



<b>F/17/21 To receive the statement of accounts and management reports for month ended 31<sup>st</sup> December 2016 [see attached]</b>
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The Clerk gave a presentation to members of the figures for the year to date ending 31<sup>st</sup> January 2017. The current deficit of income over expenditure (ex. CIL) is £9,131, at that date. This compares to a budgeted deficit for the year of £11,730.00.

<b>F/17/22 Grant applications</b>
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Citizens Advice Bureau – An application requesting £900.00 had been received to cover the running costs of the service. It was agreed to grant them £800.00, based on previous grants.

**Clerk**

<b>F/17/23 Review of Risk Register</b>
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Several amendments were made to the Risk Register and a copy is to be sent round to all Councillors for reviewing before Parish Council on the 20<sup>th</sup> February 2017.

**Clerk**

It was agreed that an appraisal of both the Clerks is to be carried out, before the end of March.

**Cllr Newell & Taylor**

It was agreed to recommend to full council that the Parish Council changes their provision of legal advice to Surrey Hills Solicitors LLP.

**Clerk**

<b>F/17/24 Review of Standing Orders</b>
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Minor amendments were made for clarification; a copy will be distributed to Councillors, before the Parish Council meeting on the 20<sup>th</sup> February 2017.

**Clerk**

It was agreed to discuss formalising the Communications group as a committee, at the Parish Council meeting on the 20<sup>th</sup> February 2017.

**Clerk**

It was also agreed to investigate the cost of an official seal for sealing documents.

**Clerk**

<b>F/17/25 Review of Financial Regulations</b>
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It was agreed that as the Financial Regulations were amended and subsequently adopted by Parish Council in September 2016, they would not need to be approved at the Parish Council meeting on the 20<sup>th</sup> February 2017.

<b>F/17/26 Remuneration</b>
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None.

<b>F/17/27 Tubbs Hall – landlord’s responsibilities</b>
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**Actions from 2016 fire inspection report** – Minor items still awaiting completion.

The backup battery on the fire shutter has failed due to an issue with resetting after a power interruption. They have attempted to invoice us for a replacement battery. However, as neither company made the Parish Council aware of the need to reset after a power cut, the Clerk is corresponding on this with the company.

**Clerk**

**Electrical inspection** – This work is to be carried out on the 16<sup>th</sup> February 2017.

**Building Survey & valuation** – It was agreed to recommend to Parish Council to accept the quotation from the Building Consultancy Bureau, for a building survey, preventative maintenance plan and building reinstatement valuation, at a cost of £1,000.00.

**Clerk**

**Solar Panels** – A third quotation is yet to be received.

**Clerk**

**F/17/28 RFO's and Clerk's Notices**

None.

**F/17/29 Chairman's Notices**

None.

**F/17/30 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 £2,013.18. A total of £1,615.33 had been spent on urgent invoices where payments have been made prior to the meeting. [Copy attached].

**F/17/29 Items for Discussion at the Next Meeting**

None.

**F/17/30 Date of next meeting**

The next meeting has been scheduled for 9.30am on 15<sup>th</sup> March 2016, a change from the previously advertised date.

**The meeting closed at 12:16.**

**Signed.....**

**Date.....**

**Bank Reconciliation as at**

**31 January 2017**

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	£12,912.40
Unity Trust Tailored Deposit 20369349	£87,765.04
Hampshire Trust Bank variable	£21,000.00
Hampshire Trust Bank 12 month	£35,000.00
Bread4Business **** * 2261	£128.44
Bread4Business **** * 1588	£424.84
	<u>£157,230.72</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>£157,223.72</u>
Current account as per Unity Trust Bank	£12,919.40
Less: unprocessed payments	£7.00
Add: unrepresented credits	
Balance as per ledger	<u>£12,912.40</u>

## Kings Worthy Parish Council

### Management Accounts for the period ended 31 January 2017

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 (£)	2017/18 Budget (£)
121,973	9,857	9,834	(23)	Finance (inc. Precept)	99,508	137,372	37,864	119,221	145,216
4,808	400	183	(217)	THMC Income	4,000	5,443	1,443	4,800	2,196
21,287	375	108	(267)	Recreation & Amenities	6,179	4,830	(1,349)	8,092	8,704
0	0	0	0	Planning & Highways	0	0	0	0	0
<b>148,068</b>	<b>10,632</b>	<b>10,125</b>	<b>(507)</b>	<b>Total Income</b>	<b>109,687</b>	<b>147,645</b>	<b>37,958</b>	<b>132,113</b>	<b>156,116</b>
				<b>Expenditure Item/Description</b>					
69,160	4,482	4,703	(221)	Finance	55,247	58,772	(3,525)	66,940	71,437
89,539	5,616	6,417	(801)	Recreation & Amenities	61,045	58,631	2,414	93,665	70,589
5,927	0	0	0	Planning & Highways	5,125	2,632	2,493	8,750	14,200
<b>164,626</b>	<b>10,098</b>	<b>11,120</b>	<b>(1,022)</b>	<b>Total Expenses</b>	<b>121,417</b>	<b>120,035</b>	<b>1,382</b>	<b>169,355</b>	<b>156,226</b>
148,068	10,632	10,125	(507)	<b>Total Income</b>	109,687	147,645	37,958	132,113	156,116
164,626	10,098	11,120	(1,022)	<b>Total Expenses</b>	121,417	120,035	1,382	169,355	156,226
<b>(16,558)</b>	<b>534</b>	<b>(996)</b>	<b>(1,529)</b>	<b>Net surplus (deficit)</b>	<b>(11,730)</b>	<b>27,609</b>	<b>39,339</b>	<b>(37,241)</b>	<b>(110)</b>
				<b>Memorandum</b>					
<b>(16,558)</b>	<b>534</b>	<b>(996)</b>	<b>515</b>	<b>Net surplus (deficit) exc. CIL receipts</b>	<b>(11,730)</b>	<b>(9,131)</b>	<b>2,599</b>	<b>(37,241)</b>	<b>(22,948)</b>

