A4 flush cut folders	6.14	
		A4 laminator pouches	7.27	13.41
M.R.S. Services (payable to M.R. Smith)	5700	Maintenance services for August	362.25	
		Replacement of 5 crocodile posts	293.75	656.00
Culverlands Press Ltd	5701	2000 KWPC newsletters		503.00
PHS Group	5702	Annual duty of care 01/10/2015 to 30/09/2016		86.34
Environmental Hygiene Services	5703	Steam clean & sanitation of 8 bus shelters		96.00
Came & Company	5704	Insurance premium 01/10/2015 - 30/09/2016		2900.38
Ricoh Uk Ltd	5705	Copies 01/05-31/07/15 rental 01/08-31/10/15		326.13
Communicorp	5706	Local Councils Update 12/15-11/16		75.00
Stan Lowres	5707	Newsletter delivery		47.50
Cameron Speirs	5708	Newsletter delivery		47.50
Mark Ridge	5709	Newsletter delivery		47.50
Sam Morgan	5710	Newsletter delivery		47.50
Sarah White	5711	Newsletter delivery		95.00
Viking Payments	5712	Henry Hoover, BT Décor 2500 phone/answerphone & various stamps		181.73
The Play Inspection Company	5713	2015 play inspections		305.82
Adrian Reeves	5714	Microsoft Office 365	103.32	
		Milk	0.89	104.21
		Total		6,155.84

Direct Debits & Standing Orders

BT		Telephone (monthly)		37.00
Southern Water		Tubbs Hall water supply (monthly)		55.00
Southern Water		Burial Ground water supply		18.05
Southern Water		Eversley Park water supply		9.54
E.On Gas		Tubbs Hall gas supply (monthly)		10.27
E.On Electricity		Tubbs Hall electricity supply (monthly)		-421.27
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		3,036.84

Salary Costs

Telephone banking		Net Wages (net of tax & NI)		2,125.04
HMRC		PAYE		315.20
HMRC		National Insurance		179.28
Pensions		(Paid by cheque as above)		622.82
		Total		3,242.34