

Parish Council Meeting

21st May 2018 at 19:30.

Kings Worthy Community Centre, Fraser Road, Kings Worthy

Chair of the Meeting	Sarah White
Councillors Present	Ian Gordon, Mandy Hallisey, Dorry Lawlor, Stewart Newell and Charlotte Smith
Clerk(s) Present	Richard Hanney and Christopher Read
Public	6

Winchester City Council (WCC):	None
Hampshire County Council (HCC):	None

PC/18/58 - Apologies for absence

Les Haswell, Karen McCleery, Noel McCleery and Martin Taylor.

PC/18/59 - Public Question Time

A question of protocol was raised regarding the signing of the AGM and APM minutes. It was explained that the minutes of these meetings are signed at the Parish Council meeting to ensure that they are accurate and if any actions are required that they are completed in a timely manner. The Parish Councils internal auditor was satisfied with this practice. It was agreed to ask HALC (Hampshire Association of Local Councils) to confirm that this is acceptable practice.

Action	Action by	Target
Contact HALC for advice on signing AGM and APM minutes	Clerk	ASAP

PC/18/60 - Declarations of Acceptance of Office

Declarations of Acceptance of Office were completed and signed by all councillors present. It was agreed that councillors who were absent could sign their declarations prior to the next meeting.

PC/18/61 - GDPR - appointment of Data Controller and adoption of policies

It was agreed to bring this item forward on the agenda.

It was agreed to appoint Cllr Newell as Data Controller Officer. It was also agreed to adopt the Privacy Policy, updated Data Protection Policy and the Data & Document Retention Policy. (see attachments).

PC/18/62 - Solar Panels

It was agreed to bring this item forward on the agenda.

A report for the proposal of installing Solar Panels at Tubbs Hall was discussed (see report).

It was agreed to see if Tubbs Hall Management Committee are prepared to share the cost of this installation before a decision is made.

Action	Action by	Target
Contact Tubbs Hall Management Committee to discuss costs of installing Solar Panels	Clerk	ASAP

PC/18/63 - Development off Lovedon Lane - update

It was agreed to bring this item forward on the agenda.

A summary of the meeting with HAB on 1 May was given and has been reported in the minutes of the Recreation and Amenities Committee held on the 3rd May 2018. Since the meeting, the predominant wildflower has been identified as Corn Camomile and all of the wild flowers are now growing well. HAB are undertaking a monthly review of the growth.

The Swift Tower is about to be turned on by HAB Housing.

PC/18/64 - Top Field update

Footpaths/Rights of Way - Information is now being gathered in preparation for the public enquiry in August. It was agreed that Cllr Newell will speak on behalf of the Parish Council . A meeting of local advisors will be arranged to agree how the Parish Council will present its case and agree a list of those who might be invited speak at the enquiry. Members of the public are also entitled to put themselves forward.

Building development - The Parish Council has been invited to attend an update on 14 June 2018 by WCC but does not know what is likely to be proposed. It was agreed that Cllrs Gordon, Newell and Taylor should attend the meeting.

Action	Action by	Target
Convene a meeting to agree who should be invited to speak at the public enquiry.	Cllr White	ASAP
Attend WCC update meeting on 14 June.	Cllrs Newell, Gordon & Taylor	14/06/2018

4 members of the public left the meeting (20:30)

PC/18/65 - To agree and sign minutes of the Annual General Meeting held on 14 May 2018

The minutes of the Annual General Meeting were agreed and signed by Cllr White.

PC/18/66 - To agree and sign minutes of the Annual Parish Meeting held on 14 May 2018

The minutes of the Annual Parish Meeting were agreed and signed by Cllr White.

PC/18/67 - Reports from County Councillors, City Councillors, School Governor and External meetings (attended by Parish Councillors)

HCC report from Cllr Porter - A copy of Cllr Porter's report is attached. It was agreed to support cross party initiatives to resolve the problems of the Cart & Horses junction.

HCC and WCC are proposing to hold a 'Meet your Councillor' event at Tubbs Hall. It was agreed to support and participate in the event providing it does not promote party politics.

School Governor's Report. The new head starts in September and is conducting visits to the school already. Cllr Gordon has undertaken a Health and Safety review. There is an issue of overhanging bushes on the footpath used by school children and it was agreed to see if this could be resolved.

