

F/17/67 Proposed New Expenditure for Finance Approval	
<ul style="list-style-type: none"> ○ Planning and Highways – None. ○ Finance and Administration [incl. Tubbs Hall] – <p>Front door automation – It was agreed to accept the quotation for automation of the front door, installation of an access system and repair of the rear fire exit door, at a cost £3,151.27. The acceptance of this quotation is subject to suitable references and the agreement of Tubbs Hall Management Committee.</p> <ul style="list-style-type: none"> ○ Recreation and Amenities (R&A) – None. ○ Communications – None. 	
F/17/68 End of year accounts and annual governance statement	
<p>The Clerk gave a presentation to members of the final accounts for the year ending 31st March 2017. The final deficit of income over expenditure (ex. CIL) is £23,249.00, at that date. This compares to a budgeted deficit for the year of £37,241.00. Members agreed to formal adopt the March 2016-17 accounts, which will be sent to Parish Council for ratification.</p> <p>Annual Governance – Members reviewed the questions and agreed that the Parish Council met all the criteria for 2016-17 financial year.</p>	Clerk
F/17/69 To receive the statement of accounts and management reports for period ended 30th April 2017	
<p>It was agreed to defer this item to Parish Council on the 22nd May 2017.</p>	
F/17/70 Insurance arrangements	
<p>It was agreed to use Came & Company as our insurance broker and to obtain a 3-year deal, if there are savings.</p>	Clerk
F/17/71 Grant applications	
<p>Worthys Festival 2017 – A grant had been received requesting £900.00 for assistance towards the costs of insurance, licencing and overnight security for equipment. It was agreed to grant the full £900.00, subject to receiving copies of the invoices or receipts.</p>	Clerk
F/17/72 Remuneration and Staff Contracts	
<p>A proposal for a pay award is to be sent to Parish Council.</p>	

F/17/73 Tubbs Hall – landlord’s responsibilities	
<p>a) Actions from 2016 fire inspection report – Nothing further.</p> <p>b) Building survey– The Clerk is compiling a list of actions including a cost estimate; this is to be distributed to Councillors.</p> <p>c) Solar Panels – Councillors are to meet with representatives of Tubbs Hall Management Committee to discuss this.</p>	<p>Clerk</p> <p>Clerk</p>
F/17/74 Legal Issues	
None.	
F/17/75 RFO’s and Clerk’s Notices	
Advertisement – Due to recent assistance provided to the Parish Council, it was agreed to offer the Kings Worthy Slimming World group a free rolling advertisement.	Clerk
F/17/76 Chairman’s Notices	
Chairmanship – Cllr Taylor reported to the committee that he is not intending to stand as a candidate for Chairman of the FAR committee, at the Annual General Meeting.	
F/17/77 Authorise Invoices for Payment	
<p>The Committee received a schedule of invoices due for payment, and agreed the schedule.</p> <p>The total invoices for payment amounted to £1,024.71. A total of £91.16 had been spent on urgent invoices where payments have been made prior to the meeting. [Copy attached].</p>	
F/17/78 Items for Discussion at the Next Meeting	
Proposed kitchen refurbishment	
F/17/79 Date of next meeting	
The next meeting has been scheduled for 9.30am on 14 th June 2017.	

The meeting closed at 11:35.

Signed.....

Date.....

Bank Reconciliation as at		31 March 2017 (v2)	
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		£11,069.26
	Unity Trust Tailored Deposit 20369349		£71,275.81
	Hampshire Trust Bank variable		£21,000.00
	Hampshire Trust Bank 12 month		£35,000.00
	Bread4Business **** * 2261		£121.14
	Bread4Business **** * 1588		£498.53
			£138,964.74
	Less u/p cheques and D/Ds:		
	HCC 57943979	£62.54	
	HCC 58030769	£28.62	
			£91.16
	Add u/p credits:		
		£0.00	
			£0.00
			£138,873.58
	Current account as per Unity Trust Bank		£11,069.26
	Less: unprocessed payments		£91.16
	Add: unprocessed credits		
	Balance as per ledger		£10,978.10
	Bread4Business **** * 2261		
	As per bank		274.01
	Less:		
	Amazon	149.97	
	Fees	2.90	
			152.87
	As per ledger as at 31/03/17		121.14
	Bread4Business **** * 1588		
	As per bank		120.79
	Less:		
	Avanquest	71.90	
	Fees	1.44	
			73.34
	Card balance		47.45
	Float as at 31/03/17		439.10
	As per ledger as at 31/03/17		486.55

Kings Worthy Parish Council

Management Accounts for the period ended 31 March 2017 (v2)

