

Kings Worthy Parish Council

FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 13 January 2016
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

Present:	Councillors:	Martin Taylor (Chairman) Robert Barnes Ian Gordon Noel McCleery
	Clerks:	Chris Read Adrian Reeves
	Public:	0

Action

F/16/01 Apologies for Absence

Apologies were received from Cllrs Newell & Welstead.

F/15/02 Public Question Time

None.

F/15/03 Minutes of the Meeting held on the 16 December 2015
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The minutes were agreed as a true record of the meeting and were signed by Cllr Taylor.

F/16/04 Matters Arising from the Minutes of 16 December 2015

F/15/179 S106 Funding & Community Infrastructure Levy (CIL) –

Cllr Taylor responded to NALC with regards to the CIL review, stating the Parish Council's views on the CIL process and its many avoidance criteria. A copy of this response is to be sent to Steve Brine MP.

Clerk

F/15/179 New banking arrangements & investments

Nothing further to report.

F/15/179 Fire Inspection Action Items

The fused spur for the fire shutter and the emergency light for the kitchen, have now both been installed. The maintenance contractor is fitting a new base board for the shutter, as the current board is not fire resistant.

Two dead rats were removed from the loft on Christmas Eve. It was evident that more wiring has been nibbled and a full electrical inspection will need to be carried out. The loft insulation will also need to be removed and disposed of to remove any contamination and identify where the rats are gaining access from. A quote for the

removal and disposal of the insulation has been received from the M.R.S Services. Due to the nature of the work involved it was agreed to get 2 more quotes, with at least one from a company that specialise in insulation removal.

F/16/05	Proposed New Expenditure for Finance Approval
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○ **Planning and Highways**

None.

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

- Power Line Adapters – Due to a poor wireless internet connection in the meeting room it was agreed to obtain powerline adapters. Cllr Barnes is to donate a spare set. It was agreed that if these adapters don't work, to procure a new set with a budget of £30.00.
- Shelving in the Storage Shed – It was reported that the storage shed has been installed but it would have a greater storage capacity if some shelving were procured. It was agreed to procure a set of metal shelving for £34.14 (Inc. Delivery).
- Slabs outside Tubbs Hall – It was agreed to decline the quote for cleaning and repointing but to have the slabs weed killed and cleaned.

Cllr Barnes

Clerk

Clerk

○ **Recreation and Amenities (R&A)**

- Bench quotation – An updated quotation for the refurbishment of the benches has been received from M.R.S Services. It was agreed to proceed with the revised quote of £6,378.00. However a condition will be placed on the works with 6 benches to be completed by the end of March and the council reserves the right to cancel if the benches are not being completed in a satisfactory timeframe.
- Remaining quadrants of the new cremation area – A quotation had been received from M.R.S Services to enlarge the two remaining pebbled cremation quadrants in the Burial Ground. It was agreed to accept this quotation for £1,383.94, provided the work is completed next financial year.
- History board – A quotation had been received from Hampshire Printing Services for a History Board to be located adjacent to the Parish Council's London Road notice board. This has been developed by the Worthys Local History Group. It was agreed to accept the quotation of £631.00 but the Parish Council will no longer be willing to bear 100% of the costs for any future history boards.
- Finger post – Another quotation from Hampshire Printing Services had been received for an oak finger post to indicate the route of the White Way. This will be located the Nations Hill end of the path adjacent to the school. It was agreed to accept the quotation for £146.00.
- Playground signs – It was noted that the current Play Ground signage is not up to current specification. A quotation has been received for £145.10 for a replacement sign at Eversley Park, and A3 replacement sign at Fraser Road and two A4 signs for Church Green and Fryers close. It was agreed to accept this quotation.
- Plaques for the burial ground and community orchard – After discussion it was agreed to procure a brass plaque for approximately £120.00 for the burial ground, to commemorate the hard work of the Sparsholt students.

Clerk

Clerk

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Clerk

Clerk

It was also agreed to investigate a larger sign, with information about the orchard trees, for the community orchard.

