

Kings Worthy Parish Council

FINANCE COMMITTEE

Minutes of the Meeting held on Wednesday 10 February 2016
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy

Present: **Councillors:** Martin Taylor (Chairman)
 Ian Gordon
 Noel McCleery

Clerks: Chris Read
 Adrian Reeves

Public: 0

		Action
F/16/15 Apologies for Absence		
Apologies were received from Cllrs Newell & Welstead.		
F/15/16 Public Question Time		
None.		
F/15/17 Minutes of the Meeting held on the 13 January 2016		
The minutes were agreed as a true record of the meeting and were signed by Cllr Taylor.		
F/16/18 Matters Arising from the Minutes of 13 January 2016		
F/16/04 S106 Funding & Community Infrastructure Levy (CIL) –		
The S106 agreement for the Lovedon Fields development, has now been signed by all parties.		
F/16/04 New banking arrangements & investments		
Unity Trust bank have been contacted requesting information on signing rules and to ensure there is no 'master' signatory that can act alone.		
F/16/04 Fire Inspection Action Items		
The hardwood base board for the roller shutter has now been installed. The fire doors and hatch removal are being completed next week.		
F/16/19 Proposed New Expenditure for Finance Approval		
o Planning and Highways		
None.		

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

- Replacement Backup Drive – The current external hard drive is now 4 years old and it is good procedure to replace them regularly. It was agreed to procure a new hard drive for £54.16 (ex. VAT) & a flash drive for £5.40 (ex. VAT).
- Broadband & Phone – It was agreed to clarify with Virgin media that they can provide broadband to Tubbs Hall. It was also agreed to investigate Plusnet and Talk Talk.
- Guttering – After discussion, it was agreed to recommend to Parish Council to accept the quotation from the Fascia Company, due to their excellent reputation, accreditations with several trade bodies and higher specification guttering.

Clerk

Clerk

○ **Recreation and Amenities (R&A)**

- Fencing for Fryers Close Play Ground – It was agreed to accept the quotation from Creative Fencing, of £787.00.
- Burial Ground Plaque – It was agreed to accept the quotation from Engraving World Ltd of £76.00, subject to confirmation of the wording.
- Hinton Park Orchard Board – It was agreed to accept the quotation from Shelley Signs for an A2 GRP orchard board with oak lectern, of £590.00.
- Play Ground Signs – It was agreed to accept the quotation from Shelley Signs for new signs for the Parish Council’s play grounds, of £235.00.
- Eversley Park Car Park – It was agreed to accept R&A’s recommendation to accept the quotation from Solent Road Markings for the alteration to the lining in Eversley Park Car Park, of £285.00.
- Schedule of Charges for Parish Facilities and Burial Ground – It was agreed to recommend to Parish Council to add 2% to all charges, excluding the recently created fitness class charge and the charge for searching the burial records. It was also agreed to recommend that we abolish to charge for the interment of children from stillborn-28 days old.

Clerk

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○ **Communications**

None.

F/16/20 To receive the Statement of Accounts and Management Reports [see attached]

The Clerk gave a presentation to members of the figures for the year to date ending 31 January 2016, which included a bank reconciliation statement which was signed by the Chairman [copy attached]. The current surplus of income over expenditure is £2,183.00 at that date.

F/16/21 Grant applications

- Jubilee Hall have requested a grant for help towards the cost of refurbishing their toilet facilities. The total cost of the project is £16,000.00 and they are requesting a £1000.00 grant. It was agreed to recommend to Parish Council to grant 1/16 of the cost, with a maximum amount of £1000. If agreed the grant will not be paid until the works have been completed.

Clerk

Clerk

- St Marys Fete have requested a grant for help towards the cost of hiring entertainment, a contribution to Kings Alfred buses, security and first aid. It was agreed recommend to Parish Council to grant St Marys fete £500.00.

F/16/22 To agree process for pay award 2016-17	
<p>The Hampshire Association of Local Councils are now recommending that a committee be setup to cover remuneration. It was therefore agreed to recommend officially to incorporate remunerations into the Finance & Administration committee which would be renamed the Finance, Administration and Remuneration Committee.</p> <p>It was also agreed for Cllr Gordon to contact HALC for advice on pay awards for 2016/17</p>	<p>Clerk</p> <p>Cllr Gordon</p>
F/16/23 Review of the Risk Register	
<p>Amendments were made to the draft 2016 copy of the Risk Register. This amended copy is to be sent round to councillors for comments and will be sent to the Parish Council meeting on Monday.</p>	<p>Clerk</p>
F/16/24 Review of Standing Orders and Financial Regulations	
<p>Defer until next Finance committee.</p>	
F/16/25 RFO's and Clerk's Notices	
<ul style="list-style-type: none"> • Window Cleaning – EHS Cleaning have now been hired to clean all the external windows at Tubbs Hall, quarterly for £40.00 per clean. • HALC Annual Meeting – It was agreed to Cllr Gordon & the Assistant Clerk to attend the HALC annual meeting, at a cost of £75.00 each. • Dog Bins – Landscape group have requested that we sign an official contract with them. There is also a cost increase of 6.34% as there are paying their employees the living wage. The cost increase was agreed as this is still a competitive price and the contract was signed. 	<p>Cllr Gordon & Clerk</p>
F/16/26 Chairman's Notices	
<p>None.</p>	
F/16/27 Authorise Invoices for Payment	
<p>The Committee received a schedule of invoices due for payment, agreed the schedule and signed the cheques. The total invoices for payment amounted to £2,293.39. [Copy attached].</p>	
F/16/28 Items for Discussion at the Next Meeting	
<p>None.</p>	
F/16/29 Date of next meeting	
<p>The next meeting has been scheduled for 9.30am on 09 March 2016.</p>	

The meeting closed at 13:27.