Flood Alleviation Meeting - attended by Cllr Gordon. There are plans to replace weir covers in Springvale Road with metal fixings, to create a collection pond opposite the King Charles PH and install a second drainage pipe along Springvale Road. A question has been raised about who is responsible for clearing debris from the drain close to the King Charles Public House.

Neighbourhood Watch - attended by Cllr Gordon - additional police officers are being introduced one of whom will be traffic led. Any issues should be sent to the Police Sergeant in future. Cyber crime has been highlighted as an increasing problem.

WCC Parish Council Event - attended by Cllr Gordon - covering loneliness in parishes and Countryside Access.

Senior Countryside Access Ranger - attended by Cllrs Smith and Gordon. The issues discussed included the repair of footpath at Kim Bishop Walk, the proposed spur in Eversley Park and the short path at Mount Pleasant. It was suggested that we should also ask for them to look at the path at Boyne Mead Road.

Action	Action by	Target
Ascertain who is responsible to cutting bushes back on	Clerk	ASAP
Ask Countryside Access to review Boyne Mead Road	Clerk	ASAP

PC/18/68 - To agree and sign minutes of the Parish Meeting held on 16 April 2018

The minutes of the Annual Parish Meeting were agreed and signed by Cllr White subject to correction of spelling 'Chronical' to read 'Chronicle' and attendance to include Cllr Gordon who arrived half way through the meeting.

PC/18/69 - Matters arising from the Parish Meeting held on 16 April 2018

The Parish Update was still to be written.

PC/18/70 - Receive statement of accounts and payment listing

The reports were accepted and payment listing authorised.

PC/18/71 - Confirm appointments to sub-committees

In addition to the appointments agreed at the AGM the following appointments were agreed
Recreation and Amenities - Charlotte Smith Finance - Stewart Newell

PC/18/72 - To receive minutes of committees

Planning & Highways (P&H) - The application for 93 Springvale Road is now going through planning but some concerns including affordable properties remain. A positive meeting was held with potential developers to build affordable properties on Mountbatten Place garages.

Recreation & Amenities (R&A) - Footpaths in Eversley Park remain under review. A request from Green Smile to provide waste disposal facilities and to pay for litter collection was turned down as the contract already covers this responsibility.

PC/18/73 - Communications (inc. Website/Facebook/Newsletter/ Monthly Comms. Etc.)

A review of the Communications rota is required.

Monthly update - Cllrs Gordon and Haswell to write updates for May and June. To include the 2 vacancies for Parish Councillors.

Notice Boards - the list of responsible councillors was updated.

Action	Action by	Target
Review Communications Rota.	Cllr White	June
Write monthly update.	Cllrs Gordon & Haswell	ASAP

PC/18/74 - Clerk's notices

Request from the Ramblers Association to support opening of a footpath just outside our Parish. It was agreed to ask where user forms should be sent to.

Removal of debris from Eversley Park - It was agreed to cover the cost of £400.00.

Action	Action by	Target
Ascertain who is to collect forms regarding footpath	Clerk	ASAP

Cllr Hallisey left the meeting (22:00)

PC/18/75 - Chair's notices

Help was requested at the Pimms stall.

2 members of the public left the meeting (22:05)

PC/18/76 - Items to be discussed at the next meeting on 18 June

Neighbourhood Plan and Solar Panels.

The meeting closed at 20:08



Signed:	Date:



Kings Worthy Parish Council

Privacy Policy

PUBLISHED ON: TBC



Kings Worthy Parish Council are committed to being open, accountable and transparent about how data is collected, used, retained and destroyed.

Below you will find our Privacy Policy which covered all aspects of personnel data held by Kings Worthy Parish Council.

For more information on the General Data Protection Regulation (GDPR), please visit the Information Commissioner's (ICO) website - <https://ico.org.uk>

Overview

This privacy policy sets out how the Parish Council use and protect any information that you give us when you contact Kings Worthy Parish Council and/or use this website and under what circumstances we will disclose it.

If the Parish Council, ask you to provide information that enables you to be identified you can be assured that it will only be used in accordance with this Privacy Policy.

