

# Kings Worthy Parish Council

## FINANCE COMMITTEE

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

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

**Clerks:**    Chris Read

**Public:**    0

<b>Action</b>
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<b>F/16/30      Apologies for Absence</b>	
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Cllr Bob Barnes.

<b>F/15/31      Public Question Time</b>	
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None.

<b>F/15/32      Minutes of the Meeting held on the 10 February 2016</b>	
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The minutes were agreed as a true record of the meeting and were signed by Cllr Taylor.

<b>F/16/33      Matters Arising from the Minutes of 10 February 2016</b>	
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**F/16/18      S106 Funding & Community Infrastructure Levy (CIL) –**

Clarification on CIL had been received from Paul Robinson (Winchester City council – CIL Officer). Currently WCC calculate that 2 developments are CIL liable and will provide £57,094.00 in CIL funding and is paid on commencement of work.

**F/16/18      New banking arrangements & investments**

The Parish Council is in process of applying for both a current and direct access reserve accounts with Unity Trust.

**F/16/18      Fire Inspection Action Items**

The new fire shutter has now been installed but there are issues with a switch on the battery backup system, scratches on the powder coating and an improperly installed fixing. The company are to return to resolve these issues imminently.

It was agreed to write to the Slimming World group which use the hall to ask them to cease using the urn in the hall for health & safety reasons.

**Clerk**

<b>F/16/34 Proposed New Expenditure for Finance Approval</b>	<ul style="list-style-type: none"> <li>○ <b>Planning and Highways</b> None.</li> <li>○ <b>Finance and Administration [incl. Tubbs Hall]</b> It was agreed to obtain a copy and review the energy survey of the building from Jackie Porter (Tubbs Hall Management Committee), to ascertain any resulting expenditure.</li> <li>○ <b>Recreation and Amenities (R&amp;A)</b> <ul style="list-style-type: none"> <li>• Refurbishment of gates at the burial ground – It was agreed to accept a quotation from M.R.S. Services for the refurbishment of the gates at the burial ground, including repainting in black, at a cost of £689.98.</li> <li>• Bark at the burial ground – Sparsholt have requested bark for the plant areas in the new cremation section of the burial ground. Worthy Tree Care are able to supply the bark at £40.00 per van load (~3-4 m3). It was agreed to procure 2 van loads.</li> <li>• Playground gates – It was agreed to accept the quotation from M.R.S. Services for the installation of the 3 new playground gates at a cost of £501.00.</li> <li>• Eversley Park Steps – It was agreed to accept the quotation from Surfacing Solutions UK Ltd for the fillings of the steps at Eversley Park with a resin bound stone material, at a cost of £940.00. This work was previously awarded to another contractor at a cost of £575.00 but after nearly 12 months the work has still not commenced so it was agreed to award the work to Surfacing Solutions UK Ltd.</li> </ul> </li> <li>○ <b>Communications</b> None.</li> </ul>
<b>F/16/35 To receive the Statement of Accounts and Management Reports</b>	<p>Due to illness the accounts will now be received at the Parish Council meeting on the 18<sup>th</sup> April 2016.</p>
<b>F/16/36 Grant applications</b>	<p>None.</p>
<b>F/16/37 Risk Register</b>	<p>This was agreed and formally adopted at the March Parish Council meeting.</p>
<b>F/16/38 Review of Standing orders and financial regulations</b>	<p>Defer until next Finance committee.</p>
<b>F/16/39 Remuneration</b>	

Councillor Gordon agreed to contact HALC for their advice

**F/16/40 RFO's and Clerk's Notices**

- SSE Smart Meters – An email had been received from the SSE Southern Electric Community Liaison Officer offering a free talk on how smart meters could help the Parish Council and parishioners. It was agreed to take SSE up on this offer and invite them to talk to the whole council.

**Clerk**

**F/16/41 Chairman's Notices**

None.

