

Kings Worthy Parish Council

FINANCE COMMITTEE

Minutes of the Meeting held on Wednesday 12th October 2016
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy

Present: **Councillors:** Martin Taylor (Chairman)
Ian Gordon
Dorry Hudson
Stewart Newell
Noel McCleery
Denis Welstead

Clerks: Adrian Reeves
Chris Read

Public: 0

Action

F/16/131 Apologies for Absence

None.

F/15/132 Public Question Time

None.

F/15/133 Minutes of the Meeting held on the 14th September 2016

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

F/16/134 Matters Arising from the Minutes of 14th September 2016

- **F/16/134 Signs at Tubbs and St. Mary's halls** – Awaiting confirmation of style and colour.
- **F/16/126 Prepaid Cards** – The previous company selected to provide the Parish Council with prepaid cards, is now unavailable to the Parish Council.

***Decision:** It was agreed to proceed with cards from 'Bread4Business' under their point of sale transaction charging policy.*

Clerk

F/16/135 Proposed New Expenditure for Finance Approval

- **Planning and Highways**

None

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

Drain Inspection – Cannon Pest Control recommended during their site assessment that it would be prudent to have the drains inspected.

Decision: It was agreed to accept the quotation for £220.00 (ex. VAT) from Dyno rod, for a CCTV drain inspection.

Clerk

o **Recreation and Amenities (R&A)**

Replacement Fencing at Broadview – The rotten fencing around the mosaic at Broadview has now collapsed.

Decision: It was agreed to accept the quotation for £350.00 for replacement fencing from 'Creative Fencing', as a matter of urgency. This will be reported to the next R&A meeting.

Clerk

o **Communications**

New Website Provider – It was agreed to recommend to Parish Council that we accept the quotation from 'TLC Online'.

Clerk

F/16/136 To receive the statement of accounts and management reports for month ended 30th September 2016 [see attached]

The Clerk gave a presentation to members of the figures for the year to date ending 30th September 2016. The current surplus of income over expenditure is £12,127.00 at that date.

F/16/137 Banking and Investments

None.

F/16/138 Budget setting process for 2017-18

Committees are to send their first draft budgets to the November Finance meeting, with final budgets to be agreed at the January Finance meeting.

Precept Consultation – The Department for Communities and Local Government (DCLG) are currently running a consultation on the Local Government Finance Settlement 2017-18. As part of this consultation there is a recommendation that parishes with precepts with a band d average above £75.46, and have a total precept of at least £500,000, will be required to hold a referendum if they wish to increase the precept by more than 2%.

Councillors expressed concerns that given the cost of holding a referendum, an increase above 2% will need to be more significant to cover the cost of said referendum.

Decision: It was agreed to reply to the consultation expressing the council's concerns and objecting to the referendum principles being applied to Parish Councils.

Cllr Taylor

F/16/139 Grant applications

Winchester Youth Counselling – A request for £1000 had been received from Winchester Youth Counselling to help with the cost of providing mental health counselling to younger people.

Decision: It was agreed to ask Winchester Youth Counselling to make a short presentation at Parish Council about their organisation and its work, before making a decision on how much to grant.

Clerk

F/16/140 Remuneration

Clerk's new working hours – A list of proposed amended working hours for the Clerk was presented to the committee. This will involve the Clerk working 6 hours 3 days a week rather than the current arrangement of the same hours over 4 days.

These new arrangements were unanimously agreed by the committee.

Clerk's retirement – The Clerk has informed the council that he will be retiring on the 31st July 2017.

Decision: A working party will be formed consisting of the Chairman and all 3 committee chairman, to discuss future Clerking arrangements.

Cllr Newell,
Gordon, Taylor
& White

F/16/141 Tubbs Hall – landlord's responsibilities

Actions from 2016 fire inspection report – We are currently awaiting date for this work to commence.

Electrical inspection – See below.

Pest Control and resultant actions – Cannon Pest Control have carried out a survey of the building and no more preventative measures are required, however, it was recommended that a CCTV drain inspection be carried out to ensure the rats are not entering through the drains.

The electrical inspection and loft clearance works are on hold until this inspection and any resultant actions are complete.

F/16/142 RFO's and Clerk's Notices

None.

F/16/143 Chairman's Notices

None.

F/16/144 Authorise Invoices for Payment

The Committee received a schedule of invoices due for payment, and agreed the schedule. Councillors Taylor and Newell are to authorise the payments with the online banking system after the meeting.

The total invoices for payment amounted to £7,836.22. A total of £404.99 had been spent on urgent invoices where payments have been made prior to the meeting. [Copy attached].

F/16/145 Items for Discussion at the Next Meeting

None.

F/16/146 Date of next meeting

The next meeting has been scheduled for 9.30am on 09th November 2016.

The meeting closed at 12:30.

Signed.....

Date.....

