

- **Recreation and Amenities (R&A)** – None.
- **Communications** – None.

F/17/06 To receive the statement of accounts and management reports for month ended 31st December 2016 [see attached]

The Clerk gave a presentation to members of the figures for the year to date ending 31st December 2016. The current deficit of income over expenditure (ex. CIL) is £8113.00, at that date. This compares to a budgeted deficit of £11,960.00

It was agreed to write off £46.00 owed by Gecko AFC as unrecoverable.

It was noted that both Natwest accounts are now closed.

Clerk

F/17/07 Budget for 2017-18

The Clerks reported that several minor changes had been made to the forecast outturn. It was therefore agreed to recommend the attached budget to next full Parish Council meeting.

Clerk

F/17/08 Grant applications

Kings Worthy Fete – An application requesting £820.00 to assist with paying for King Alfred Buses, Birds of Prey, a PA system, entertainment, alcohol license, programmes, security and first responders.

It was unanimously agreed to grant them £500.00 with £50.00 being retained as a deposit, to be paid out after event as long as Church Green is left clean and tidy. It was noted that the Fete is a profitable event for the church and that the PCC should be advised that, under its Standing Orders, it may not be possible for the Parish Council to make future grants.

Clerk

F/17/09 Remuneration

None.

F/17/10 Tubbs Hall – landlord’s responsibilities

Actions from 2016 fire inspection report – All the major works are now complete with only minor items left to complete.

Electrical inspection – Awaiting confirmation of date on which the hall can be closed.

Building Survey & valuation – Awaiting receipt of further quotations.

F/17/11 RFO’s and Clerk’s Notices

First Aid Course – The Clerk attended the course on Tuesday 10th January and passed.

Dog Bins Emptying – ID Verde Ltd have increase their prices for emptying the dog bins by 2% for 2017/18. It was agreed to proceed with the contract subject to the Clerk confirming the cost that Denmead Parish Council pay for this service.

Clerk

F/17/12	Chairman's Notices
----------------	---------------------------

None.

F/17/13	Authorise Invoices for Payment
----------------	---------------------------------------

The Committee received a schedule of invoices due for payment, and agreed the schedule.

The total invoices for payment amounted to £6,429.86. A total of £4,072.46 had been spent on urgent invoices where payments have been made prior to the meeting. [Copy attached].

F/17/14	Items for Discussion at the Next Meeting
----------------	---

Risk Register.

F/17/15	Date of next meeting
----------------	-----------------------------

The next meeting has been scheduled for 9.30am on 8th February 2016.

The meeting closed at 11:29.

Signed.....

Date.....

DRAFT

31 December 2016

NatWest Current a/c	£0.00
NatWest Deposit a/c	£0.00
Co-Operative Bank Fixed Term Deposit	£0.00
Unity Trust Current 20369336	£9,884.38
Unity Trust Tailored Deposit 20369349	£106,265.04
Hampshire Trust Bank variable	£21,000.00
Hampshire Trust Bank 12 month	£35,000.00
Bread4Business **** * 2261	£59.20
Bread4Business **** * 1588	£100.00
	<u>£172,308.62</u>
Less u/p cheques and D/Ds:	
300009 PCC of Kings Worthy	<u>£7.00</u>
	£7.00
Add u/p credits:	
	<u>£0.00</u>
	£0.00
	<u>£172,301.62</u>
Current account as per Unity Trust Bank	£9,884.38
Less: unprocessed payments	£7.00
Add: unprocessed credits	
Balance as per ledger	<u>£9,877.38</u>

