

Kings Worthy Parish Council

FINANCE COMMITTEE

Minutes of the Meeting held on Wednesday 17 September 2014 at the Kings Worthy Community Centre, Fraser Road, Kings Worthy

Present: Councillors: Ian Gordon
Stewart Newell
Denis Welstead

Clerks: Adrian Reeves
Chris Read

Public: 0

F/14/145 Apologies for Absence

Apologies for absence had been received from Cllr Taylor.

F/14/146 Public Question Time

None

F/14/147 Minutes of the Meeting held on the 13 August 2014

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

F/14/148 Matters Arising from the Minutes of 13 August 2014

○ F/14/133 Circus Ginnett –

It was noted by the Clerk that no response had been received from Circus Ginnett regarding their use of Church Green. Posters have been placed around the village advertising the circus being hosted in Alresford.

○ F/14/133 Paving Repair by Tubbs Hall Fire Exit –

The Maintenance Technician has been instructed to have these works complete by the end of September.

○ F/14/133 Natwest Bank –

Cllr Gordon asked whether we have received the interest on our recently expired fixed term deposits. The Clerk noted that the interest had been paid to us and

both the £25,000 and £50,000 had been transferred to the reserve account in August and September respectively.

The Clerk also noted that Natwest are not currently offering any fixed term deposits and those banks that are, have extremely low interest rates. Interest rates are likely to rise in 6 months' time and re-depositing funds now would mean we couldn't take advantage of the better interest rates in the near future. It was agreed to keep the monies from the fixed term deposits in the reserve account and look at interest rates in 6 months' time.

F/14/149 Proposed New Expenditure for Finance Approval

o Planning and Highways

Cllr Gordon informed the committee that he may be applying for funding in the near future, to assist with the costs of a Speed Watch programme in the village. The Police and Crime Commissioner has pledged £1,000 assistance to the £2,500 cost of setting up the scheme.

o Finance and Administration [incl. Tubbs Hall]

None.

o Recreation and Amenities (R&A)

3 Cycle Roundabout – The Clerk reported that all three cycles have now stopped working and in the playground inspector's opinion, the current roundabout is beyond economical repair. The inspector also noted that the life span of this type of equipment is around 5 years. A like for like replacement for this popular piece of equipment would cost £4,735 (excluding a new ground fixing) or £5,019 (with a new ground fixing). It was noted that both prices exclude VAT and delivery and that due to the nature of the way in which this equipment operates, a new ground fixing was prudent. The committee unanimously agreed to accept the quote including the ground fixing. **Action – Clerk.**

Fencing around Accessible Swing – The Clerk reported that despite alternative quotes being sought, none had been received. R&A are requesting authority to apply for S106 for the updated Sutcliffe Play quote, once received. The committee unanimously agreed this but would like R&A to review the fencing situation around the Eversley Park playground based on the playground inspectors report.

Tree Work – It was reported by the Clerk that tree work had now begun. R&A are requesting a budget of £650 to have the certain areas re-inspected. The committee unanimously agreed this budget. **Action – Clerks.**

Redesign of the Burial Ground – The Clerk noted that Sparsholt had been in contact with the Parish Office regarding the redesign of the Burial Ground. A group of students will be attending an interview with the Parish Council (PC) to ascertain requirements. The budget requested was £2,500 - £3,000 for the works so as to give a basis for the student's plans. The Parish Council will be meeting

with them in October and reviewing the designs in November/December time. The committee unanimously agreed a budget of £3,000 for this project.

○ **Communications**

The Clerk reported that currently our newsletter deliverers are on £37.50 each and that it has been at this level for at least 3 years. A request for an increase had been received from Cllr White to allow for rise in properties and inflation. The committee unanimously agreed an increase to £40.00 with effect from deliveries made this month.

F/14/150 To receive the Statement of Accounts and Management Reports

The Clerk gave a presentation to members of the figures for the month ending 31 August 2014, which included a bank reconciliation statement [copy attached]. The current surplus on current account is £13,581.00.

Cllr Gordon noted that Parish Council (PC) litter bins were being used for household waste, incurring a cost to the PC. It was noted by the clerk that the litter bin outside was full due to a party in Tubbs Hall, and there being no room in the Tubbs Hall wheelie bin. It was agreed to write to Tubbs Hall Management Committee to inform them of this problem in need of rectifying. Cllr Gordon to contact Jubilee hall Secretary, to ascertain the cost of having a large refuse bin at Tubbs Hall.