Kings Worthy Parish Council will undertake regular reviews of this policy on at least an annual basis and we would encourage you to check this page regularly to review any amendments. If any changes made are significant, the Parish Council will endeavour to contact you, where details are available.

Who we are

Kings Worthy Parish Council is a data controller registered with the Information Commissioner's Office, for more information please visit the appropriate page on the ICO website - <https://ico.org.uk/ESDWebPages/Entry/Z8753681>

What information do we collect?

The personal information we collect might include your name, address, email address, IP address, and information regarding what web pages are accessed and when. If you are customer of the Parish Council, we may collect your payment information and other additional information necessary to provide services.

Details of how we process data can be found in our [Data protection policy](#); a copy of which can be obtained from the Parish Council.

As a local authority we are permitted by law to process personal information on parishioners for many reasons (for example, for election purposes). Where we do not have legal authority to obtain your information from you, we will always seek your consent before processing. If we obtain information about you from third parties, we will inform you promptly where this information has come from and how it will be used.

What we do with the information we gather

When we require your details, we use them to provide you with a better service and in particular for the following reasons:

- We will use it for the processing of service requests or for the reason it was being collected. Occasionally external organisations, such as contractors, may need your information to help process your request. Therefore, it may be necessary to share your details with them only to enable your request to be processed.
- We may use the information to improve our services and develop new ones.
- We will under no circumstances sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.
- As a local authority we have a duty to protect public funds we may share your information with other organisations that audit our funds.
- We may share your information to prevent/detect fraud with other public bodies, such as the Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the police.

To help us monitor both the number of users of our website and to assist in providing a secure website, your IP address may be collected. This is only collected for these specified reasons and will not be used for any other purpose without your consent.

Security

In order to prevent unauthorised access and/or disclosure, we have in place suitable physical, electronic and administrative procedures to safeguard and secure the information we collect.

These internal processes are included in our Document/Data Retention Policy.

Cookies

List of individual cookies used are to be added before publication. We use them to monitor usage and for security of the website.

Links to other websites

Our website contains links to other websites of interest but please note that when you leave our site, we have no control over that other website. Therefore, we cannot be held responsible for the protection and/or privacy of any information which you provide whilst visiting external websites and these are not governed by this privacy policy. You should actively seek the privacy statement applicable to the website in question.

Transferring your information outside the European Union

Please note that the Parish Council store all personnel data securely within the European Union, as laid out in the GDPR.

Data/Document Retention

We have a retention policy which adheres to legal obligations for the retaining of personnel information. We review personal information held, as per the schedule laid out in said retention policy, to ensure that it is not held longer than necessary.

- A copy of our [Data & document retention policy](#) can be obtained from the Parish Council.

Contact Us

If you have any questions about this Privacy Policy or if you wish to request a copy of the details of personal information which we hold about you under Data Protection legislation, please contact the Clerk, using the contact details below:

Telephone: 01962 884150

Email: gdpr@kingsworthy.org.uk

Complaints relating to data privacy

If for any reason you wish to complain about how your data is being used, we would strongly encourage you to contact the Parish Council's Data Protection Officer, so we can hopefully resolve the matter. Alternatively, or if you remain unhappy with our response, you have a right to complain to the [Information Commissioner's Office](#) using the details below:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113



Kings Worthy Parish Council Data Protection Policy

1. Introduction

- 1.1 This is the Data Protection Policy for Kings Worthy Parish Council and applies to all employees, councillors, public representatives and third parties acting on the Parish Council's behalf.
- 1.2 The Council may need to collect, use and store certain types of information about the people we deal with in order to carry out our duties as a local authority. We may also collect information when the Parish Council carries out business related activities, such as hiring of sports facilities. In addition, the Parish Council may be required by law to collect and use specific types of personal information to comply with statutory requirements. Personal information will be dealt with properly and securely however it is collected, recorded and used – whether in electronic, video graphic, photographic or paper format. All data will be secured in a locked cabinet/cupboard and where possible, encrypted.
- 1.3 The Parish Council holds the lawful and correct treatment of personal information as being of the up most importance to maintain a strong level of confidence between the Council and the people we deal with.
- 1.4 The Council is therefore fully committed to the eight Data Protection principles, set out in Schedule 1 of the Data Protection Act 1998 (DPA).