Kings Worthy Parish Council

Management Accounts for the period ended 31 December 2016

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 (£)	Forecast Outturn (£)	2017/18 Budget (Proposed) (£)
121,973	9,857	30,031	20,174	Finance (inc. Precept)	89,651	127,538	37,887	119,221	157,161	145,216
4,808	400	183	(217)	THMC Income	3,600	5,260	1,660	4,800	6,357	2,196
21,287	375	76	(299)	Recreation & Amenities	5,804	4,722	(1,082)	8,092	8,386	8,704
0	0	0	0	Planning & Highways	0	0	0	0	0	0
148,068	10,632	30,290	19,658	Total Income	99,055	137,520	38,465	132,113	171,905	156,116
				Expenditure Item/Description						
69,160	4,466	5,214	(748)	Finance	50,461	54,047	(3,586)	66,940	72,101	71,437
89,539	5,616	7,795	(2,179)	Recreation & Amenities	55,429	52,214	3,215	93,665	79,212	70,589
5,927	0	0	0	Planning & Highways	5,125	2,632	2,493	8,750	5,510	14,200
164,626	10,082	13,009	(2,927)	Total Expenses	111,015	108,892	2,122	169,355	156,822	156,226
148,068	10,632	30,290	19,658	Total Income	99,055	137,520	38,465	132,113	171,905	156,116
164,626	10,082	13,009	(2,927)	Total Expenses	111,015	108,892	2,122	169,355	156,822	156,226
(16,558)	550	17,281	16,731	Net surplus (deficit)	(11,960)	28,628	40,588	(37,241)	15,082	(110)
				<u>Memorandum</u>						
(16,558)	550	(2,331)	2,973	Net surplus (deficit) exc. CIL receipts	(11,960)	(8,113)	3,847	(37,241)	(21,658)	(22,948)

Finance, Administration & Remuneration

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 (£)	Forecast Outturn (£)	2017/18 Budget (Proposed) (£)
110,059	9,192	9,192	0	Precept	82,732	82,732	0	110,309	110,309	113,140
7,950	641	641	0	Council Tax Support Grant	5,770	5,770	0	7,694	7,694	7,175
268	21	0	(21)	Meeting Room Hire	188	382	195	250	500	250
4,808	400	183	(217)	THMC	3,600	5,260	1,660	4,800	6,357	2,196
239	3	13	11	Bank interest received	961	872	(90)	969	876	771
3,457	0	572	572	Other income, donations	0	1,042	1,042	0	1,042	1,042
0	0	19,612	19,612	Community Infrastructure Levy	0	36,740	36,740	0	36,740	22,838
126,781	10,257	30,214	19,957	Total Income	93,251	132,798	39,547	124,021	163,519	147,412

2015/16 Actual (Full Year) (£)	Current Month Budget (£)	Current Month Actual (£)	Current Month Variance (£)	Expenditure Item/Description	2016/2017 Budget ytd (£)	Actual ytd (£)	Variance ytd (£)	2016/2017 Budget (£)	Forecast Outturn (£)	2017/18 Budget (Proposed) (£)
30,095	2,720	3,079	(359)	Clerks' salaries	24,480	24,926	(446)	32,640	32,620	33,272
6,142	543	553	(10)	Employer's pension	4,885	5,015	(130)	6,513	6,673	6,807
1,117	149	560	(411)	Employer's NI	1,337	2,082	(744)	1,783	2,262	2,307
702	42	125	(83)	Training - Clerks/Council	375	265	110	500	285	500
179	6	0	6	Expenses -Travel/subsist.	56	114	(58)	75	174	200
38,234	3,459	4,317	(857)	Salaries, Training, Expenses	31,133	32,401	(1,268)	41,511	42,014	43,086

689	54	40	14	Office stationery	488	530	(43)	650	660	650
810	57	25	32	Computer software	517	529	(13)	689	688	668
0	8	0	8	Computer support	75	0	75	100	0	100
244	17	0	17	Postage and carriage	150	62	88	200	77	100
93	6	0	6	Document storage	57	68	(11)	76	120	80
937	0	0	0	Telephone & internet	0	0	0	0	0	0

