

Finance, Administration & Remuneration Committee Meeting

09 August 2017 at 09:30

Kings Worthy Community Centre, Fraser Road, Kings Worthy

Clerk	Richard Hanney Christopher Read
Chairman of the Meeting	Martin Taylor
Councillors	Noel McCleery and Denis Welstead.
Members of the Public	0

F/17/115 - Apologies for absence

Apologies had been received from Cllrs Gordon and Newell.

F/17/116 - Public question time

None.

F/17/117 - Insurance Arrangements - presentation by Andy Cotter of Came & Company

Andy Cotter from Came & Company gave a short presentation on the three quotations for insurance that he had obtained for the Parish Council. It was agreed to

Action Items	Action by	Target
Send insurance documentation to committee members	Clerk	06/08/17

F/17/118 - Agree and sign the minutes of the Parish Council meeting on 12 July 2017

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

F/17/119- Matters arising from the meeting held on 12 July 2017

F/17/111 Legal Issues- Nothing more has been heard from Virgin Media.

PC/17/120 - Proposed new expenditure

Planning & Highways - None.

Finance, Administration & Remuneration - None.

Recreation & Amenities - None.

Communications - None

F/17/121 – To receive the statement of accounts and management reports for the period ended 31 July 2017 (see attached)

The Clerk gave a presentation to members of the final accounts for the year ending 31 July 2017. The current deficit of income over expenditure (ex. CIL) is £4,107.00, at that date.

F/17/122 – Grant applications

None.

F/17/123 – Remuneration & staffing

None.

F/17/124 – Tubbs Hall – landlord’s responsibility

Building Maintenance Plan (inc. Solar Panels) & fire safety action items – A meeting to discuss this with the Tubbs Hall Management Committee (THMC) Chairman is to be held at 11:30 on 9th August 2017.

F/17/125 – Action from 2017 internal audit report

Payroll reports – We are awaiting a reply to our letter on this matter; which has been chased.

Clerk recruitment – We are awaiting a reply to our letter on this matter; which has been chased.

F/17/126 – Legal issues

See F/17/119.

Action Items	Action by	Target
None.		

F/17/127 – Clerk’s notices

Expenses Consultation – Agreed to send this to Parish Council for discussion.

Action Items	Action by	Target
Send above to Parish Council.	Clerk	18/08/17

F/17/128 – Chairman’s notices

Bank users – It was agreed all members to add Richard Hanney as the key contact and an internet banking user, with view & submit privileges, to our Unity Trust current and reserve accounts. It was also agreed to remove Adrian Reeves from our accounts.

Action Items	Action by	Target
Add Richard Hanney to bank, as above.	Clerk	ASAP

Remove Adrian Reeves from bank, as above.

Clerk

ASAP

F/17/130 - Authorise payments listing

The Committee received a schedule of invoices due for payment, and agreed the schedule.

The total invoices for payment amounted to £2,145.17. A total of £8,471.20 had been spent on urgent invoices where payments have been made prior to the meeting. [Copy attached].

F/17/130 - Items for next meeting - 13 September 2017

- Memorandum of Understanding
- Data Protection & Document Retention Policies
- Investments

Meeting Closed:	11:00.
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Signed:			
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		Date:	
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Bank Reconciliation as at

31 July 2017

Bank: Unity Trust Current 20369336	£10,026.50
Unity Trust Tailored Deposit 20369349	£52,289.31
Hampshire Trust Bank variable	£21,000.00
Hampshire Trust Bank 12 month	£35,000.00
Hampshire Trust Bank 10196472	£50,000.00
Bread4Business **** * 2261	£95.54
Bread4Business **** * 1588	£0.00
	<hr/>
	£168,411.35
 Less u/p cheques and D/Ds:	
	<hr/>
	£0.00
 Add u/p credits:	
	<hr/>
	£0.00
	<hr/>
	£0.00
	<hr/>
	£168,411.35
 Current account as per Unity Trust Bank	£10,256.50
Less: unprocessed payments	
Add: unpresented credits	
Balance as per ledger	<hr/>
	£10,256.50

Kings Worthy Parish Council
Management Accounts for the period ended 31 July 2017

