

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

Due to the timing of the bird nesting season, R&A had requested that the tender for the winter 2016 tree works be awarded by the December Finance committee.

Tender A - £4160.00 Tender B – £3290.00 Tender C – Did not tender

It was agreed to accept Tender B, which was supplied by Merritt Trees Services.

Clerk

o **Communications – None.**

F/16/167 To receive the statement of accounts and management reports for month ended 9th November 2016 [see attached]

The Clerk gave a presentation to members of the figures for the year to date ending 30th November 2016. The current surplus of income over expenditure is £12,456.00, at that date.

F/16/168 Budget for 2017-18

Several changes were to the draft budget, including a 2.57% increase on the total precept, to reduce the Council's deficit (see copy attached).

(Cllr Welstead left at this point)

Both Clerks were asked to leave the meeting at this point to discuss the budget for salaries.

A 2% increase on the 2017/18 budget, based 2016/17 forecast outturn was agreed.

(Both Clerks returned at this point)

Due to the adjusted timescale at WCC, the date on which our precept requirement needs to be submitted falls before the January Parish Council meeting. It was therefore agreed to move the January Parish Council meeting to 12th January 2017.

F/16/169 Grant applications

Victim Support – requested £200.00 to purchase security devices to give to victims. They have helped 66 parishioners between 1st March 2015 – 31st March 2016. It was unanimously agreed to grant them £200.00.

Clerk

F/16/170 Remuneration

None.

F/16/171 Tubbs Hall – landlord's responsibilities

Actions from 2016 fire inspection report – Awaiting works.

Electrical inspection – Awaiting confirmation of date.

Building Survey & valuation – A budget of £3,000.00 was agreed for a building survey, insurance valuation and preventative maintenance plan. (see attached budget 2017-18)

F/16/172 RFO's and Clerk's Notices

- **Sport England Grants** – The Clerk informed the committee that 3 sports grant funds will be available next year; it was agreed to send this to R&A.
- **First Aid Course** – It was agreed to send Adrian on a first aid at work course, at a cost of £125.00.
- **Business Rates** – The rateable value for Kings Worthy Parish Council has decreased but we will still get a full rebate on these rates.
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- **HALC Training** – A list of Hampshire Association of Local Councils (HALC) training courses for 2017 was presented to the committee. It was agreed for Clerks/Councillors attend the following courses:
 - Officers' Update (1st March 2017) – Both Clerks.
 - Basic Planning for Parish Councils (29th March 2017) – Cllr Gordon.
 - Local Council Finance for Councillors (15th June 2017) – Cllr Hudson (Cllr N. McCleery if Cllr Hudson is unable to attend.)

(Cllr N. McCleery left at this point)

F/16/173 Chairman's Notices

- **Defibrillators** – Cllr Taylor noted that we had received an offer of £200.00 in sponsorship, from Joedan Group, the owners of Wessex windows. It was agreed create a formal proposal for defibrillator provision, before contacting Joedan with regards to payment.

F/16/174 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 £3133.81. A total of £716.62 had been spent on urgent invoices where payments have been made prior to the meeting. [Copy attached].

F/16/175 Items for Discussion at the Next Meeting

None.

F/16/176 Date of next meeting

The next meeting has been scheduled for 9.30am on 11th January 2016.

The meeting closed at 12:13.

Signed.....

Date.....

DRAFT

Kings Worthy Parish Council

Management Accounts for the period ended 30 November 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	10,099	242	Finance (inc. Precept)	79,794	97,507	17,713	119,221	156,549	144,614
4,808	400	2,711	2,311	THMC Income	3,200	5,077	1,877	4,800	5,923	2,196
21,287	375	408	33	Recreation & Amenities	5,429	4,646	(783)	8,092	8,347	8,704
0	0	0	0	Planning & Highways	0	0	0	0	0	0
148,068	10,632	13,218	2,586	Total Income	88,423	107,230	18,807	132,113	170,819	155,513
				Expenditure Item/Description						
69,160	4,599	4,131	468	Finance	45,652	47,724	(2,072)	66,940	62,885	63,921
89,539	11,800	4,032	7,768	Recreation & Amenities	49,813	44,418	5,395	93,665	78,412	68,589
5,927	0	0	0	Planning & Highways	5,125	2,632	2,493	8,750	5,510	14,200
164,626	16,399	8,164	8,236	Total Expenses	100,589	94,774	5,815	169,355	146,807	146,710
148,068	10,632	13,218	2,586	Total Income	88,423	107,230	18,807	132,113	170,819	155,513
164,626	16,399	8,164	8,236	Total Expenses	100,589	94,774	5,815	169,355	146,807	146,710
(16,558)	(5,767)	5,054	10,821	Net surplus (deficit)	(12,166)	12,456	24,622	(37,241)	24,013	8,803
				Memorandum						
(16,558)	(5,767)	5,054	(5,650)	Net surplus (deficit) exc. CIL receipts	(12,166)	(4,672)	7,494	(37,241)	(12,728)	(14,035)

