



Stuart Dunbar-Dempsey (Winchester City Council) has agreed to release S106 funds to pay for both the swing installation costs and the fencing.

The Clerk had received two positive references on behalf of Creative Fencing. The quote from Creative Fencing has been accepted subject to receipt of proof of Public Liability Insurance

**F/14/198 Proposed New Expenditure for Finance Approval**

○ **Planning and Highways**

None.

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

An estimated cost for a dual camera CCTV system was presented to the committee. R&A recommended investigating a CCTV system due to recent incidences of vandalism. The committee decided that the cost implications were too high and did not want set a precedent for other areas in the Parish. The committee agreed to investigate the costs of a dummy camera.

**Clerk**

Cllr Gordon suggested that the Parish Council purchase a vacuum hot water dispenser, for use during longer meeting. The committee agreed to purchase one at the cost of £29.99 (ex. VAT).

**Clerk**

The Clerk explained to the committee that Sage, the supplier of our accountancy system, have changed their purchase model to a subscription based system. The Clerk noted to the committee that the current version of Sage, purchased in 2011, will be unsupported after next March. Sage are running an offer for Sage Accounts Plus 2014 at £25 a month, rather than £50, in perpetuity but this was ending in 2 days. The committee agreed to investigate further with PC comms and the final decision would be made by Cllrs Taylor and Newell. Cllr Newell requested a copy of licence agreement, if we proceed.

**Cllr Taylor & Newell**

○ **Recreation and Amenities (R&A)**

None.

○ **Communications**

None.

**F/14/199 To receive the Statement of Accounts and Management Reports (Inc. Projected year end & 1<sup>st</sup> Draft Budget)**

The Clerk gave a presentation to members of the figures for the month ending 30 November 2014, which included a bank reconciliation statement which was signed by the Chairman [copy attached]. The current surplus of income over expenditure is £11,654.00 at that date.

The Clerk noted to the meeting that on the recent S106 balance report, the Parish Council have £112,584.00. The Clerk has contacted Stuart Dunbar-Dempsey and Coral Rogers, to confirm the figures are correct.

**F/14/200 Budget 2015 - 16**

Cllr Taylor noted that he, and the Clerk, had attended a WCC budget briefing. WCC intend to maintain the current Council Tax Support Grant level. It was explained this was due to WCC considering Parish Councils to be a frontline service.

**F/14/201 New Banking Arrangement & Investments**

The Clerk noted that no high street banks, excluding NatWest, are currently offering internet banking in way in which Parish Councils can legally utilise it. It was suggested that our bank accounts and investment accounts be split up. The Parish Council can then consider online banks, such as Unity Trust, that provide Parish Council friendly online banking. This will also allow the Parish Council to seek out better interest rates for our investments in the future.

**F/14/202 Grant Applications**

A grant application from Chris Carr, from Kings Worthy Primary School had been received for new outdoor play equipment. The school was looking to raise £9360.00. The committee unanimously agreed to propose a grant of £500.00 to full Parish Council.

**F/14/203 KWPC Lease**

The Clerk reported the response from Hedleys, regarding changing the head leaseholder from Tubbs Hall Management Committee (THMC) to the Parish Council. Hedleys feel we need to have them investigate if we need to transfer land from THMC to the Parish Council. It was agreed to respond to Hedleys, informing them that the land is currently and is to remain, under WCC ownership, thus no land transfer needs to take place.

**Clerk**

**F/14/204 Utilities Contracts**

As agreed at the last finance meeting, a 3 year contract for gas from EON, was signed. However British Gas blocked the transfer, due to an outstanding balance. It was noted that we pay for our gas by Direct Debit so this shouldn't have been an issue. British Gas did agree for the transfer to go ahead on the 19 January, if the outstanding balance was paid by cheque.

We have received similar offers for our electricity supply from BAS (on behalf of Eon) and UCR (on behalf of SSE). It was noted that the current contract ends in March 2015. Cllrs agreed, after discussion, to enter a 3 year fixed contract with Eon, through Business Advisory Service.