2. Data Protection Principles

- 2.1 Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless—
 - (a) at least one of the conditions in Schedule 2 is met, and
 - (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
- 2.2 Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.

- 2.3 Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- 2.4 Personal data shall be accurate and, where necessary, kept up to date.
- 2.5 Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- 2.6 Personal data shall be processed in accordance with the rights of data subjects under this Act.
- 2.7 Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- 2.8 Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

3. What the Parish Council will do

3.1 Kings Worthy Parish Council will:

- Observe the regulations with regards the collection and use of personal information.
- Meet required legal obligations to specifically identify the purpose(s) for which information is used.
- Collect and utilise any personal information, only to enable the Council to carry out it's duties as a local authority or to enable the Council to comply with any legal requirements.
- Ensure the any information we use is accurate and kept up to date.
- Ensure that personal information is not kept for any longer than we need to (and in accordance with our Retention Policy).
- Guarantee that any personnel information held is done so as to allow a person(s) to exercise their rights under the DPA (these include, but are not limited to, the right to be informed that processing is being undertaken, the right to access information that we hold about them, the right to prevent processing in certain circumstances and the right to correct, rectify, block or have erased, information which is not correct.
- Ensure that security measures are taken, both physically, procedurally & organisationally, to protect against destruction, loss or abuse of personal data.
- Ensure that personal information is not transferred to a country or territory European Economic Area without suitable safeguards.

- Maintain a central register of any data protection breaches and ensure that the Council investigates all breaches that are reported, in accordance with the timeframes set out in the DPA, and take appropriate measures to prevent any recurrence of said breach
- Ensure that Kings Worthy Parish Council's Data Protection Registration is kept up to date (the Registration number is **Z8753681**).
- Review this policy on an annual basis and any safeguards that relate to it, to ensure that the contents are still relevant and effective.
- Ensure any CCTV systems are operated in compliance with the DPA.
- Ensure the privacy of our both employees and people that we deal with.

3.2 Kings Worthy Parish Council will also ensure that:

- The Person with responsibility for data protection in the Council is the Data Protection Officer, which is the Parish Clerk.
- Ensure Employees, Councillors, public representatives and third parties acting on the Parish Council's behalf manage and handle personal information understand that they are responsible for following good data protection practice.
- Anyone managing and/or handling personal information are appropriately trained to do so.
- Anyone managing and handling personal information is Supervised appropriately.
- Anyone wanting to enquire about the handling personal information knows what to do.
- Queries about handling personal information are dealt with promptly and politely.
- An Annual review and audit is carried out of the way personal information is managed.
- Methods of handling personal information are regularly assessed.

4. SUMMARY

4.1 When we ask you for information, Kings Worthy Parish Council will:

- Ensure you are informed as to why we need it.
- Ensure it is appropriately protected and make sure only those authorised has access to it.
- Ensure you are aware that you have a choice about giving us personnel information.
- Let you know if we need to share the information with other organisations in order to provide you with a better level of service and also whether you can say no.
- Make sure we only keep personnel information for as long as necessary and it is disposed of, as per our Retention Policy.

4.2 In return we ask you to:

- Ensure you give us accurate information.
- Tell us as soon as possible of any changes to information held about you.
- Tell us as soon as possible if you notice any mistakes in the information we hold about you. Doing this this aids us in keeping our information up to date.

5. FURTHER INFORMATION

- 5.1 If you wish to be supplied with personal information we hold about you (known as a subject access request), or if you have any queries or complaints – please write to:

Parish Clerk
Kings Worthy Parish Council
Lionel Tubbs Hall & Kings Worthy Community Centre
Fraser Road, Kings Worthy
Winchester
Hampshire
SO2 37PJ

Alternatively, you can also contact the Data Protection Officer by
Email on: kwpc@btconnect.com

- 5.2 If you would like to see Kings Worthy Parish Council's Data Protection Registration details, as notified to the Information Commissioner, you can do so by visiting the Information Commissioner's website (www.ico.org.uk) and simply enter the Council's registration number **Z5730734** in the appropriate box.

- 5.3 For independent advice about data protection, please contact the Information Commissioner.

