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|---|--------------|
| F/17/67 Proposed New Expenditure for Finance Approval | |
| <ul style="list-style-type: none"> ○ Planning and Highways – None. ○ Finance and Administration [incl. Tubbs Hall] – <p>Front door automation – It was agreed to accept the quotation for automation of the front door, installation of an access system and repair of the rear fire exit door, at a cost £3,151.27. The acceptance of this quotation is subject to suitable references and the agreement of Tubbs Hall Management Committee.</p> <ul style="list-style-type: none"> ○ Recreation and Amenities (R&A) – None. ○ Communications – None. | |
| F/17/68 End of year accounts and annual governance statement | |
| <p>The Clerk gave a presentation to members of the final accounts for the year ending 31st March 2017. The final deficit of income over expenditure (ex. CIL) is £23,249.00, at that date. This compares to a budgeted deficit for the year of £37,241.00. Members agreed to formal adopt the March 2016-17 accounts, which will be sent to Parish Council for ratification.</p> <p>Annual Governance – Members reviewed the questions and agreed that the Parish Council met all the criteria for 2016-17 financial year.</p> | Clerk |
| F/17/69 To receive the statement of accounts and management reports for period ended 30th April 2017 | |
| It was agreed to defer this item to Parish Council on the 22 nd May 2017. | |
| F/17/70 Insurance arrangements | |
| It was agreed to use Came & Company as our insurance broker and to obtain a 3-year deal, if there are savings. | Clerk |
| F/17/71 Grant applications | |
| Worthys Festival 2017 – A grant had been received request £900.00 for assistance towards the costs of insurance, licencing and overnight security for equipment. It was agreed to grant the full £900.00, subject to receiving copies of the invoices or receipts. | Clerk |
| F/17/72 Remuneration and Staff Contracts | |
| A proposal for a pay award is to be sent to Parish Council. | |

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| F/17/73 Tubbs Hall – landlord’s responsibilities | |
| <p>a) Actions from 2016 fire inspection report – Nothing further.</p> <p>b) Building survey– The Clerk is compiling a list of actions including a cost estimate; this is to be distributed to Councillors.</p> <p>c) Solar Panels – Councillors are to meet with representatives of Tubbs Hall Management Committee to discuss this.</p> | <p>Clerk</p> <p>Clerk</p> |
| F/17/74 Legal Issues | |
| None. | |
| F/17/75 RFO’s and Clerk’s Notices | |
| Advertisement – Due to recent assistance provided to the Parish Council, it was agreed to offer the Kings Worthy Slimming World group a free rolling advertisement. | Clerk |
| F/17/76 Chairman’s Notices | |
| Chairmanship – Cllr Taylor reported to the committee that he is not intending to stand as a candidate for Chairman of the FAR committee, at the Annual General Meeting. | |
| F/17/77 Authorise Invoices for Payment | |
| <p>The Committee received a schedule of invoices due for payment, and agreed the schedule.</p> <p>The total invoices for payment amounted to £1,024.71. A total of £91.16 had been spent on urgent invoices where payments have been made prior to the meeting. [Copy attached].</p> | |
| F/17/78 Items for Discussion at the Next Meeting | |
| Proposed kitchen refurbishment | |
| F/17/79 Date of next meeting | |
| The next meeting has been scheduled for 9.30am on 14 th June 2017. | |

The meeting closed at 11:35.

Signed.....

Date.....

| Bank Reconciliation as at | | 31 March 2017 (v2) | |
|----------------------------------|---|---------------------------|-------------|
| Bank: | NatWest Current a/c | | £0.00 |
| | NatWest Deposit a/c | | £0.00 |
| | Co-Operative Bank Fixed Term Deposit | | £0.00 |
| | Unity Trust Current 20369336 | | £11,069.26 |
| | Unity Trust Tailored Deposit 20369349 | | £71,275.81 |
| | Hampshire Trust Bank variable | | £21,000.00 |
| | Hampshire Trust Bank 12 month | | £35,000.00 |
| | Bread4Business **** * 2261 | | £121.14 |
| | Bread4Business **** * 1588 | | £498.53 |
| | | | £138,964.74 |
| | Less u/p cheques and D/Ds: | | |
| | HCC 57943979 | £62.54 | |
| | HCC 58030769 | £28.62 | |
| | | | £91.16 |
| | Add u/p credits: | | |
| | | £0.00 | |
| | | | £0.00 |
| | | | £138,873.58 |
| | Current account as per Unity Trust Bank | | £11,069.26 |
| | Less: unprocessed payments | | £91.16 |
| | Add: unprocessed credits | | |
| | Balance as per ledger | | £10,978.10 |
| | Bread4Business **** * 2261 | | |
| | As per bank | | 274.01 |
| | Less: | | |
| | Amazon | 149.97 | |
| | Fees | 2.90 | |
| | | | 152.87 |
| | As per ledger as at 31/03/17 | | 121.14 |
| | Bread4Business **** * 1588 | | |
| | As per bank | | 120.79 |
| | Less: | | |
| | Avanquest | 71.90 | |
| | Fees | 1.44 | |
| | | | 73.34 |
| | Card balance | | 47.45 |
| | Float as at 31/03/17 | | 439.10 |
| | As per ledger as at 31/03/17 | | 486.55 |