**F/14/205 KWCC Fire and Asbestos Policies**

The Clerk presented to the committee the information they requested from Hampshire Fire and Rescue on fire polices. It was noted that we require a risk assessment for fire safety. A copy of the fire policy is also required to be given to hall users. It was agreed that Cllr Gordon and the Clerk are to go through this information and formulate a plan.

**Cllr Gordon / Clerk**

#### **F/14/206 Training and Staffing**

It agreed to hold an annual review with the Trainee Clerk on the 14 January, after Finance Committee, with Cllrs Taylor and Gordon.

**Cllrs Taylor, Gordon & Trainee Clerk**

The Clerk noted to the committee that the Hampshire Association of Local Councils (HALC) are running a Neighbourhood Plan Seminar on 13 February. It was agreed that Cllrs Taylor and Gordon will attend along with both Clerks.

**Cllrs Taylor, Gordon & Clerks**

HALC are also offering a funding practice seminar for help with raising external funding, such as crowd funding. It was agreed it wasn't appropriate for Kings Worthy Parish Council.

The office received an email regarding a technical consultation on the Local Government Pension Scheme. It was recommended by HALC, that all councils with employees currently or previously in the scheme, respond. Cllr Gordon and the Clerk are to go through the consultation documentation.

**Cllr Gordon & Clerk**

#### **F/14/207 RFO's and Clerk's Notices**

**Larger Refuse Bin for Tubbs Hall** – The Clerk reported to the committee, that the cost of a 660L refuse bin, rather than 240L, would result in a 275% cost increase per lift. It was agreed to look into the cost implications of having another 240L bin for recycling.

**Clerk**

**Communications** – Cllr Gordon noted that he is receiving feedback that the communications group is now a committee. Cllr Gordon felt that it should be a rolling group, to allow members a break. It was stated that Communications is not a committee but a group. Cllr Newell noted that there is a procedure in place for a rotation of members. Also all publications from the comms group, get approved by either himself or the vice-chair of the council.

The committee thanked Cllr Newell, Cllr Newell's wife and those who helped with Chairman's Drinks, for an extremely fun and enjoyable evening.

#### **F/14/208 Chairman's Notices**

None.

#### **F/14/209 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 £2,031.87. A total of £1,849.44 had been spent on urgent invoices where cheques had been signed prior to the meeting. [Copy attached].

**F/14/210      Items for Discussion at the Next Meeting**

None.

**F/14/211      Date of next meeting**

The next meeting has been scheduled for 9.30am on 14 January 2014.

The meeting closed at 12:44.

Signed.....

Date.....

DRAFT

# Kings Worthy Parish Council

## Management Accounts for the period ended 30 November 2014

2013/2014 Budget	2014/2015 Budget	2014/2015 Budget ytd	Actual ytd	Variance ytd	Forecast Outturn	2015/16 Budget Proposed	Income Item/Description
£	£	£	£	£	£	£	
<b>Income: Summary</b>							
116,200	118,109	78,884	85,467	6,583	123,454	120,668	Finance (inc. Precept)
4,584	4,800	3,200	3,200	0	4,800	4,800	THMC Income
7,000	7,050	4,263	26,187	21,924	28,110	6,200	Recreation & Amenities
0	0	0	0	0	0	0	Planning & Highways
<b>127,784</b>	<b>129,959</b>	<b>86,348</b>	<b>114,855</b>	<b>28,507</b>	<b>156,364</b>	<b>131,668</b>	<b>Total Income</b>
<b>Expenditure: Summary</b>							
70,453	67,763	47,221	40,977	6,244	67,855	70,297	Finance
57,258	61,344	41,697	58,913	-17,216	84,832	60,934	Recreation & Amenities
7,500	7,000	3,500	3,310	190	7,186	7,545	Planning & Highways
<b>135,211</b>	<b>136,107</b>	<b>92,419</b>	<b>103,201</b>	<b>-10,782</b>	<b>159,873</b>	<b>138,776</b>	<b>Total Expenses</b>
127,784	129,959	86,348	114,855	28,507	156,364	131,668	<b>Total Income</b>
135,211	136,107	92,419	103,201	-10,782	159,873	138,776	<b>Total Expenses</b>
<b>-7,427</b>	<b>-6,148</b>	<b>-6,071</b>	<b>11,654</b>	<b>17,725</b>	<b>-3,509</b>	<b>-7,108</b>	<b>Income less expenses</b>
0	0	0	0	0	0	0	<b>Transfer from Reserves</b>
<b>-7,427</b>	<b>-6,148</b>	<b>-6,071</b>	<b>11,654</b>	<b>17,725</b>	<b>-3,509</b>	<b>-7,108</b>	<b>Net Surplus (deficit) for year</b>