By Post:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

By Phone: 0303 123 1113 (local rate)

By Email: casework@ico.org.uk

Data Protection Policy Adopted – May 2018



Kings Worthy Parish Council

Data & Document Retention Policy

PUBLISHED ON: TBC

Introduction

The aims of the Retention Policy are to:

- Enable the identification of records that may be worth preserving permanently at the Hampshire Records Office or as part of Kings Worthy Parish Council's archives.
- Ensure that records are not destroyed prematurely.
- Ensure documents are retained for a specified period to satisfy financial and or legal requirements.
- Provide a timetable for the destruction of records that do no longer require retention.

This Retention Policy is intended to cover records and information from creation through to destruction and/or permanent retention. This Retention Policy covers all record formats, including paper, photographic, and electronic. Records identified for permanent preservation can be retained in any format if evidential requirements and future retrieval is ensured.

Records identified for destruction under the Schedule may be destroyed in accordance with the provisions of the Schedule. Backup copies stored on alternative media (server/electronic storage media/paper) will also be destroyed. This is to ensure compliance with both Data Protection and Freedom of Information legislation.

Some records for permanent preservation will be passed to Hampshire Records Office, which will act as Kings Worthy Parish Council's archivist.

Reviewing the Schedule

This Retention Policy will be reviewed on an annual basis to ensure it complies with current Data Protection and Freedom of Information Legislation.

Record Types

The main record types that specifically relate to each purpose have been listed and retention recommendations are given for each. However, the list of record types provides major examples only and is not comprehensive. The Parish Clerk shall advise on any matters of interpretation.

Minimum Retention Period

This column shows the minimum period for which the record should be retained before it is reviewed or destroyed.

Disposal Action

Disposal constitutes one of three actions:

- a) Destruction (D) – records will be destroyed after the specified number of years.

- b) Review (R) – records marked for review are records that may not have a legal requirement to be retained, but where the decision to retain/destroy is not clear and therefore requires an assessment of whether they are of administrative or historic value. This decision should be taken by the Parish Clerk, in conjunction with the Parish Council Chairman.

The content of the Parish Council's internal filing systems should be reviewed on annual basis to ensure that any records are dealt with as per with the retention policy, to remove or delete correspondence, circulars and other papers which are no longer of value and/or use. The destruction of closed files should take place in accordance with the guidelines.

The guideline for retaining general correspondence is three years; however, it may be necessary to review this correspondence for possible further retention where it is deemed necessary to instigate/conclude an action.

- c) Permanent (P), these records are permanently retained for either statutory reasons, or if they are deemed of administrative or historical significance.

Reason/Notes

Where the retention period is set, or guided by legislation, this is noted in the final column. Those records of historical interest are flagged as "archive" and are placed into permanent storage.

Document	Minimum Retention Period	Reason	Covered by GDPR
Administration / Financial Records			
Minutes (Full Council & Committees)	Indefinite	Archive	Yes
Scales of fees and charges	5 years	Management	No
Receipt and payment accounts	Indefinite	Archive	Yes
Receipt books of all kinds	6 years	VAT	Yes
Bank statements (Inc. deposit/savings)	Last completed audit year	Audit	Yes
Bank paying-in books			Yes
Cheque book stubs			Yes
Quotations and Tenders	6 years	Limitation Act 1980 (as amended)	Yes
Paid invoices	6 years	VAT	Yes
Paid cheques	6 years	Limitation Act 1980 (as amended)	Yes
VAT records	6 years (20 years for VAT on rents)	VAT	Yes
Telephone books	6 years	Limitation Act 1980 (as amended)	Yes
Timesheets	Last completed audit year	Audit	Yes
Wages books	12 years	Superannuation	Yes
Insurance policies	Until expiration	Management	No
Certificates for insurance against liability for employees	40 years from date of commencement or renewal	Employers' Liability (Compulsory Insurance) Regulations 1998, Management	No
Investments	Indefinite	Audit, Management	No
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Yes
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Yes

Park equipment inspection reports	21 years		Yes
Facilities Hire Records			
Applications for hire	6 years	VAT	Yes
Letting diaries			Yes
Copies of bills to hirers			Yes
Allotment Records			
Register and plans	Indefinite	Audit, Management	Yes
Burial Ground Records			
Register of fees collected	Indefinite	Archive, Cemeteries Orders, Cremations Regulations	No
Register of interments			Yes
Register of purchased graves			Yes
Register/plan of grave spaces			No
Register of memorials			No
Applications for interment			Yes
Applications for right to erect memorials			Yes
Disposal certificates			Yes
Copy of certificates of grant of exclusive right of burial			Yes

Jackie's County Update May 2018

The weather has warmed up at last!