Signed.....

Date.....

Kings Worthy Parish Council

Management Accounts for the period ended 31 January 2016

2014/15 Actual (Full Year) (£)	Current Month Budget (£)	Current Month Actual (£)	Current Month Variance (£)	Income Item/Description	2015/2016 Budget ytd (£)	Actual ytd (£)	Variance ytd (£)	2015/2016 Budget (£)	2016/17 Budget (Proposed) (£)
124,678	10,042	12,761	2,719	Finance (inc. Precept)	100,424	101,708	1,284	120,509	119,221
4,800	400	400	0	THMC Income	4,000	4,008	8	4,800	4,800
33,159	333	78	(255)	Recreation & Amenities	4,532	19,219	14,687	6,200	8,092
0	0	0	0	Planning & Highways	0	0	0	0	0
162,636	10,776	13,239	2,463	Total Income	108,956	124,935	15,979	131,509	132,113
				Expenditure Item/Description					
60,214	4,472	7,388	(2,916)	Finance	52,349	55,358	(3,010)	62,047	66,940
94,525	5,390	4,514	876	Recreation & Amenities	57,072	64,544	(7,472)	73,184	93,665
6,807	0	0	0	Planning & Highways	3,773	2,850	923	7,545	8,750
161,547	9,862	11,902	(2,040)	Total Expenses	113,194	122,752	(9,559)	142,776	169,355
162,636	10,776	13,239	2,463	Total Income	108,956	124,935	15,979	131,509	132,113
161,547	9,862	11,902	(2,040)	Total Expenses	113,194	122,752	(9,559)	142,776	169,355
1,090	914	1,337	423	Net Surplus (deficit) for year	(4,237)	2,183	6,420	(11,267)	(37,241)

Bank Reconciliation as at**31 January 2016**

		<u>A/c no.</u>
Bank: Current a/c	£16,043.70	00324833
Deposit a/c	£51,778.22	88395529
	<u>£67,821.92</u>	
Less u/p cheques and D/Ds:		
5688 Sarah White	£4.57	
5711 Sarah White	£95.00	
5762 PCC of Kings Worthy	£7.00	
5766 Sarah White	£7.99	
5767 Christopher Read	£198.38	
5773 M.R.S.Services	£450.57	
5781 Worthy Tree Care	£4,032.00	
5782 Christopher Read	£40.47	
5786 Clive Collins Electrical	£192.00	
5787 APSE	£357.60	
5788 Wellers Law Group	<u>£3,505.80</u>	
	£8,891.38	
Add u/p credits:		
	<u>£0.00</u>	
	<u>£58,930.54</u>	
Current account as per NatWest bank	£16,043.70	
Less: unrepresented cheques	£8,891.38	
Add: unrepresented credits		
Balance as per ledger	<u>£7,152.32</u>	

Kings Worthy Parish Council

FINANCE COMMITTEE

Invoices for Payment - for February 2016 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) £
Clive Collins Electrical Ltd	5786	Emergency light and fused spur		192.00
APSE	5787	Allotment management course (2 places)		357.60
Wellers Law Group LLP	5788	Legal fees re s106 agreement		3505.80
			Total	4,055.40

Cheques to be authorised:

Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £	Invoice Value (incl VAT) £
Hampshire County Council	5789	Pensions - January 2016		694.85
Hampshire County Council	5790	Punched pockets, copier paper	32.38	
		30l storage boxes (2)	18.38	50.76
M.R.S.Services	5791	Maintenance services - January 2016	346.26	
		Replacement of Yukon log roll & hogs back	780.00	1126.26
Viking Payments	5792	Label cartridge, desk tidy & mop bucket		52.74
Green Smile Ltd	5793	Cut hedge around office car park		300.00
Christopher Read	5794	Sugar, milk, speakers, lightbulbs and powerline adaptors		51.98
D Hudson	5795	Black printer cartridge		12.00
Adrian Reeves	5796	Land registry search fee and travel		4.80
			Total	2,293.39

Direct Debits & Standing Orders

BT		Telephone (monthly)		37.00
Southern Water		Tubbs Hall water supply (monthly)		15.00
Southern Water		Eversley Park water supply		7.50
E.On Gas		Tubbs Hall gas supply (monthly)		183.61
E.On Electricity		Tubbs Hall electricity supply (monthly)		151.33
Green Smile Ltd.		Grounds maintenance contract (monthly)		3,239.25
SAGE		Accounting software (monthly)		30.00
			Total	3,663.69

Salary Costs

Telephone banking		Net Wages (net of tax & NI)		2,314.96
HMRC		PAYE		371.20
HMRC		National Insurance		259.08
Pensions		(Paid by cheque as above)		694.85
			Total	3,640.09