**Bank Reconciliation as at****30 November 2014**

		<u>A/c no.</u>
Bank: Current a/c	£12,701.16	324833
Deposit a/c	£0.00	1518442
Deposit a/c	£25,000.00	19208731
Deposit a/c	£0.00	20477902
Deposit a/c	£140,448.06	88395529
	<hr/>	
	£165,448.06	
Less u/p cheques and D/Ds:		
5533 Worthy Runners	£100.00	
5545 Jacob Conroy	£21.50	
5546 Louise Conroy	£21.50	
5550 M R Smith	£792.13	
5553 PC Comms	£57.60	
5558 Wicksteed Leisure Ltd	£525.90	
	<hr/>	
	£1,518.63	
Add u/p credits:		
	<hr/>	
	£0.00	
	<hr/>	
	£176,630.59	
Current account as per NatWest bank	£12,701.16	
Less: unrepresented cheques	£1,518.63	
Add: unrepresented credits		
Balance as per ledger	<hr/>	
	£11,182.53	
Balance as per ledger	11,182.53	
Less: Outstanding D/Ds		
Add: u/p credits		
	<hr/>	
	£0.00	
Adjusted ledger balance	<hr/>	
	£11,182.53	

## Kings Worthy Parish Council

### FINANCE COMMITTEE

#### Invoices for Payment - November 2014 for December 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) £
R. G. Hayter	5555	Decoration of meeting room and office		1073.00
Complete weed control	5556	Chafer grub treatment for Eversley Park		216.00
LIV Supplies Ltd	5557	Plastic trim for meeting room cupboards		34.54
Wicksteed Leisure Ltd	5558	Radial bearing and Xerscape sign		525.90
		<b>Total</b>		<b>1,849.44</b>

**Cheques to be authorised:**

Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £
Hampshire County Council	5559	Pensions - November	600.08
Hampshire Association of Local Councils	5560	Clerks Update 6/10	72.00
SLCC	5561	Subscription 2015	149.00
M.R. Smith	5562	Maintenance services for November 2014	186.75
		Repair of fence at Lower Broadview	407.50
Buy-Stationery.co.uk	5563	Paper, notebooks and envelopes	46.27
Hampshire PAT Testing	5564	36 portable appliances tested	104.40
Ricoh	5565	Rental Nov-Jan, copies Aug to Oct	427.28
Ian Gordon	5566	Plastic trunking for office	6.59
Denis Welstead	5567	Ink cartridge	25.00
PCC of Kings Worthy	5568	Subscription 2015 for parish magazine	7.00
		<b>Total</b>	<b>2,031.87</b>

**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)	119.00
Southern Electric, 9109928015		Tubbs Hall electricity supply (monthly)	74.00
Green Smile Ltd.		Grounds maintenance contract (monthly)	3,239.25
Autoheat Gascare		Annual boiler service	226.00
British Gas		End of contract payment	155.65
		<b>Total</b>	<b>3,905.90</b>

**Salary Costs**

Telephone banking		Net Wages (net of tax & NI)	2251.71
HMRC		PAYE	261.00
HMRC		National Insurance	168.16
Pensions		(Paid by cheque as above)	600.08
		<b>Total</b>	<b>3,280.95</b>