It was agreed that if he so wished, the Maintenance Technician can purchase the remnants of the vandalised sundial at the current market rate of scrap, as previously.

F/14/151 Grant Applications

Kings Worthy Pre School – A grant form had been received from Kings Worthy Pre School asking for a grant of £150 to help towards the costs of fundraising. It was agreed to support this to full PC.

F/14/152 KWCC Lease

Cllr Newell reported that a copy of the final draft lease has now been sent to Hedleys solicitors for finalising. Cllr Newell has informed Tubbs Hall Management Committee (THMC) that they will need to bear their own legal costs for the sub lease between THMC & PC.

F/14/153 New Banking Arrangements

No further progress on this item. **Action – Clerk.**

F/14/154 KWCC Fire and Asbestos Policies

Cllr Gordon noted that the fire policy was complete and that he was in the process of drafting up an asbestos policy. The Clerk noted that the fire policy has not yet been adopted by the Parish Council. **Action – Clerk.**

F/14/155 Training and Staffing

Contracts – It was noted that the Clerk's contract was complete and the Trainee Clerk's contract needed some minor amendments.

LGPS Discretions Policy – The Clerk noted that a policy was written by Cllr Gordon and himself, and had been sent to HCC whom were satisfied and had no issues.

Trainee Clerk – The Clerk expressed his thanks to the Trainee Clerk for the excellent work carried out during the Clerk's holiday. Members endorsed this and requested that it be minuted that the council are grateful for his hard work.

F/14/125 RFO's and Clerk's Notices

Decorators – It was noted that they require 2 days to complete each room and the intention is to have these works done in October.

Wiring in the Office – It was agreed to look into conduits to better manage the wiring in the Parish Office for safety purposes, with a budget of around £50. **Action Cllr Gordon & Clerk.**

Donated Projector Screen – It was noted by the Clerk that the screen had been received and thanks were expressed to Mr Edwards.

Projector – The Clerk noted that now we have a screen, it would be prudent to obtain our own projector, as currently the Parish Council has to borrow a projector from an external source. The committee unanimously agreed a budget of £400 to procure one. **Action – Clerk**

PC in the Office – The Trainee Clerk noted that the PC he is using is becoming increasingly unsuitable for day to day use due to its age. A budget of £400 was agreed on the proviso that we obtain a sufficiently powerful system, to future proof the council for as long as possible. **Action – Clerk**

External Audit – The Clerk reported to the committee that the report from our external auditor, BDO PLC, had been received. Their fee was £430 which it was noted had come in £50 less than last year and also under budget. Cllr Gordon noted at this point, that the reason it was under budget, was due to the hard work and knowledge of the Clerk and expressed the committee's thanks for all the work that he has put into ensuring the accounts are in order.

The report noted one minor issue from the internal auditor's recommendations, regarding the way in which the bookkeeping is carried out based on bank statements. At this point the Clerk noted that in the annual internal auditor's report, the internal auditor had stated all aspects of the Parish Council book keeping were fine.

It was agreed to write to our internal auditor to ascertain what comments she made to BDO PLC. It was also agreed to write to BDO PLC for clarification on their report.

F/14/156 Chairman's Notices

Maintenance Technician – It was agreed that Cllr Newell and the Clerk, are to meet with the Maintenance Technician to discuss progress. **Action – Cllr Newell & Clerk.**

Church Green – Cllr Gordon noted at this point that at the R&A meeting, the Church Green playground was discussed. Two of the attending Church Green residents challenged the issue. At this meeting R&A agreed to investigate implications of legally challenging the covenant in the owner’s title deeds, in court if need be. Concerns were expressed regarding the possible cost implications from the legal fees involved.

F/14/157 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 £30,000.81. At this point the four cheques, previously agreed in the meeting, for the newsletter deliverers; were drawn up and signed, totalling £160.00. These cheques will be reported on the cheque authority list at the next finance meeting. A total of £890.60 had been spent on urgent invoices where cheques had been signed prior to the meeting. [Copy attached].

F/14/158 Items for Discussion at the Next Meeting

None.

F/14/159 Date of next meeting

The next meeting has been scheduled for 9.30am on 15 October 2014.

The meeting closed at 12:31.

Signed.....

Date.....