- Tree Works – Four companies were invited to tender for the Broadview Phase 2 tree works. One company declined to tender due to having already committed to other jobs. The 3 tenders received are as below:
 - Tender A - £2,900.00
 - Tender B - £5,000.00
 - Tender D - £3,750.00

R&A agreed to accept Tender A as the lowest bidder. However subsequent to the meeting it transpired that Tender A did not include all the works requested in the specification. An updated quotation was requested from Tenderer A but nothing had been received as of 13 Jan 2016. It was therefore agreed to recommend that the Parish Council accept Tender D.

It was also agreed to use TCA associates to project manage the works with a budget of £500.00

- Allotment Course – As there are many laws and regulations covering allotments, it was agreed to send a councillor and one of the clerks on a training course in Central London. It was agreed to proceed with this training with a budget of £450.00, to include travel and parking costs.
- Playground Gates – R&A requested funds to replace all of the gates on Eversley Park playground and the gate into Fraser Road playground. This was due to the gap between the gate and gate post creating a finger trap.

The cost of full replacement is £871.00 for Fraser Road and £2,370.00 for Eversley Park, excluding installation. It was agreed to proceed with the replacement of the gate at Fraser Road but to review the number of gates at Eversley Park Play Ground with the intention of closing all but 2 gates; which will then be replaced.

○ **Communications**

None.

Clerk

Clerk

Clerk

Clerk

**Clerk & Cllr
Barnes**

F/16/06 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 December 2015, which included a bank reconciliation statement which was signed by the Chairman [copy attached]. The current surplus of income over expenditure is £846.00 at that date.

It was agreed to spend the funds received from the Pimms Stall on the new history board.

F/16/07 Budget / Precept 2016–17

Minor changes were made to the Forecast outturn and budget for next year. The Budget for 2016-17 was formally agreed and will be sent Parish Council for ratification.

It was agreed to add £250.00 to the Parish Precept to recoup a similar reduction in the Council Tax Support Grant. This will still result in a reduction of the precept per band D average dwelling due to an increase in the tax base.

F/16/08 Grant applications	
None.	
F/16/09 Review of Standing Orders and Financial Regulations	
Nothing further to report.	
F/16/10 RFO's and Clerk's Notices	
The Clerk reported to the committee that the sector led group for external audit appoint is now named 'Smaller Authorities' Audit Appointments Limited'. The fee for their services will be £400.00.	
F/16/11 Chairman's Notices	
None.	
F/16/12 Authorise Invoices for Payment	
The Committee received a schedule of invoices due for payment, agreed the schedule and signed the cheques. The total invoices for payment amounted to £7,396.62. [Copy attached].	
F/16/13 Items for Discussion at the Next Meeting	
None.	
F/16/14 Date of next meeting	
The next meeting has been scheduled for 9.30am on 10 February 2016. Cllr Newell & Welstead gave their apologies for the next meeting.	

The meeting closed at 12:14.

Signed.....

Date.....

Kings Worthy Parish Council

Management Accounts for the period ended 31 December 2015

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 (£)	Forecast Outturn (£)	2016/17 Budget (Proposed) (£)
124,678	10,042	9,855	(188)	Finance (inc. Precept)	90,382	88,947	(1,435)	120,509	118,488	119,221
4,800	400	400	0	THMC Income	3,600	3,608	8	4,800	4,800	4,800
33,159	333	1,650	1,317	Recreation & Amenities	4,198	19,141	14,942	6,200	20,305	8,092
0	0	0	0	Planning & Highways	0	0	0	0	0	0
162,636	10,776	11,905	1,129	Total Income	98,180	111,696	13,516	131,509	143,593	132,113
				Expenditure Item/Description						
60,214	4,435	5,365	(930)	Finance	47,876	47,970	(94)	62,047	65,994	66,940
94,525	5,390	4,442	948	Recreation & Amenities	49,016	60,030	(11,014)	73,184	82,159	93,665
6,807	0	0	0	Planning & Highways	3,773	2,850	923	7,545	6,650	8,750
161,547	9,825	9,807	18	Total Expenses	100,665	110,850	(10,185)	142,776	154,803	169,355
162,636	10,776	11,905	1,129	Total Income	98,180	111,696	13,516	131,509	143,593	132,113
161,547	9,825	9,807	18	Total Expenses	100,665	110,850	(10,185)	142,776	154,803	169,355
1,090	951	2,098	1,147	Net Surplus (deficit) for year	(2,485)	846	3,331	(11,267)	(11,210)	(37,241)