2016/17 Actual (Full Year) (£)	Current Month Budget (£)	Current Month Actual (£)	Current Month Variance (£)	Income Item/Description	2017/2018 Budget ytd (£)	Actual ytd (£)	Variance ytd (£)	2017/2018 Budget (£)	Forecast Outturn (£)	2018/19 Budget (£)
157,226	10,134	10,397	263	Finance (inc. Precept)	63,376	68,866	5,490	145,216	0	0
5,809	183	183	0	THMC Income	732	732	0	2,196	0	0
5,722	525	588	63	Recreation & Amenities	3,145	1,912	-1,233	8,704	0	0
0	0	0	0	Planning & Highways	0	0	0	0	0	0
168,757	10,842	11,168	326	Total Income	67,253	71,510	4,257	156,116	0	0
				Expenditure Item/Description						
72,167	4,578	6,825	-2,247	Finance	24,232	24,336	-104	71,437	0	0
77,454	4,662	9,765	-5,102	Recreation & Amenities	25,061	28,424	-3,363	71,154	0	0
5,644	0	0	0	Planning & Highways	0	0	0	14,200	0	0
155,266	9,240	16,590	-7,350	Total Expenses	49,293	52,760	-3,467	156,791	0	0
168,757	10,842	11,168	326	Total Income	67,253	71,510	4,257	156,116	0	0
155,266	9,240	16,590	-7,350	Total Expenses	49,293	52,760	-3,467	156,791	0	0
13,491	1,602	-5,422	-7,024	Net surplus (deficit)	17,960	18,750	790	-675	0	0
				<u>Memorandum</u>						
-23,249	1,602	-5,422	-7,024	Net surplus (deficit) exc. CIL receipts	-4,878	-4,107	771	-23,513	0	0

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

Date	Committee	Beneficiary	Description	Category	Total Amount (inc. VAT)	Unrecoverable VAT
Payments previously authorised:						
22/06/2017	FAR	PCCof Kings Worthy	Balance of grant (deposit of £50.00)	Grants	£ 50.00	£ -
26/07/2017	FAR	Worthys Festival	Grant of £900	Grants	£ 900.00	£ -
26/07/2017	R&A	Defibshop	4 x defibrillators	Capital equipment	£ 7,021.20	£ -
27/07/2017	FAR	3rd Winchester Scouts	Grant towards tents	Grants	£ 500.00	£ -
				Total:	£ 8,471.20	£ -
Payments to be authorised:						
01/07/2017	R&A	Surface Solutions	Repair to footpath in Eversley Park and steps Church Green	R&A	£ 678.00	£ -
12/07/2017	R&A	Environmental Hygiene Solutions	Cleaning Bus Shelters x 8	R&A	£ 96.00	£ -
18/07/2017	R&A	Complete Weed Control	Fertilising football pitch	R&A	£ 324.00	£ -
01/07/2017	THMC	Croma Locksmiths	Removing key stuck in front door	THMC	£ 66.00	£ -
11/07/2017	FAR	C Read	Milk, sugar & parking	Finance	£ 11.35	£ -
25/07/2017	FAR	A Reeves	Travel	Finance	£ 11.68	£ -
20/07/2017	FAR	HALC	Training course	Finance	£ 48.00	£ -
19/07/2017	R&A	Green Smile	Marking crease on cricket nets	R&A	£ 20.00	£ -
03/07/2017	THMC	ALB Electrical	New electrical circuit and 2 fused connections	THMC	£ 468.00	£ -
11/07/2017	THMC	HCC	Cleaning supplies	Finance	£ 44.14	£ -
08/08/2017	FAR	TLC Online	Redesign of website & associated fees	Website fees	£ 378.00	£ -
				Total:	£ 2,145.17	£ -
Direct Debits / Standing Orders						
05/07/2017	FAR	Business Stream Ltd.	Water supply (monthly)	Water	£ 44.28	£ -
17/07/2017	FAR	E.On Electricity	Tubbs Hall electricity supply (monthly)	Electricity	£ 50.16	£ -
17/07/2017	FAR	Winchester City Council	Business rates (monthly)	Rates - Business	£ 57.00	£ -
17/07/2017	FAR	SAGE	Accounting software (monthly)	Computer software	£ 33.00	£ -
18/07/2017	FAR	E.On Gas	Tubbs Hall gas supply (monthly)	Gas	£ 0.87	£ -
27/07/2017	R&A	Green Smile Ltd.	Grounds maintenance contract (monthly)	Grounds maintenance contract	£ 3,239.25	£ -
28/07/2017	FAR	Plusnet	Internet & telephone (monthly)	Telephone & broadband	£ 48.84	£ -
BT Group	FAR	BT	IBP Hosting	Website Fees	£ 10.79	£ -
				Total:	£ 3,484.19	£ -

Salary Costs

25/07/2017	FAR	Staff	Net Wages (net of PAYE & NI)	Clerks Salaries	£	3,562.11	£	-
19/07/2017	FAR	HMRC	PAYE (see above)	PAYE	£	340.80	£	-
19/06/2017	FAR	HMRC	National Insurance (see above)	Employers NI	£	325.15	£	-
19/07/2017	FAR	Pensions	(Paid by EKS Accounting)	Employers Pension	£	788.05	£	-
					Total:	£ 5,016.11	£	-

Payments from Procurement Cards

Adrian Reeves

Card account closed

Chris Read

03/07/2017	FAR	Krowmark	3 high-vis jackets		£	31.26	£-
31/07/2017	FAR	Cart & Horses	AR leaving Party - Buffet		£	153.86	£-
					Total:	£ 185.12	£-

Bank Fees & Interest Charges

Period	Total Fees
Jul-17	£ 33.45
Card Fees	
Jul-17	£ 3.00

Committees

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