Kings Worthy Parish Council

Management Accounts for the period ended 31 March 2017 (v2)

| 2015/16 Actual (Full Year) (£) | Current Month Budget (£) | Current Month Actual (£) | Current Month Variance (£) | Income Item/Description | 2016/2017 Budget ytd (£) | Actual ytd (£) | Variance ytd (£) | 2016/2017 Budget (£) | 2017/18 Budget (£) |
|--------------------------------------|--------------------------------|--------------------------------|-------------------------------------|--|--------------------------------|-------------------|---------------------|-------------------------|-----------------------|
| 121,973 | 9,857 | 9,945 | 88 | Finance (inc. Precept) | 119,221 | 157,226 | 38,004 | 119,221 | 145,216 |
| 4,808 | 400 | 183 | -217 | THMC Income | 4,800 | 5,809 | 1,009 | 4,800 | 2,196 |
| 21,287 | 1,538 | 214 | -1,324 | Recreation & Amenities | 8,092 | 5,722 | -2,370 | 8,092 | 8,704 |
| 0 | 3,625 | 3,012 | -613 | Planning & Highways | 0 | 0 | 0 | 0 | 0 |
| 148,068 | 15,420 | 13,354 | -2,066 | Total Income | 132,113 | 168,757 | 36,643 | 132,113 | 156,116 |
| | | | | Expenditure Item/Description | | | | | |
| 69,160 | 4,882 | 5,873 | -992 | Finance | 66,940 | 72,167 | -5,227 | 66,940 | 71,437 |
| 89,539 | 6,216 | 15,263 | -9,047 | Recreation & Amenities | 93,665 | 77,454 | 16,211 | 93,665 | 70,589 |
| 5,927 | 3,625 | 3,012 | 613 | Planning & Highways | 8,750 | 5,644 | 3,106 | 8,750 | 14,200 |
| 164,626 | 14,723 | 24,148 | -9,425 | Total Expenses | 169,355 | 155,266 | 14,089 | 169,355 | 156,226 |
| 148,068 | 15,420 | 13,354 | -2,066 | Total Income | 132,113 | 168,757 | 36,643 | 132,113 | 156,116 |
| 164,626 | 14,723 | 24,148 | -9,425 | Total Expenses | 169,355 | 155,266 | 14,089 | 169,355 | 156,226 |
| -16,558 | 697 | -10,794 | -11,491 | Net surplus (deficit) | -37,241 | 13,491 | 50,732 | -37,241 | -110 |
| | | | | Memorandum | | | | | |
| -16,558 | 697 | -10,794 | 7,359 | Net surplus (deficit) exc. CIL receipts | -37,241 | -23,249 | 13,992 | -37,241 | -22,948 |