370	25	13	12	Office Consumables	225	257	(32)	300	391	300
1,102	58	131	(73)	Office Equip rental	525	473	52	700	685	700
3,907	42	0	42	Office capital expenditure	375	233	143	500	233	100
1,335	18	139	(121)	Subs to prof bodies	849	1,072	(223)	903	1,072	950
75	0	0	0	Subscriptions & affiliations	0	75	(75)	75	75	75
0	0	0	0	Public consultations	0	0	0	100	0	100
435	25	0	25	Sundry expenses	225	110	115	300	160	150
264	13	0	13	Events	113	99	13	150	99	150
10,260	323	348	(24)	General Administration	3,598	3,508	89	4,743	4,260	4,123
475	0	0	0	Audit fees - Internal	500	550	(50)	500	550	550
(30)	0	0	0	Audit fees - External	400	400	0	400	400	400
183	0	0	0	Accountancy/bookkeeping	225	271	(46)	300	411	311
2,971	83	30	53	Legal fees	750	39	711	1,000	209	1,000
100	8	0	8	Consultancy fees	75	0	75	100	0	100
2,925	0	0	0	Insurance	3,125	3,102	23	3,125	3,102	3,226
35	0	0	0	Information Commissioner	35	35	0	35	35	35
0	0	70	(70)	Bank charges & interest	0	101	(101)	0	150	257
6,659	92	100	(8)	Accountancy, Legal, Tax	5,110	4,498	612	5,460	4,857	5,879
2,015	150	(110)	260	Grants to village org (inc. s137)	2,400	1,263	1,137	3,000	2,500	3,000
0	0	0	0	Election exps (earmarking)	0	0	0	0	0	0
230	0	0	0	Write-Offs	0	(246)	246	0	(246)	0
0	0	0	0	Contingencies	0	0	0	0	0	3,000
2,245	150	(110)	260	Grants, Other,Contingency	2,400	1,017	1,383	3,000	2,254	6,000
11,761	442	560	118	KWCC - total expenses	8,220	12,622	(4,402)	10,529	18,715	12,349
0	0	0	0	Capital Projects (Finance)	0	0	0	1,696	0	0
0	0	0	0	Capital Projects (Finance)	0	0	0	1,696	0	0
69,160	4,466	5,214	(512)	Total Expenses	50,461	54,047	(3,586)	66,940	72,101	71,437
				Recreation & Amenities						

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 (£)	Forecast Outturn (£)	2017/18 Budget (Proposed) (£)
4,896	375	41	(334)	Burial Ground	3,375	1,899	(1,476)	4,500	4,500	6,300
2,581	0	0	0	Pitch fees	950	1,442	492	2,000	2,500	2,200
250	0	0	0	Communication	250	204	(46)	250	204	204
205	0	35	35	Ground Fees/other	88	35	(53)	200	35	0
13,355	0	0	0	Grants : s106	1,142	1,142	0	1,142	1,147	0
21,287	375	76	(299)	Total Income	5,804	4,722	(1,082)	8,092	8,386	8,704
2015/16 Actual (Full Year) (£)	Current Month Budget (£)	Current Month Actual (£)	Current Month Variance (£)	Expenditure Item/Description	2016/2017 Budget ytd (£)	Actual ytd (£)	Variance ytd (£)	2016/2017 Budget (£)	Forecast Outturn (£)	2017/18 Budget (Proposed) (£)
31,838	2,699	2,699	0	Grounds maintenance contract	24,295	22,369	1,925	32,393	30,719	32,897
0	0	0	0	Contract supervision (trees)	0	207	(207)	600	660	600
19,918	500	467	33	Maintenance Pitch/Playgrd Sport/Play Facilities (from s106 monies)	4,500	6,556	(2,056)	6,000	9,650	8,000
12,433	0	0	0	Dog bins	0	0	0	0	5	0
4,203	275	425	(150)	Notice Boards & Signs	2,475	3,787	(1,312)	3,300	5,061	5,160
1,028	83	0	83	Seats, Tables & Shelters	750	14	737	1,000	1,500	1,000
0	0	172	(172)	Litter pickers & bins	6,000	510	5,490	6,000	3,564	3,109
706	13	0	13	Trees	113	294	(181)	150	294	170
8,128	1,500	3,150	(1,650)	Burial Ground Capital Projects	5,500	4,548	952	10,000	7,688	5,000
2,546	0	469	(469)	Burial Ground Maintenance	1,200	1,853	(653)	1,200	1,853	950
94	4	0	4	Maintenance Technician	38	80	(43)	50	790	100
7,070	500	413	87	Water Rates - Burial Ground	4,500	6,817	(2,317)	6,000	8,004	7,500
38	0	0	0	Water Rates - Eversley Park	19	25	(7)	37	50	40
24	0	0	0	Maintenance/Serviceing	18	18	(0)	35	22	25
88,025	5,574	7,795	(2,221)		49,406	47,078	2,328	66,765	69,860	64,551
2	42	0	42	Advertising	375	0	375	500	0	200

