

# Kings Worthy Parish Council

## FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 23 April 2014  
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

|          |              |   |
|----------|--------------|---|
| Present: | Councillors: | Malcolm Prince [Chairman]<br>Ian Gordon<br>Kerstin Reiners<br>Sarah White |
|          | Clerk:       | Adrian Reeves   |
|          | Public:      | 0   |

### **F/14/58 Apologies for Absence**

Apologies for absence had been received from Cllr Welstead.

### **F/14/59 Public Question Time**

None

### **F/14/60 Minutes of the Meeting held on the 12 March 2014**

The following amendments were made to the minutes:

- F/14/27 delete "An email has been sent to Cllr Jackie Porter and the THMC"
- F/14/48 Action – A Reeves
- F/14/49 Action – Cllr Gordon

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

### **F/14/61 Matters Arising from the Minutes of 12 March 2014**

- **F/14/43 War Memorial** – nothing to report.
- **F/14/43 Parish Office Email** – the problem had been resolved but recurred shortly after. Cllr Gordon to get back to BT to resolve outstanding issues. **Action – Cllr Gordon**
- **F/14/43 Budget and Precept 2014-15** – no reply has yet been received in respect of the letter sent to WCC to comment that it was more difficult to set the precept before knowing the number of houses to be charged; the reply to be chased up. **Action – Clerk**

It was noted that the first half of the 2014-15 precept has been paid into the bank account.

- **F/14/43 Tubbs Hall Management Committee** – the revised monthly payment of £400 has been paid.
- **F/14/43 Dog Bin Emptying** – no response from the contractors but the estimated charges were being accrued on a monthly basis.
- **F/14/44 Replacement PC for meeting room** – this has been received and the Clerks will transfer the data. **Action – Clerks**
- **F/14/46 Risk Assessment** – this was completed and signed off at the March Parish Council meeting.
- **F/14/47 St Mary's Church and Village Fete** – Parish Council had agreed that the clerk should write to the applicant suggesting that a different request be submitted, although it is not the general policy of the PC to provide grants for political, religious or business purposes. In addition if there are funds available from alternative sources which can cover the cost it is unlikely a grant will be approved.
- **F/14/48 KWCC Lease** – this is still outstanding. **Action – Clerk**
- **F/14/49 Fire Policy** – this is still outstanding. **Action – Cllr Gordon**
- **F/14/50 Review of Financial Regulations** – this is still outstanding. **Action – Cllr Gordon**
- **F/14/53 RFO's and Clerk's Notices** – the deletion of the former Clerk from the list of authorised signatories has been actioned with NatWest Bank. Internet banking forms have not been received as requested. It was agreed to re-examine the provision of current account banking services this financial year.

#### **F/14/62 Proposed New Expenditure for Finance Approval**

- **Planning and Highways**
- None. Cllr Gordon agreed to investigate the complaint that the extra light at Cloverbank was too bright. Action – Cllr Gordon. It was noted that the 2013-14 second half year invoice was expected next week.

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

A request has been received from the Hampshire Playing Fields Association for an annual subscription of £40; this has not been paid before. It was agreed that this would be referred to R&A. **Action – Clerk**

The tenders for the resurfacing of the Eversley Park car park have been received from two of the tenderers; one of the invited tenderers did not submit. The highest value was within the £30k budget approved previously. It was agreed that the detail of the tenders should be thoroughly examined at R&A. It was unanimously agreed to approve the spending of £22k - £24K on the most appropriate tender, with the proviso that the costs were reclaimed against s106 funds. **Action – Clerk**

It was agreed that the Clerk would urgently follow up the response from the council's solicitor on the proposed letter to Church Green residents re the proposed playground. **Action – Clerk**

○ **Recreation and Amenities**

The accessible swing is to be referred to R&A for consideration now that additional funds may be available from s106 monies.

It was noted that WCC playground inspector had carried out this year's inspection unaccompanied despite a clear request to the contrary. As no agreement on price etc. had been reached between the parties the inspector has been informed that we do not wish to receive his report. Quotes have been received from three other potential service providers and it was agreed to refer the decision to R&A, to be made on quality not price grounds as long as the provider was RoSPA certified; finance up to the value of the highest quote received was approved. **Action – Clerk**

○ **Communications**

None.

**(Cllr Reiners left the meeting)**

**F/14/63 To receive the Statement of Accounts and Management Reports**

The deputy clerk gave a presentation to members of the first draft figures for the year to March, which included a bank reconciliation statement [copy attached]. The current surplus on current account is £9,939 excluding expenditure on street lighting and the sundial. The predicted outcome for the year end is a surplus of about £5k.

**F/14/64 Audit Arrangements**

It was noted that the date for the internal audit had been agreed.

**F/14/65 Grant Applications**

**Worthy's Local History Group** – a request has been received for a grant of £800 for two display boards showcasing items of local history. With the requirement to add the logo it was agreed to go ahead with the proposal but that the Parish Council would purchase the boards direct rather than through the history group.