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Kings Worthy Parish Council

Management Accounts for the period ended 31 August 2014

2013/2014 Budget	2014/2015 Budget	2014/2015 Budget ytd	Actual ytd	Variance ytd	2015/16 Budget Proposed	Income Item/Description
£	£	£	£	£	£	
Income: Summary						
116,200	118,109	49,349	50,213	864	0	Finance (inc. Precept)
4,584	4,800	2,000	2,000	0	0	THMC Income
7,000	7,050	2,963	24,878	21,915	0	Recreation & Amenities
0	0	0	0	0	0	Planning & Highways
127,784	129,959	54,312	77,091	22,779	0	Total Income
Expenditure: Summary						
70,453	67,763	31,666	23,548	8,118	0	Finance
57,258	61,344	25,878	39,963	-14,085	0	Recreation & Amenities
7,500	7,000	0	0	0	0	Planning & Highways
135,211	136,107	57,544	63,511	-5,967	0	Total Expenses
127,784	129,959	54,312	77,091	22,779	0	Total Income
135,211	136,107	57,544	63,511	-5,967	0	Total Expenses
-7,427	-6,148	-3,232	13,581	28,746	0	Income less expenses
0	0	0	0	0	0	Transfer from Reserves
-7,427	-6,148	-3,232	13,581	28,746	0	Net Surplus (deficit) for year

Bank Reconciliation as at

31 August 2014

		<u>A/c no.</u>
Bank: Current a/c	£10,391.36	324833
Deposit a/c	£50,000.00	1518442
Deposit a/c	£25,000.00	19208731
Deposit a/c	£0.00	20477902
Deposit a/c	£64,248.29	88395529
	<hr/>	
	£139,248.29	
Less u/p cheques:		
5500 EKS Accounting	£57.48	
	<hr/>	
	£57.48	
Less u/p credits:		
	<hr/>	
	£149,582.17	
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Current account as per NatWest bank	10,448.84	
Less: unpresented cheques	£57.48	
Add: unpresented credits	£0.00	
Balance as per ledger	<hr/>	
	£10,391.36	

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Kings Worthy Parish Council
FINANCE COMMITTEE
Invoices for Payment - August 2014 for September 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) £
Hedleys Solicitors	5502	Legal advice re Church Green		855.60
Information Commissioner	5503	Annual registration		35.00
			Total	890.60

Cheques to be authorised:

Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £	Invoice Value (incl VAT) £
Hampshire County Council	5504	Pensions - August		381.76
L.A.Kattenhorn & Partners Ltd.	5505	Surfacing works to Eversley Park car park (£26,610 less 2.5% retention)		25944.75
Culverlands Press Ltd	5506	2000 Summer newsletters		503.00
Viking	5507	Stamps & pens	87.04	
		Stapler, batteries, writing pads	36.62	123.66
Ricoh UK Ltd	5508	Copier rental & copy charges		407.07
PHS Group	5509	Annual duty of care 01/07/2014 to 30/09/2015		83.94
Wicksteed Leisure Ltd	5510	Xerscape - Surfer screw assembly		109.80
The Play Inspection Company	5511	Annual inspections		305.82
Biffa Municipal Ltd	5512	Trade waste for 27/09/14 to 27/03/2015		254.59
Communicorp	5513	Local Councils Update subscription		75.00
Paul Cordle	5514	Design work re Church Green (replacement for cancelled cheque)		210.00
M.R.Smith	5515	Maintenance services - July 2014		249.75
Sarah White	5516	Line marking paint		22.36
M.R.Smith	5517	6 crocodile posts at Frazer Road, Church Green & Eversley Park	334.5	
		Maintenance services - August 2014	452.82	787.32
BDO LLP	5518	Auditing the annual return for y/e 31 March 2014		516.00
Judith Steventon Baker	5519	HP Printer cartridge		25.99
			Total	30,000.81

Direct Debits & Standing Orders

BT	Telephone (monthly)	26.00	
Southern Water	Tubbs Hall water supply (monthly)	67.40	
Southern Water	Eversley Park water supply (monthly)	19.22	
Southern Water	Burial Ground water supply (monthly)	16.87	
British Gas	Tubbs Hall gas supply (monthly)	20.00	
Southern Electric, 9109928015	Tubbs Hall electricity supply (monthly)	74.00	
Winchester City Council	Business rates on Tubbs Hall (monthly)	57.00	
Green Smile Ltd.	Grounds maintenance contract (monthly)	3,239.25	
		Total	3,519.74

Salary Costs

Telephone banking	Net Wages (net of tax & NI)	2074.06	
HMRC	PAYE	252.60	
HMRC	National Insurance	172.65	
Pensions	(Paid by cheque as above)	381.76	
		Total	2,881.07