1,454	0	0	0	Leaflets and publications	1,400	888	512	1,400	1,769	1,400
0	0	0	0	Website fees	0	0	0	0	450	438
1,456	42	0	42	Communication Expenses	1,775	888	887	1,900	2,219	2,038
0	0	0	0	Eversley Park Path & Steps	0	940	(940)	0	1,140	0
58	0	0	0	Jubilee Obelisk & Sundial	0	0	0	0	0	0
0	0	0	0	Fryers Close Play Area	0	787	(787)	0	787	
0	0	0	0	Playground Gates	0	2,521	(2,521)	0	2,521	
				Fencing					2,133	
0	0	0	0	Capital Projects (R&A)	4,248	0	4,248	25,000	552	4,000
58	0	0	0	Capital Projects (R&A)	4,248	4,248	0	25,000	7,133	4,000
89,539	5,616	7,795	(2,179)	Total expenses	55,429	52,214	3,215	93,665	79,212	70,589
Planning & Highways										
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 (£)	Forecast Outturn (£)	2017/18 Budget (Proposed) (£)
0	0	0	0	Total Income	0	0	0	0	0	0
2015/16 Actual (Full Year) (£)	Current Month Budget (£)	Current Month Actual (£)	Current Month Variance (£)	Expenditure Item/Description	2016/2017 Budget ytd (£)	Actual ytd (£)	Variance ytd (£)	2016/2017 Budget (£)	Forecast Outturn (£)	2017/18 Budget (Proposed) (£)
5,927	0	0	0	Street Lighting	3,625	2,632	993	7,250	5,510	6,000
0	0	0	0	Speedwatch	1,500	0	1,500	1,500		1,500
5,927	0	0	0	Total Expenses	5,125	2,632	2,493	8,750	5,510	7,500
Tubbs Hall Management Committee										

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 (£)	Forecast Outturn (£)	2017/18 Budget (Proposed) (£)
4,800	400	183	(217)	Mngmt fee - THMC	3,600	2,081	(1,519)	4,800	2,630	2,196
8	0	0	0	THMC - exp recharged	0	3,179	3,179	0	3,727	0
4,808	400	183	(217)	KWCC - income	3,600	5,260	1,660	4,800	6,357	2,196
				Expenditure Item/Description						
				Shared Expenses (KWPC 40% / THMC 60%)						
3,974	320	0	(320)	Caretaker's salary	2,883	561	(2,321)	3,843	561	0
(200)	56	25	(32)	Water	505	183	(322)	673	257	310
704	63	77	14	Electricity	571	610	38	761	905	951
959	59	100	41	Gas	534	668	133	713	1,014	900
319	0	0	0	Rent	319	319	(0)	319	319	319
560	98	0	(98)	Waste collection charges	445	172	(274)	694	694	712
0	0	0	0	Maintenance contracts	0	0	0	0	0	0
0	0	0	0	Telephone & broadband	975	487	(489)	975	639	444
0	0	0	0	Electrical infrastructure, installations & PAT testing	0	0	0	0	0	695
0	0	731	731	Fire safety	0	2,752	2,752	0	4,951	321
0	0	0	0	Pest control	0	60	60	0	300	240
0	0	0	0	Loft space	0	500	500	0	1,761	0
0	0	0	0	Energy efficiency surveys	0	0	0	0	0	0
6,316	597	933	335		6,232	6,310	77	7,979	11,401	4,892
				Shared Expenses (50/50)						
0	0	0	0	Repairs to entrance hall (inc. flooring)	0	441	441	0	441	0
0	0	0	0	External doors	0	130	130	0	195	5,431
0	0	0	0	Repairs in toilet area	0	137	137	0	492	255
0	0	0	0	Heating repairs	0	47	47	0	47	50
0	0	0	0		0	755	755	0	1,175	5,736