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	73,539	73,539	0	110,309	110,309	113,140
7,950	641	641	0	Council Tax Support Grant	5,129	5,129	0	7,694	7,694	7,175
268	21	235	214	Meeting Room Hire	167	382	215	250	500	250
4,808	400	2,711	2,311	THMC	3,200	5,077	1,877	4,800	5,923	2,196
239	3	0	(3)	Bank interest received	959	858	(100)	969	866	771
3,457	0	30	30	Other income, donations	0	470	470	0	440	440
				Community Infrastructure Levy	0	17,128	17,128	0	36,740	22,838
0	0	0	0							

126,781	10,257	12,810	2,553	Total Income	82,994	102,584	19,590	124,021	162,472	146,810
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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	2,693	27	Clerks' salaries	21,760	21,847	(87)	32,640	32,620	33,272
6,142	543	553	(10)	Employer's pension	4,342	4,462	(120)	6,513	6,673	6,807
1,117	149	185	(36)	Employer's NI	1,189	1,522	(334)	1,783	2,262	2,307
702	42	105	(63)	Training - Clerks/Council	333	140	193	500	285	500
179	6	15	(9)	Expenses -Travel/subsist.	50	114	(64)	75	174	200
38,234	3,459	3,551	(92)	Salaries, Training. Expenses	27,674	28,085	(411)	41,511	42,014	43,086

689	54	97	(42)	Office stationery	433	490	(56)	650	660	650
810	57	166	(109)	Computer software	459	504	(45)	689	522	668
0	8	0	8	Computer support	67	0	67	100	0	100
244	17	0	17	Postage and carriage	133	62	71	200	77	100
93	6	0	6	Document storage	51	68	(17)	76	120	80

937	0	0	0	Telephone & internet	0	0	0	0	0	0
370	25	17	8	Office Consumables	200	244	(44)	300	391	300
1,102	58	0	58	Office Equip rental	467	342	124	700	685	700
3,907	42	0	42	Office capital expenditure	333	233	101	500	233	100
1,335	18	0	18	Subs to prof bodies	831	933	(102)	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	200	110	90	300	160	150
264	13	0	13	Events	100	99	1	150	99	150
10,260	323	279	44	General Administration	3,274	3,161	114	4,743	4,094	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	98	(98)	Accountancy/bookkeeping	225	271	(46)	300	411	311
2,971	83	3	80	Legal fees	667	9	658	1,000	209	1,000
100	8	0	8	Consultancy fees	67	0	67	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	0	0	Bank charges & interest	0	31	(31)	0	150	257
6,659	92	101	(10)	Accountancy, Legal, Tax	5,019	4,398	620	5,460	4,857	5,879
2,015	150	0	150	Grants to village org (inc. s137)	2,250	1,373	877	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	0	150	Grants, Other,Contingency	2,250	1,127	1,123	3,000	2,254	6,000
11,761	575	199	(375)	KWCC - total expenses	7,435	10,953	(3,518)	10,529	9,666	4,833
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	4,599	4,131	(283)	Total Expenses	45,652	47,724	(2,072)	66,940	62,885	63,921

Bank Reconciliation as at**30 November 2016**

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		£9,672.79
Unity Trust Tailored Deposit 20369349		£94,251.79
Hampshire Trust Bank variable		£21,000.00
Hampshire Trust Bank 12 month		£35,000.00
Bread4Business **** * 2261		£35.88
Bread4Business **** * 1588		£71.25
		<u>£160,031.71</u>
Less u/p cheques and D/Ds:		
300003 Douglas Conroy	£40.00	
300006 Sarah White	£40.00	
Tubbs Hall (Kings Worthy Christmas)	<u>£110.00</u>	
		£190.00
Add u/p credits:		
	<u>£0.00</u>	
		£0.00
		<u>£139,636.79</u>
Current account as per Unity Trust Bank		£9,672.79
Less: unprocessed payments		£190.00
Add: unrepresented credits		
Balance as per ledger		<u>£9,482.79</u>

Kings Worthy Parish Council
FINANCE, ADMINISTRATION & REMUNERATION COMMITTEE
Payments Listing for December 2016 Committee Meeting

The following payments have been made since the last meeting of the Finance Committee.