**F/14/66 KWCC Lease**

Robert Johnston is dealing with Howard Bone (WCC) about the payment of the legal fees. Howard Bone (and assistant) and the Parish Council's solicitor to be chased up on a monthly basis. **Action – Clerk**

**F/14/67 Fire Policy**

A copy of the electronic version of the Jubilee Hall's policy to be sent to Cllr Gordon.  
**Action – Clerk**

**F/14/68 Review of Financial Regulations**

The Clerk is to recirculate these to Finance Committee members and put on the May agenda. **Action – Clerk**

**F/14/69 Redecoration of Meeting Room and Office**

Two expressions of interest had been received for the redecoration of the meeting room and office. It was agreed to approach both parties to request quotations for repairing and redecorating the ceilings, walls and woodwork (excluding the doors). Cllr White to advise on the colour scheme and then the Clerk is to request quotations. **Action – Cllr White & the Clerk**

**F/14/70 Digital Mapping Software**

This to be put on the agenda for both R&A and P&H. **Action – Clerk**

**F/14/71 Training and Staffing**

It was noted that contracts were still outstanding and needed to be actioned before any changes in council membership. **Action – Cllrs Gordon & White**  
A training plan was in place which will include training on Sage after June. Monthly 1 to 1s are being held and minuted. Where training takes place certificates of achievement should be obtained where possible. The Trainee Clerk continues to progress well and coped admirably during the Clerk's recent holiday.

**Under the provisions of the Public Bodies [Admissions to Meetings] Act 1960 [as extended by S100A of the Local Government Act 1972] the public were excluded from the discussion on this item due to the confidential nature of the business to be considered, namely to discuss the clerk's salaries. The clerk also left the meeting.**

**(The Clerk returned to the meeting)**

A proposal on the pay and remuneration of both the Clerk and Trainee Clerk is to be put to the next Parish Council meeting.

Discussion took place on the appointment of the Clerk to also act as Clerk to Headbourne Worthy Parish Council from 12 May 2014. It was agreed that Kings Worthy Parish Council facilities and intellectual property would not be used for the benefit of Headbourne Worthy Parish Council without prior agreement being sought through the Chairman.

**F/14/72 RFO's and Clerk's Notices**

None.

**F/14/73 Chairman's Notices**

It was discussed that the strip of land claimed by the occupants of 41 Wesley Road had been raised again. It is necessary to go back through the records and correspondence to give details to the solicitors involved. **Action – Cllrs Gordon & the Clerk**

**F/14/74 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 £2,534.43. A total of £1,871.43 had been spent on urgent invoices where cheques had been signed prior to the meeting. [Copy attached].

**F/14/56 Items for Discussion at the Next Meeting**

None, other than those listed above.

**F/14/57 Date of next meeting**

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

The meeting closed at 12.29 am.

Signed.....

Date.....

# Kings Worthy Parish Council

## Management Accounts for the period ended 31 March 2014 (v1)

| 2013/2014<br>Budget         | 2013/2014<br>Budget ytd | Actual ytd     | Variance ytd  | 2014/15<br>Budget<br>Proposed | Income<br>Item/Description     |
|-----------------------------|-------------------------|----------------|---------------|-------------------------------|--------------------------------|
| £                           | £                       | £              | £             | £                             |                                |
| <b>Income: Summary</b>      |                         |                |               |                               |                                |
| 116,200                     | 116,200                 | 122,595        | 6,395         | 118,109                       | Finance (inc. Precept)         |
| 4,584                       | 4,584                   | 4,403          | -181          | 4,800                         | THMC Income                    |
| 7,000                       | 7,000                   | 5,406          | -1,594        | 7,050                         | Recreation & Amenities         |
| 0                           | 0                       | 0              | 0             | 0                             | Planning & Highways            |
| <b>127,784</b>              | <b>127,784</b>          | <b>132,403</b> | <b>4,619</b>  | <b>129,959</b>                | Total Income                   |
| <b>Expenditure: Summary</b> |                         |                |               |                               |                                |
| 70,453                      | 70,399                  | <b>70,172</b>  | <b>227</b>    | 67,763                        | Finance                        |
| 57,258                      | 57,258                  | <b>49,174</b>  | <b>8,084</b>  | 61,344                        | Recreation & Amenities         |
| <b>7,500</b>                | <b>7,500</b>            | <b>3,119</b>   | <b>4,381</b>  | <b>7,000</b>                  | Planning & Highways            |
| <b>135,211</b>              | <b>135,157</b>          | <b>122,464</b> | <b>12,692</b> | <b>136,107</b>                | Total Expenses                 |
| 127,784                     | 127,784                 | 132,403        | 4,619         | 129,959                       | <b>Total Income</b>            |
| 135,211                     | 135,157                 | 122,464        | 12,692        | 136,107                       | <b>Total Expenses</b>          |
| <b>-7,427</b>               | <b>-7,373</b>           | <b>9,939</b>   | <b>17,312</b> | <b>-6,148</b>                 | Income less expenses           |
|                             |                         |                | <b>0</b>      | <b>0</b>                      | Transfer from Reserves         |
| <b>-7,427</b>               | <b>-7,373</b>           | <b>9,939</b>   | <b>17,312</b> | <b>-6,148</b>                 | Net Surplus (deficit) for year |