Kings Worthy Parish Council

Management Accounts for the period ended 30 September 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	10,796	10,680	(116)	Finance (inc. Precept)	60,080	77,503	17,423	119,221	0	0
4,808	2,400	2,183	(217)	THMC Income	2,400	2,183	(217)	4,800	0	0
21,287	375	103	(272)	Recreation & Amenities	4,429	3,707	(722)	8,092	0	0
0	0	0	0	Planning & Highways	0	0	0	0	0	0
148,068	13,571	12,966	(605)	Total Income	66,909	83,393	16,484	132,113	0	0
				Expenditure Item/Description						
69,160	4,742	8,140	(3,398)	Finance	35,835	35,345	490	66,940	0	0
89,539	4,116	6,214	(2,098)	Recreation & Amenities	30,579	35,921	(5,342)	93,665	0	0
5,927	0	0	0	Planning & Highways	0	0	0	8,750	0	0
164,626	8,858	14,354	(5,496)	Total Expenses	66,414	71,266	(4,852)	169,355	0	0
148,068	13,571	12,966	(605)	Total Income	66,909	83,393	16,484	132,113	0	0
164,626	8,858	14,354	(5,496)	Total Expenses	66,414	71,266	(4,852)	169,355	0	0
(16,558)	4,713	(1,388)	(6,101)	Net Surplus (deficit) for year	495	12,127	11,632	(37,241)	0	0

Bank Reconciliation as at

30-Sep-16

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		£12,692.95
Unity Trust Tailored Deposit 20369349		£119,000.00
Hampshire Trust Bank variable		£21,000.00
Hampshire Trust Bank 12 month		<u>£35,000.00</u>
		£187,692.95
Less u/p cheques and D/Ds:		
300003 Douglas Conroy	£40.00	
300004 Edward Conroy	£40.00	
300006 Sarah White	<u>£40.00</u>	
		£120.00
Add u/p credits:		
	<u>£0.00</u>	
		£0.00
		<u>£139,636.79</u>
Current account as per Unity Trust Bank		£12,692.95
Less: unprocessed payments		£120.00
Add: unrepresented credits		
Balance as per ledger		<u>£12,572.95</u>

Kings Worthy Parish Council			
FINANCE, ADMINISTRATION & REMUNERATION COMMITTEE			
Payments Listing for October 2016 Committee Meeting			
The following payments have been made since the last meeting of the Finance Committee.			
Payments authorised:			
		Invoice Value	Total Invoice Value
Payments previously authorised:			
Name of Supplier	Nature of Works	(incl VAT) £	(incl VAT) £
Corido	Balmoral 6ft teak bench		404.99
		Total	404.99
Payments to be authorised:			
Hampshire County Council	Pensions - September 2016		773.33
Hampshire County Council	Finger post at Nations Hill		234.00
M.R.S.Services	Maintenance services - August 2016	667.83	
	Move bench at Burial Ground	142.25	
	Put up information board at Hinton Park	117.50	
	Barrier posts outside Tesco	801.60	
	Fit new crocodile post at Eversley Park	58.75	
	Maintenance services - September 2016	267.75	
	Parcel box base at Tubbs Hall	256.40	
			2,312.08
SLCC Enterprises Ltd	Governance & Accountability for Smaller Authorities - England		23.00
Green Smile Ltd	Clear around finger post at Nations Hill		72.00
Croma Locksmiths & Security Solutions	Reset code on front door		78.00
Sharp Business Systems UK Plc	Copier rental 01/09-30/11, copies 31/05-31/08		155.93
Glasdon U K Limited	Fido 25 Mk2 red bin & liner		120.97
H S Jackson & Son (Fencing) Ltd	Fencing rails and gate for Church Green		427.78
Environmental Hygiene Services	Bus shelter cleaning - 8 on 22/9/16		96.00
The Play Inspection Company	Play inspections at 4 sites		468.00
CommuniCorp	Subscription to Local Councils Update (12/16-11/17)		75.00
Tubbs Hall Management Committee	Grant for Kings Worthy Christmas		110.00
The Royal British Legion	Wreath type B		17.00
The Landscape Group	Empty 14 dog bins July - September 2016		1,528.80
Buy Stationery	CPU stand, cut flush folder, 2 wireless keyboards		81.56
Viking	Coffee, 2nd class stamps & sticky notes		90.45
Box-it	Storage 01/10-31/12/2016 & pack of 10 size 2 boxes		58.61
OCS Group UK Ltd	Cannon pest control visit at Tubbs Hall		72.00
Adrian Reeves	Office 365 subscription, Bitdefender 2017 licence and travel		138.49
Christopher Read	Milk, pest control visit at Eversley Park, recoded delivery postage, 3 slabs for Church Green & h-vis bands for drop posts at Eversley Park		114.88
M A Taylor	Travel to HCC Devolution meeting		19.80
HMRC	PAYE & NI		760.44
I A Gordon	Travel to LPP2		8.10
		Total	7,836.22
Direct Debits & Standing Orders			
		For September	
Southern Water	Tubbs Hall water supply (monthly)		24.60
E.On Gas	Tubbs Hall gas supply (monthly)		27.47
E.On Electricity	Tubbs Hall electricity supply (monthly)		57.76
Green Smile Ltd.	Grounds maintenance contract (monthly)		3,239.25
SAGE	Accounting software (monthly)		30.00
BT	Telephone (monthly)		30.18
Information Commissioner's Office	Registration (annual)		35.00
Biffa waste services	Emptying waste bins (quarterly)		117.78
Personnel Hygiene	Emptying hygiene bins (quarterly)		88.08
		Total	3,650.12
Salary Costs			
		For September	
Telephone banking	Net Wages (net of tax & NI)		2,278.00
HMRC	PAYE (see above)		385.80
HMRC	National Insurance (see above)		374.64
Pensions	(Paid by BACS as above)		773.33
		Total	3,811.77