Payments authorised:	Invoice Value	Total Invoice Value	On Sage	BACS/ Chq
Payments previously authorised:				
Name of Supplier	Nature of Works	(incl VAT) £	(incl VAT) £	
Hampshire County Council	Pensions re October payroll		716.62	19-Nov
Croma Total Security	50% deposit for CCTV system (on account)		1,629.00	18-Nov
North West Power	Scrubtec 130E Light + carpet brush		616.55	28-Nov
OCS Group UK Ltd	Pest control site visit		72.00	07-Nov
Supply My Office	CPU stand, folders & 2 wireless keyboards		81.56	07-Nov
BPI.recycled products	2 compost bins (on account)		563.28	12-Dec
JCM Glass & Glazing	Replace glazing on London Road bus shelter		86.21	12-Dec
	Total		716.62	
Payments to be authorised:				
Buy Stationery	Literature holder & Accident Report, pen holder, boxes, blades & tape		48.25	14-Dec
Environmental Hygiene Services	Cleaning 8 bus shelters 6th December 2016		96.00	14-Dec
EKS Accounting	Payroll July to October 2016		118.03	14-Dec
Gascare	Landlords supercare to 05 Dec 2017		230.00	14-Dec
Green Smile Ltd	Planting outside office ans around pergola at Burial Ground		456.00	14-Dec
	Fill hole at Broadview and grass seed		150.00	
Hampshire County Council	A4 pockets and A4 ring bindersPockets		15.77	14-Dec
Hampshire PAT Testing	PAT testing of 54 items		131.28	14-Dec
HMRC	PAYE & NI for October payroll		626.24	EKS to action
Jacksons	Fence posts		86.62	14-Dec
JCM Glass & Glazing	Replace 2nd glazing on London Road bus shelter		120.69	14-Dec
M.R.S.Services	Maintenance services - October 2016	410.78		
	Maintenance services - November 2016	294.75		14-Dec
	Crocodile post at Fraser Road	58.75		
			764.28	
Noel McCleery	Travel to training course in Eastleigh		14.40	14-Dec
PCC of Kings Worthy	2017 Parish magazine subscription		7.00	300009
Christopher Read	Key, milk & sugar		18.72	14-Dec
Adrian Reeves	Travel & Plusnet initial payment		45.29	14-Dec
SLCC	Annual membership		139.00	14-Dec
Viking Payments	A3 laminator and air freshener auto sprays		66.24	14-Dec
	Total		3,133.81	
Direct Debits & Standing Orders	For November			
Southern Water	Tubbs Hall water supply (monthly)		24.60	n/a
E.On Gas	Tubbs Hall gas supply (monthly)		55.95	n/a
E.On Electricity	Tubbs Hall electricity supply (monthly)		83.81	n/a
Green Smile Ltd.	Grounds maintenance contract (monthly)		3,239.25	n/a
SAGE	Accounting software (monthly)		30.00	n/a
BT	Telephone (monthly)		29.79	n/a
	Total		3,463.40	
Salary Costs	For November			
Telephone banking	Net Wages (net of tax & NI)		2,088.21	n/a
HMRC	PAYE (see above)		329.00	n/a
HMRC	National Insurance (see above)		297.24	n/a
Pensions	(Paid by BACS as above)		716.62	n/a
	Total		3,431.07	

Payments From Debit Cards					
Adrian Reeves					
Setup float				100.00	
Spil-mart Ltd (via Amazon)	Single desk mount arm monitor	19.87			
Amazon UK Marketplace	Fire log book, unmanned desktop switch & pencil sharpener	12.06			
Mighty Oak Trading (via Amazon)	Algae cure	12.01			
Land Registry	Search fee re King Charles	3.00			
Amazon EU	Belkin 6 plug surge strip	8.99			
Evolve Office	Date stamp	26.70			
				82.63	
	Balance			17.37	
	Payment to top up float			82.63	
Chris Read					
Setup float				100.00	
Toolstation	Weatherproof padlock and door stop	19.87			
Amazon UK Retail	Pencils, dry wipe eraser, 64GB micro SDXC memory card	21.94			
Engraving World	Polished brass memorial plaque	16.20			
				58.01	
	Balance			41.99	
	Payment to top up float			58.01	

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