				Capital expenditure split on individual basis (by prior agreement)						
0	0	0	0	Kitchen and equipment	0	514	514	0	514	0
0	0	0	0	CCTV / Security	0	2,715	2,715	0	2,715	90
0	0	0	0	Insurance claim excess	0	0	0	0	0	0
0	0	0	0	Capital (THMC share)	0	514	514	0	514	0
0	0	0	0	Capital (KWPC Share)	0	2,715	2,715	0	2,715	90
				THMC 100% Expenses						
266	21	155	134	Cleaning supplies	188	496	308	250	596	400
4,400	58	109	51	Repairs Internal	525	155	(370)	700	205	100
417	25	471	446	Other Tubbs Hall costs	225	547	322	300	738	250
0	0	0	0	Window cleaning (internal)	0	0	0	0	0	0
5,082	104	736	632		938	1,197	260	1,250	1,539	750
				PC 100% Expenses						
293	0	0	0	Rates - Business	300	295	(5)	300	295	301
70	83	0	(83)	Repairs External	750	796	46	1,000	996	500
0	0	0	0	Window cleaning (external)	0	40	40	0	80	80
363	83	0	(83)		1,050	1,131	81	1,300	1,371	881
11,761	442	560	118	KWCC - total expenses	8,220	12,622	4,402	10,529	18,715	12,349
6,953	(42)	(377)	(335)	Total Net	4,620	7,362	2,742	5,729	12,358	10,153
4,584	341	183	(158)	KWCC - income	3,600	5,260	1,660	4,800	6,357	2,196
5,168	403	1,295	893	Expenses (THMC share)	4,677	5,874	1,197	6,037	2,126	3,618
3,603	382	373	(9)	Expenses (PC share)	3,543	6,748	3,205	4,492	1,959	3,749
(584)	(62)	(1,112)	(1,050)	KWCC cost to PC*	(1,077)	(614)	463	(1,237)	4,231	(1,422)

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

Date	Committee	Beneficiary	Description	Category	Total Amount (inc. VAT)	Unrecoverable VAT
Payments previously authorised:						
04-01-2017	R&A	Creative Fencing	Replace fencing around mosaic	Fencing	£ 350.00	£ -
04-01-2017	R&A	Creative Fencing	50% deposit on Broadview boundary fencing	Fencing	£ 1,066.50	£ -
04-01-2017	FAR	Croma Locksmiths & Security Solutions	50% remaining balance for CCTV System	CCTV / Security	£ 1,629.00	£ -
04-01-2017	FAR	First Contact Fire & Security Ltd	Replacement Fire Alarm Panel, smoke detectors & optical sounders	Fire Safety	£ 876.96	£ -
04-01-2017	FAR	St John Ambulance	Emergency first aid at work course	Training - Clerks/Council	£ 150.00	£ -
				Total:	£ 4,072.46	£ -