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

Date	Committee	Beneficiary	Description	Category	Total Amount (inc. VAT)	Unrecoverable VAT
<b>Payments previously authorised:</b>						
						£ -
24-01-2017	PC	Victim Support	Grant		£ 200.00	£ -
25-01-2017	PC	PCC of Kings Worthy	Grant for Fete 2017		£ 450.00	£ -
30-01-2017	R&A	UK Timber Limited	Timber for Church Green steps		£ 965.33	£ -
						£ -
				<b>Total:</b>	<b>£ 1,615.33</b>	<b>£ -</b>

<b>Payments to be authorised:</b>						
21-01-2017	FAR	A² Building Services	Rebuild broken wall, form 2 concrete pads & fix 2 metal plates	Maintenance services	£ 450.00	£ -
04-02-2017	FAR	A² Building Services	Rebuild broken wall	Maintenance services	£ 75.00	£ -
11-01-2017	R&A	Environmental Hygiene Services	Steam clean and sanitation of 3 bus shelters	Grounds maintenance	£ 36.00	£ -
13-01-2017	R&A	Green Smile Ltd	Moving and spreading bark around new fruit trees	Grounds maintenance	£ 108.00	£ -
13-01-2017	R&A	Green Smile Ltd	Emptying of all 4 compost bins at the cemetery	Grounds maintenance	£ 90.00	£ -
13-01-2017	R&A	Green Smile Ltd	Cutting of hedge by bus stop and the trimming of the hedge adjacent to Kings Worthy Primary School	Grounds maintenance	£ 50.00	£ -
12-01-2017	R&A	L.A.L. Services	Grind / grub out and remove stumps along footpath	Grounds maintenance	£ 600.00	£ -
31-12-2016	FAR	M.R.S. Services	Maintenance Services (January 2016)	Maintenance services	£ 220.50	£ -
31-12-2016	FAR	M.R.S. Services	Install New gate & repair fence at Church Green	Maintenance services	£ 309.75	£ -
20-01-2017	FAR	Viking	Rock salt, spray refill, stamps, paper	Maintenance / cleaning supplies / postage / stationery	£ 53.10	£ -
20-01-2017	FAR	Viking	Spray refills	Cleaning supplies	£ 20.83	£ -
				<b>Total:</b>	<b>£ 2,013.18</b>	<b>£ -</b>

**Direct Debits / Standing Orders**

05-01-2017	FAR	Southern Water	Tubbs Hall water supply (monthly)	Water	£	24.60	£	-
18-01-2017	FAR	E.On Gas	Tubbs Hall gas supply (monthly)	Gas	£	190.39	£	-
18-01-2017	FAR	E.On Electricity	Tubbs Hall electricity supply (monthly)	Electricity	£	141.79	£	-
27-01-2017	R&A	Green Smile Ltd.	Grounds maintenance contract (monthly)	Grounds Maintenance Contract	£	3,239.25	£	-
16-01-2017	FAR	SAGE	Accounting software (monthly)	Computer Software	£	30.00	£	-
25-01-2017	FAR	BT	Internet & telephone (final)	Telephone & broadband	£	22.34	£	-
03-01-2017	FAR	Plusnet	Internet & telephone (monthly)	Telephone & broadband	£	51.95	£	-
27-01-2017	FAR	Plusnet	Internet & telephone (monthly)	Telephone & broadband	£	57.64	£	-
				<b>Total:</b>	<b>£</b>	<b>3,757.96</b>	<b>£</b>	<b>-</b>

**Salary Costs**

25-01-2017	FAR	Telephone Banking	Net Wages (net of PAYE & NI)	Clerks Salaries	£	2,094.82	£	-
18-01-2017	FAR	HMRC	PAYE (see above)	PAYE	£	269.00	£	-
18-01-2017	FAR	HMRC	National Insurance (see above)	Employers NI	£	297.24	£	-
25-01-2017	FAR	Pensions	(Paid by EKS Accounting)	Employers Pension	£	716.62	£	-
				<b>Total:</b>	<b>£</b>	<b>3,377.68</b>	<b>£</b>	<b>-</b>

**Payments from Procurement Cards**

*Adrian Reeves*

*Chris Read*

09-01-2017	FAR	Amazon UK	Power over ethernet injector	Electrical infrastructure	£	17.99	£	-
09-01-2017	FAR	Amazon UK	20m CAT7 cable	Electrical infrastructure	£	23.84	£	-
25-01-2017	R&A	Vista Print	Vista Print signs	Signs	£	87.87	£	-
				<b>Total:</b>	<b>£</b>	<b>129.70</b>	<b>£</b>	<b>-</b>

**Bank Fees & Interest Charges**

Period	Total Fees
January 2017	£ -
<b>Card Fees</b>	
January 2017	£ 2.34

**Committees**

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