**Bank Reconciliation as at****31 March 2014 (v1)**

|                                     |             | <u>A/c no.</u> |
|-------------------------------------|-------------|----------------|
| Bank: Current a/c                   | £10,087.49  | 324833         |
| Deposit a/c                         | £50,000.00  | 1518442        |
| Deposit a/c                         | £25,000.00  | 19208731       |
| Deposit a/c                         | £25,000.00  | 20477902       |
| Deposit a/c                         | £24,921.94  | 88395529       |
|                                     | <hr/>       |                |
|                                     | £124,921.94 |                |
| Less u/p cheques:                   |             |                |
| 5421 Sarah White                    | -£139.12    |                |
| 5422 Ian Gordon                     | -£77.91     |                |
| 5427 Sarah Gaiger                   | -£37.50     |                |
| 5430 William White                  | -£18.75     |                |
| 5431 Jacob Conroy                   | -£18.75     |                |
| 5445 Cordle Design                  | -£210.00    |                |
|                                     | <hr/>       |                |
|                                     | -£502.03    |                |
| Less u/p credits:                   |             |                |
| Nil                                 |             |                |
|                                     | <hr/>       |                |
|                                     | £135,164.75 |                |
|                                     | <hr/>       |                |
| Current account as per NatWest bank | £10,087.49  |                |
| Less: unpresented cheques           | -£502.03    |                |
| Balance as per ledger               | <hr/>       |                |
|                                     | £9,585.46   |                |

**Kings Worthy Parish Council**  
**FINANCE COMMITTEE**  
**Invoices for Payment - April 2014 Finance Committee**

The following invoices have been received since the last meeting of the Finance Committee.

**Cheque already authorised and signed:**

| Name of Supplier                             | Chq<br>No | Nature of Works     | Invoice<br>Value<br>(incl VAT) £ | Invoice<br>Value<br>(incl VAT) £ |
|--|-----------|---------------------|----------------------------------|----------------------------------|
| Winchester & District Citizens Advice Bureau | 5447      | Grant               |                                  | 800.00                           |
| Cancelled                                    | 5448      | ---                 |                                  | 0.00                             |
| P C Specialist Ltd                           | 5449      | Meeting room PC     |                                  | 397.00                           |
| Hampshire County Council                     | 5450      | Pensions - March    |                                  | 640.66                           |
| Buy-Stationery.co.uk                         | 5451      | Bankers box storage |                                  | 33.77                            |
|  |           |                     | <b>Total</b>                     | <b>1,871.43</b>                  |

**Cheques to be authorised:**

| Name of Supplier                        | Chq<br>No | Nature of Works  | Invoice<br>Value<br>(incl VAT) £ |
|---|-----------|--|----------------------------------|
|   |           | Scissors   | 0.73                             |
| Hampshire County Council                | 5452      | Toilet rolls, hand towels and spray                              | 55.19                            |
|   |           | Plastic letter tray and copier paper                             | 5.27                             |
|   |           | Broom handle & head, and urinal blocks                           | 35.47                            |
|   |           |  | <hr/>                            |
| Hampshire Association of Local Councils | 5453      | HALC affiliation & NALC levy                                     | 717.00                           |
| Winchester City Council                 | 5454      | Lease of Tubbs Hall 2014-15                                      | 318.77                           |
| Accounting Solutions                    | 5455      | Software maintenance for Asset Manager Lite<br>01/03/14-28/02/15 | 72.00                            |



|                   |      |  |               |        |
|-------------------|------|--|---------------|--------|
| EKS Accounting    | 5456 | Payroll services January - March 2014      |               | 49.80  |
| MR Smith          | 5457 | Maintenance services March 2014            | 369.79        |        |
|                   |      | Bye law signs and 2 posts at Hinton Fields | <u>390.23</u> | 760.02 |
| Box-It            | 5458 | Storage 01/04-30/06/2014                   |               | 18.58  |
| Martin Taylor     | 5459 | Travel to SDNPA meeting                    |               | 29.60  |
| Sarah White       | 5460 | HP350XL printer cartridge                  |               | 28.00  |
| Safire Associates | 5461 | Safire Associates                          |               | 444.00 |

**Total** 2,534.43

**Direct Debits & Standing Orders**

|                               |  |   |  |          |
|-------------------------------|--|---|--|----------|
| BT                            |  | Telephone (monthly)                     |  | 26.00    |
| BT Internet                   |  |   |  | 197.96   |
| Southern Water                |  | Tubbs Hall water supply (monthly)       |  | 67.40    |
| 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** 3,624.61

**Salary Costs**

|                   |  |                             |  |               |
|-------------------|--|-----------------------------|--|---------------|
| Telephone banking |  | Net Wages (net of tax & NI) |  | 3284.22       |
| HMRC              |  | PAYE                        |  | 479.20        |
| HMRC              |  | National Insurance          |  | 290.34        |
| Pensions          |  | (Paid by cheque as above)   |  | <u>640.66</u> |

**Total** 4,694.42