Bank Reconciliation as at**31 December 2015**

		<u>A/c no.</u>
Bank: Current a/c	£13,239.25	00324833
Deposit a/c	£51,778.22	88395529
	<u>£65,017.47</u>	
Less u/p cheques and D/Ds:		
5688 Sarah White	4.57	
5700 M.R. Smith	656	
5711 Sarah White	95	
5738 M.R.Smith	340.45	
Jaydee Living Ltd	61.14	
5753 M.R.S. Services	1610.83	
5755 HALC	84	
5762 PCC of Kings Worthy	7	
5765 Robert Barnes	32	
5766 Sarah White	7.99	
5767 Christopher Read	198.38	
	<u>£3,097.36</u>	
Add u/p credits:		
	<u>£0.00</u>	
	<u>£61,920.11</u>	
Current account as per NatWest bank	£13,239.25	
Less: unrepresented cheques	£3,097.36	
Add: unrepresented credits		
Balance as per ledger	<u>£10,141.89</u>	

Kings Worthy Parish Council

FINANCE COMMITTEE

Invoices for Payment - for January 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) £
			Total	
Cheques to be authorised:				
Name of Supplier	Chq No	Nature of Works		Invoice Value (incl VAT) £
Hampshire County Council	5772	Pensions - December		694.85
M.R.S.Services	5773	Maintenance services December 2015		450.57
Autoheat Gascare (Gascare Southampton Ltd)	5774	Landlords Supercare Boiler Service 14 Dec 2015		226.00
Viking Payments	5775	Stamps, chair, paper & tape		247.84
Colin J Luff	5776	Lower hedgerow at Tubbs Hall		440.00
Ricoh Uk Ltd	5777	Copy charge 01-18/11/15		3.84
Box-it	5778	Storage of boxes 01/01-31/03/16		22.32
Environmental Hygiene Services	5779	Steam clean & sanitation of 3 x bus shelters - Dec	36.00	
		Steam clean & sanitation of 3 x bus shelters - Jan	96.00	132.00
The Landscape Group Limited	5780	14 dog bins emptied Oct - Dec 2015		998.40
Worthy Tree Care	5781	Tree works at Fryers Close, Hinton Park, Nations Hill, Hinton Fields & Eversley Park		4,032.00
Christopher Read	5782	Sugar, milk, refreshments, rubber & glue		40.47
Adrian Reeves	5783	Plug-in timer		4.99
Blackwell & Moody	5784	Orrisa green top to obelisk		69.60
Viking Payments	5785	Coffee, white tack & batteries		33.74
			Total	7,396.62
Direct Debits & Standing Orders				
BT		Telephone (monthly)		37.00
BT		Internet (quarterly)		197.96
Southern Water		Tubbs Hall water supply (monthly)		-685.00
E.On Gas		Tubbs Hall gas supply (monthly)		118.19
E.On Electricity		Tubbs Hall electricity supply (monthly)		112.35
Green Smile Ltd.		Grounds maintenance contract (monthly)		3,239.25
SAGE		Accounting software (monthly)		30.00
BIFFA		Waste collection (quarterly)		117.78
			Total	3,167.53
Salary Costs				
Telephone banking		Net Wages (net of tax & NI)		2,233.64
HMRC		PAYE		443.20
HMRC		National Insurance		338.88
Pensions		(Paid by cheque as above)		694.85
			Total	3,710.57