**F/16/42 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 £19,580.06. A total of £6,521.48 had been spent on urgent invoices where cheques had been signed prior to the meeting. [Copy attached].

**F/16/43 Items for Discussion at the Next Meeting**

None.

**F/16/44 Date of next meeting**

The next meeting has been scheduled for 9.30am on 11<sup>th</sup> May 2016.

**The meeting closed at 10:47.**

**Signed.....**

**Date.....**

**Kings Worthy Parish Council**

**FINANCE COMMITTEE**

**Invoices for Payment - for April 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) £
PCC of Kings Worthy	5820	Grant		450.00
The Fascia Company	5821	Replacement guttering		1,975.00
Sovereign Design Play System Ltd	5822	Fryers Close Play Ground (30% balance on equipment & wetpour)		3940.48
Croma Locksmiths & Security Solutions Ltd	5823	Adjust and change codelock on hall door		78.00
Croma Locksmiths & Security Solutions Ltd	5824	Repair fault on codelock on main front door		78.00
		<b>Total</b>		<b>6,521.48</b>

**Cheques to be authorised:**

Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £	Invoice Value (incl VAT) £
Hampshire County Council	5825	Pensions - March 2016		694.85
M.R.S.Services	5826	Maintenance services - March 2016	491.93	
		Replace crocodile post at Eversley Park & Fraser Road	117.50	609.43
Sharp Business Systems UK Plc	5827	Copy rental 03/03/16-31/05/16 and copies 30/11/15 - 11/02/16		137.03
DCK Beavers Ltd	5828	Software maintenance of Asset Manager Lite		84.00
Sovereign Design Play System Ltd	5829	Fryers Close Play Ground (50% balance on supply & installation of play equipment)	5,136.84	
		Fryers Close Play Ground (50% balance on supply & installation of wetpour)	1430.63	6,567.47
A M Prince (Prince & Son Building Services)	5830	Dig out concrete footings outside Tubbs Hall	265.00	
		Fill trench with top soil	50.00	315.00
Worthy Tree Care	5831	Tree works at Upper & Lower Broadview		4,500.00
Box-it UK Ltd	5832	Storage (01/04/16 - 30/06/16)		22.32
Fenland Leisure Products Ltd	5833	Supply of 3 playground gates		3,025.20
Shelley Signs Ltd	5834	Prestige GRP Interpretation Panel c/w Oak Lectern	750.00	
		5 Playground Signs	282.00	1,032.00
Hampshire Association of Local Councils	5835	HALC affiliation fees 2016/17	549.00	
		HR Consultancy Fee	180.00	
		NALC Levy 2016-17	234.00	963.00
Environmental Hygiene Services	5836	Steam clean & sanitation of 8 bus shelters		96.00
Solent Road Markings	5837	Thermoplastic line removal & line marking (Evesley Park)		342.00
The Landscape Group Limited	5838	Empty 14 Dog bins (weekly) - January - March 2016		998.40
Worthy Sand & Ballast	5839	1 large bag of super soil		75.60
Adrian Reeves	5840	Travel, Topsoil & Stakes		117.76
		<b>Total</b>		<b>19,580.06</b>

**Direct Debits & Standing Orders**

BT		Telephone (monthly)		0.00
Southern Water		Tubbs Hall water supply (monthly)		15.00
Southern Water		Eversley Park water supply		7.09
E.On Gas		Tubbs Hall gas supply (monthly)		158.30
E.On Electricity		Tubbs Hall electricity supply (monthly)		112.16
Green Smile Ltd.		Grounds maintenance contract (monthly)		3,239.25
SAGE		Accounting software (monthly)		30.00
		<b>Total</b>		<b>3,561.80</b>

**Salary Costs**

Telephone banking		Net Wages (net of tax & NI)		2,252.06
HMRC		PAYE		389.80
HMRC		National Insurance		259.08
Pensions		(Paid by cheque as above)		694.85
		<b>Total</b>		<b>3,595.79</b>