But it was chilly for our third Dawn to Dusk Day on The Watercress Way- a 26 mile circular route based on the old railway lines in this area.

Events included a Dawn Chorus Walk, and a Flora and History Walk later in the day. You can see more about the purpose and progress of the charity on

www.thewatercressway.org.uk.

If you'd like to know more, you can sign up to become a Friend of the Line to receive around 4 emails a year on progress. We welcome donations online too!



This year's elections brought new councillors to the team, and re-elected others. I am pleased to say that Margot Power will hold a Councillor's surgery in Alresford on the first Friday of each month, and Malcolm Prince is the re-elected Councillor for The Worthys, including Worthy Down. (I hold surgeries in Kings Worthy and Alresford and can visit you if those aren't convenient)

The County Council owns many countryside areas and has been refurbishing some of the facilities. Apparently visitor numbers are all about the View, the Brew and the Loo! Lepe is a particular favourite of ours and the new facilities (due to be open for the school holidays) are a great improvement. You can see more on www.hants.gov.uk/thingstodo

I receive many requests from residents to reduce speeds outside their homes and on school routes. I am often asked for a 20mph limit for villages and I hope the results of the year-long pilot will be published soon, so we can move forward on this.

But *even if the limits are in place*, do drivers observe them?

Light-up signs warn us- but records show many drivers exceeding the limit.

The Micheldever 20mph pilot (to make it safer to walk in a village without footways) is observed by only some. Itchen Stoke's active Speedwatch programme has resulted in nearly 500 drivers receiving warnings in the last few months alone.

The Police cannot be expected to sit awaiting speeding cars, so is this a matter where we *all must* take responsibility? I would welcome your views on this issue.

The County Council has just changed its policy on provision of transport to school for primary school children. The current school transport policy stands for 2018. However, if your child is due to start school in September 2019, this will affect you. If your child needs to use the school bus, the County Council will not be obliged to provide transport until the term after your child is 5: which is difficult for rural residents and a particular problem for 'summer babies'. Please contact me if this concerns you and your family.

For those of you who use the Cart and Horses junction, you will be pleased to hear that the proposed 40mph speed limit has been advertised for implementation. Some progress at last! We await the new version of M3/Jn9 following the first consultation- due soon.

Cllr. Jackie Porter, 01962 791054, email jackie@jackieporter.co.uk,

Kings Worthy Parish Council
Management Accounts for the period ending 30th April 2018

Item/Description	Current Month Budget	Current Month Actual	Current Month Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Income							
FAR	£11,401	£11,347	£-54	£138,356	£11,401	£11,347	£-54
KWCC	£183	£183	£0	£8,249	£183	£183	£0
P&H	£0	£0	£0	£0	£0	£0	£0
R&A	£333	£0	£-333	£6,300	£333	£0	£-333
Total:	£11,918	£11,530	£-388	£152,905	£11,918	£11,530	£-388

Expenditure							
FAR	£5,632	£5,397	£234	£64,264	£5,632	£5,397	£234
KWCC	£1,175	£581	£595	£15,024	£1,175	£581	£595
P&H	£0	£0	£0	£6,250	£0	£0	£0
R&A	£6,392	£3,219	£3,173	£75,893	£6,392	£3,219	£3,173
Total:	£13,199	£9,197	£4,002	£161,431	£13,199	£9,197	£4,002

Current Position							
Net Surplus / Deficit	£-1,281	£2,333	£3,614	£-8,526	£-1,281	£2,333	£3,614