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

| Date | Committee | Beneficiary | Description | Category | Total Amount (inc. VAT) | Unrecoverable VAT |
|--|-----------|--------------------------------|---|------------------------------|-------------------------|-------------------|
| Payments previously authorised: | | | | | | |
| 06/02/2015 | FAR | Hampshire County Council | Batteries, toilet rolls, urinal blocks, hand towels & glass cleaner | Cleaning supplies | £ 62.54 | £ - |
| 21/04/2017 | FAR | Hampshire County Council | Hole reinforcers, perforator, indexes, glue stick, double sided tape, staples, notes cube | Office stationery | £ 28.62 | £ - |
| | | | | Total: | £ 91.16 | £ - |
| Payments to be authorised: | | | | | | |
| 18/04/2017 | FAR | Culverlands Press Ltd | 2000x Spring 2017 Newsletters | Leaflets and publications | £ 499.00 | £ - |
| 05/05/2017 | R&A | Environmental Hygiene Services | Steam clean and sanitation of 8 bus shelters & 2 noticeboards | Grounds maintenance | £ 106.00 | £ - |
| 04/05/2017 | FAR | Hampshire County Council | Toilet rolls, Toilet cleaner, sacks, pens, bleach & sponges | Cleaning supplies | £ 69.95 | £ - |
| 25/04/2017 | FAR | Judith Steventon Baker | Printer Cartridge | Office Equip rental | £ 30.99 | £ - |
| 11/04/2017 | FAR | Winchester City Council | Annual rent for lease of Tubbs Community Centre | Rent | £ 318.77 | £ - |
| | | | | Total: | £ 1,024.71 | £ - |
| Direct Debits / Standing Orders | | | | | | |
| 25/04/2017 | FAR | Business Stream Ltd. | Tubbs Hall water supply (monthly) | Water | £ 24.60 | £ - |
| 13/04/2017 | FAR | E.On Gas | Tubbs Hall gas supply (monthly) | Gas | £ 141.41 | £ - |
| 24/04/2017 | FAR | E.On Electricity | Tubbs Hall electricity supply (monthly) | Electricity | £ 158.93 | £ - |
| 27/04/2017 | R&A | Green Smile Ltd. | Grounds maintenance contract (monthly) | Grounds maintenance contract | £ 3,239.25 | £ - |
| 18/04/2017 | FAR | Winchester City Council | Business rates (monthly) | Rates - Business | £ 56.26 | £ - |
| 18/04/2017 | FAR | SAGE | Accounting software (monthly) | Computer software | £ 33.00 | £ - |
| 28/04/2017 | FAR | Plusnet | Internet & telephone (monthly) | Telephone & broadband | £ 49.38 | £ - |
| | | | | Total: | £ 3,702.83 | £ - |

| Salary Costs | | | | | | | |
|---------------------------------|-----|--|--|-----------------------|--|-----------------|----------------|
| 25/04/2017 | FAR | Staff | Net Wages (net of PAYE & NI) | Clerks Salaries | £ | 2,104.17 | £ - |
| 21/04/2017 | FAR | HMRC | PAYE (see above) | PAYE | £ | 322.60 | £ - |
| 21/04/2017 | FAR | HMRC | National Insurance (see above) | Employers NI | £ | 297.24 | £ - |
| 19/04/2017 | FAR | Pensions | (Paid by EKS Accounting) | Employers Pension | £ | 716.62 | £ - |
| | | | | Total: | £ | 3,440.63 | £ - |
| Payments from Procurement Cards | | | | | | | |
| <i>Adrian Reeves</i> | | | | | | | |
| 03/04/2017 | FAR | Avanquest.u-bill.com | Soda PDF Software | Computer Software | £ | 71.90 | £ 11.98 |
| 06/04/2017 | R&A | HFE Signs Ltd | Feather flag system, base, various replacement signs | Notice Boards & Signs | £ | 571.86 | £ - |
| 20/04/2017 | P&H | Land Registry | Copy of title plan | Legal fees | £ | 3.00 | £ - |
| <i>Chris Read</i> | | | | | | | |
| 03/04/2017 | FAR | Amazon UK Marketplace (Beauty-4-less) | Heavy duty folding plastic table | Sundry | £ | 34.99 | £ - |
| 03/04/2017 | FAR | Amazon UK Marketplace (Beauty-4-less) | Heavy duty folding plastic table | Sundry | £ | 34.99 | £ - |
| 03/04/2017 | FAR | Amazon EU S.a.r.L. & Amazon UK Marketplace (various) | Pegs, peg remover and mallet | Sundry | £ | 24.04 | £ - |
| 03/04/2017 | FAR | Amazon EU S.a.r.L. | 2.5 x 2.5m Gazebo | Sundry | £ | 79.99 | £ - |
| | | | | Total: | £ | 820.77 | £ 11.98 |
| Bank Fees & Interest Charges | | | | Committees | | | |
| Period | | Total Fees | | R&A | Recreation & Amenities | | |
| April 2017 | | N/A | | FAR | Finance, Administration & Remuneration | | |
| Card Fees | | | | P&H | Planning & Highways | | |
| April 2017 | | £ | 6.52 | | | | |