Payments to be authorised:						
01-01-2017	FAR	Box-it UK Ltd	Document storage (01/01/17 - 31/03/17)	Document Storage	£ 32.22	£ -
20-12-2016	FAR	Hampshire County Council	Refuse sacks, descaler, toilet rolls, floor & carpet cleaner	Cleaning Supplies	£ 68.05	£ -
20-12-2016	R&A	Idverde Limited	Empty 14 dog bins (October - December)	Dog bins	£ 1,528.80	£ -
31-12-2016	FAR	M.R.S. Services	Maintenance Services (December 2016)	Maintenance services	£ 412.75	£ -
31-12-2016	FAR	M.R.S. Services	Check water boiler & erect Christmas lights	Other premises costs	£ 54.00	£ -
31-12-2016	FAR	M.R.S. Services	Fit new & move old hand dryer	Repairs to toilet areas	£ 224.99	£ -
31-12-2016	FAR	M.R.S. Services	Fit donated memorial bench	Maintenance services	£ 172.00	£ -
12-12-2016	FAR	Sharp Business Systems UK Plc	Photocopier rental & copying charge	Office Equipment Rental	£ 157.05	£ -
31-12-2016	R&A	Worthy Tree Care	Dismantle 3 large beech trees at Hinton Fields	Trees (inc. inspections)	£ 3,780.00	£ -
				Total:	£ 6,429.86	£ -

Direct Debits / Standing Orders						
05-12-2016	FAR	Southern Water	Tubbs Hall water supply (monthly)	Water	£ 24.60	£ -
05-12-2016	FAR	E.On Gas	Tubbs Hall gas supply (monthly)	Gas	£ 105.41	£ -
05-12-2016	FAR	E.On Electricity	Tubbs Hall electricity supply (monthly)	Electricity	£ 80.90	£ -
28-12-2016	R&A	Green Smile Ltd.	Grounds maintenance contract (monthly)	Grounds Maintenance Contract	£ 3,239.25	£ -
16-12-2016	FAR	SAGE	Accounting software (monthly)	Computer Software	£ 30.00	£ -
19-12-2016	FAR	Biffa waste services	Emptying waste bins (quarterly)	Waste collection charges	£ 117.78	£ -
				Total:	£ 3,597.94	£ -

Salary Costs

	FAR	Telephone Banking	Net Wages (net of PAYE & NI)	Clerks Salaries	£	2,148.21	£	-
19-12-2016	FAR	HMRC	PAYE (see above)	PAYE	£	329.00	£	-
19-12-2016	FAR	HMRC	National Insurance (see above)	Employers NI	£	297.24	£	-
22-12-2016	FAR	Pensions	(Paid by EKS Accounting)	Employers Pension	£	716.62	£	-
Total:					£	3,491.07	£	-

Payments from Procurement Cards

Adrian Reeves

£ -

Chris Read

09-12-2016	FAR	Land Registry	Register & Title Plan (land adjacent to Broadview)	Legal & Profesional Fees	£	6.00	£	-
09-12-2016	FAR	Land Registry	Register & Title Plan (land adjacent to Broadview)	Legal & Profesional Fees	£	6.00	£	-
09-12-2016	FAR	Land Registry	Register of Title (land adjacent to Broadview)	Legal & Profesional Fees	£	3.00	£	-
09-12-2016	FAR	Land Registry	Title Plan (land adjacent to Broadview)	Legal & Profesional Fees	£	3.00	£	-
09-12-2016	FAR	Land Registry	Title Plan (Upper & Lower Broadview)	Legal & Profesional Fees	£	3.00	£	-
09-12-2016	FAR	Land Registry	Register of Title (Upper & Lower Broadview)	Legal & Profesional Fees	£	3.00	£	-
09-12-2016	FAR	Land Registry	Register of Title (Land adjacent to Lower Broadview)	Legal & Profesional Fees	£	3.00	£	-
09-12-2016	FAR	Land Registry	Title Plan (Land adjacent to Lower Broadview)	Legal & Profesional Fees	£	3.00	£	-
09-01-2017	FAR	Amazon	Power over Ethernet Injector & 20m CAT7 cable	Office Consumables	£	41.83	£	-
Total:					£	71.83	£	-

Bank Fees & Interest Charges

Period	Total Fees
July - December 2016	£ 91.11
Card Fees	
Nov 16 - January 2017	£ 5.53

Committees

R&A	Recreation & Amenities
FAR	Finance, Administration & Renumeration
P&H	Planning & Highways