Balance Sheet - Period ended 30th April 2018			
Current Assets			
<u>Bank accounts</u>			
Unity Trust current account	£	3,404	
Unity Trust tailored deposit account	£	95,608	
<u>Investments/Deposits</u>			
Hampshire Trust Bank variable deposit (90 day notice)	£	69,632	
Hampshire Trust Bank 12 month deposit (to 27/09/2018)	£	35,438	
<u>Other</u>			
Procurement card (**** * 2261)	£	14	
Debtors control account	£	1,112	
Prepayments	£	337	
Total:	£	205,543	
Current Liabilities (inc. Precept received in advance)	£	67,177	
Current Assets minus Liabilities	£	138,366	
Earmarked Funds in Reserve			
Church Green fund	£	18,457	
CIL Reserve	£	66,008	
Total:	£	84,465	
Net Assets			
Profit & loss account brought forward	£	20,678	
General reserves	£	36,654	
Profit & loss year to date	£	4,248	
Total:	£	61,580	

Kings Worthy Parish Council - Finance, Administration & Remuneration Committee Payment

Date	Committee	Beneficiary	Description	Category	Total Amount (inc. VAT)	Unrecoverable VAT
Payments previously authorised:						
26/04/2018	R&A	Ropesource	cricket net rope	sports equipment	£ 168.00	£
				Total:	£ 168.00	£
Payments to be authorised:						
16/05/2018	THMC	HCC	Toilet Paper	cleaning materials	£ 33.00	£ -
16/05/2018	R&A	Environmental Hygiene	7 Bus shelters cleaned	shelters	£ 84.00	£ -
16/05/2018	THMC	WCC	rent Tubbs Hall	rent Tubbs Hall	£ 318.77	£ -
16/05/2018	FAR	Do the numbers	internal audit	internal audit	£ 550.00	£ -
16/05/2018	FAR	Viking	postage 16/05/2018 stationery	postage/stationery	£ 142.78	£ -
16/05/2018	FAR	HALC	affiliation	subscriptions	£ 825.00	£ -
16/05/2018	FAR	HALC	annual conference fee	staff training	£ 180.00	£ -
16/05/2018	FAR	HALC	HR consultancy service	subscriptions	£ 180.00	£ -
16/05/2018	P&H	HCC	Street Lighting	Street Lighting	£ 3,789.75	£ -
16/05/2018	FAR	Boxit	storage	storage	£ 57.17	£ -
16/05/2018	R&A	Kings Worthy Pre-school	grant	grants	£ 408.59	£ -
16/05/2018	R&A	Front Yard Co	cycle rack		£ 444.00	£ -
				Total:	£ 7,013.06	£ -

Direct Debits / Standing Orders						
06/04/2018	THMC	EDF	Tubbs Hall gas supply (monthly)	Gas - Tubbs Hall	£ 56.60	£ -
05/04/2018	THMC	EDF	Tubbs Hall electricity	Electricity - Tubbs Hall	£ 59.00	£ -
24/04/2018	THMC	E.ON	Gas - Tubbs Hall	Gas - Tubbs Hall	£ 87.42	
16/04/2018	THMC	WCC	Business Rates	Rates- Tubbs Hall	£ 56.80	
16/04/2018	FAR	SAGE	Accounting software (monthly)	Computer software	£ 40.80	£ -
27/04/2018	R&A	Green Smile Ltd.	Grounds maintenance contract (monthly)	Grounds maintenance contract	£ 3,594.00	£ -
16/04/2018	FAR	TLC Online	Website and email support	Website expenses	£ 20.00	£ -
27/04/2018	FAR	Plusnet	Internet & telephone (monthly)	Telephone & broadband	£ 49.11	£ -
				Total:	£ 3,963.73	£ -

Salary Costs							
25/4/18	FAR	Staff	Net Wages (net of PAYE & NI)	Clerks Salaries	£ 2,316.48	£	-
18/04/2018	FAR	HMRC	PAYE (see above)	PAYE	£ 164.00	£	-
18/04/2018	FAR	HMRC	National Insurance (see above)	Employers NI	£ 349.85	£	-
11/04/2018	FAR	Pensions	(Paid by EKS Accounting)	Employers Pension	£ 542.18	£	-
				Total:	£ 3,372.51	£	-
Payments from Procurement Cards							
Assistant Clerk							
nil						£	-
						£	-
						£	-
						£	-
				Total:	£ -	£	-
Bank Fees & Interest Charges				Committees			
Period		Total Fees		FAR	Finance, Administration &		
Jan - March				P&H	Planning & Highways		
Card Fees				R&A	Recreation & Amenities		
March 2018							