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	9,945	88	Finance (inc. Precept)	119,221	157,226	38,004	119,221	145,216
4,808	400	183	-217	THMC Income	4,800	5,809	1,009	4,800	2,196
21,287	1,538	214	-1,324	Recreation & Amenities	8,092	5,722	-2,370	8,092	8,704
0	3,625	3,012	-613	Planning & Highways	0	0	0	0	0
148,068	15,420	13,354	-2,066	Total Income	132,113	168,757	36,643	132,113	156,116
				<u>Expenditure Item/Description</u>					
69,160	4,882	5,873	-992	Finance	66,940	72,167	-5,227	66,940	71,437
89,539	6,216	15,263	-9,047	Recreation & Amenities	93,665	77,454	16,211	93,665	70,589
5,927	3,625	3,012	613	Planning & Highways	8,750	5,644	3,106	8,750	14,200
164,626	14,723	24,148	-9,425	Total Expenses	169,355	155,266	14,089	169,355	156,226
148,068	15,420	13,354	-2,066	Total Income	132,113	168,757	36,643	132,113	156,116
164,626	14,723	24,148	-9,425	Total Expenses	169,355	155,266	14,089	169,355	156,226
-16,558	697	-10,794	-11,491	Net surplus (deficit)	-37,241	13,491	50,732	-37,241	-110
				<u>Memorandum</u>					
-16,558	697	-10,794	7,359	Net surplus (deficit) exc. CIL receipts	-37,241	-23,249	13,992	-37,241	-22,948

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

Date	Committee	Beneficiary	Description	Category	Total Amount (inc. VAT)	Unrecoverable VAT
Payments previously authorised:						
06/02/2015	FAR	Hampshire County Council	Batteries, toilet rolls, urinal blocks, hand towels & glass cleaner	Cleaning supplies	£ 62.54	£ -
21/04/2017	FAR	Hampshire County Council	Hole reinforcers, perforator, indexes, glue stick, double sided tape, staples, notes cube	Office stationery	£ 28.62	£ -
				Total:	£ 91.16	£ -
Payments to be authorised:						
18/04/2017	FAR	Culverlands Press Ltd	2000x Spring 2017 Newsletters	Leaflets and publications	£ 499.00	£ -
05/05/2017	R&A	Environmental Hygiene Services	Steam clean and sanitation of 8 bus shelters & 2 noticeboards	Grounds maintenance	£ 106.00	£ -
04/05/2017	FAR	Hampshire County Council	Toilet rolls, Toilet cleaner, sacks, pens, bleach & sponges	Cleaning supplies	£ 69.95	£ -
25/04/2017	FAR	Judith Steventon Baker	Printer Cartridge	Office Equip rental	£ 30.99	£ -
11/04/2017	FAR	Winchester City Council	Annual rent for lease of Tubbs Community Centre	Rent	£ 318.77	£ -
				Total:	£ 1,024.71	£ -
Direct Debits / Standing Orders						
25/04/2017	FAR	Business Stream Ltd.	Tubbs Hall water supply (monthly)	Water	£ 24.60	£ -
13/04/2017	FAR	E.On Gas	Tubbs Hall gas supply (monthly)	Gas	£ 141.41	£ -
24/04/2017	FAR	E.On Electricity	Tubbs Hall electricity supply (monthly)	Electricity	£ 158.93	£ -
27/04/2017	R&A	Green Smile Ltd.	Grounds maintenance contract (monthly)	Grounds maintenance contract	£ 3,239.25	£ -
18/04/2017	FAR	Winchester City Council	Business rates (monthly)	Rates - Business	£ 56.26	£ -
18/04/2017	FAR	SAGE	Accounting software (monthly)	Computer software	£ 33.00	£ -
28/04/2017	FAR	Plusnet	Internet & telephone (monthly)	Telephone & broadband	£ 49.38	£ -
				Total:	£ 3,702.83	£ -

Salary Costs							
25/04/2017	FAR	Staff	Net Wages (net of PAYE & NI)	Clerks Salaries	£	2,104.17	£ -
21/04/2017	FAR	HMRC	PAYE (see above)	PAYE	£	322.60	£ -
21/04/2017	FAR	HMRC	National Insurance (see above)	Employers NI	£	297.24	£ -
19/04/2017	FAR	Pensions	(Paid by EKS Accounting)	Employers Pension	£	716.62	£ -
				Total:	£	3,440.63	£ -
Payments from Procurement Cards							
<i>Adrian Reeves</i>							
03/04/2017	FAR	Avanquest.u-bill.com	Soda PDF Software	Computer Software	£	71.90	£ 11.98
06/04/2017	R&A	HFE Signs Ltd	Feather flag system, base, various replacement signs	Notice Boards & Signs	£	571.86	£ -
20/04/2017	P&H	Land Registry	Copy of title plan	Legal fees	£	3.00	£ -
<i>Chris Read</i>							
03/04/2017	FAR	Amazon UK Marketplace (Beauty-4-less)	Heavy duty folding plastic table	Sundry	£	34.99	£ -
03/04/2017	FAR	Amazon UK Marketplace (Beauty-4-less)	Heavy duty folding plastic table	Sundry	£	34.99	£ -
03/04/2017	FAR	Amazon EU S.a.r.L. & Amazon UK Marketplace (various)	Pegs, peg remover and mallet	Sundry	£	24.04	£ -
03/04/2017	FAR	Amazon EU S.a.r.L.	2.5 x 2.5m Gazebo	Sundry	£	79.99	£ -
				Total:	£	820.77	£ 11.98
Bank Fees & Interest Charges				Committees			
Period	Total Fees			R&A	Recreation & Amenities		
April 2017	N/A			FAR	Finance, Administration & Remuneration		
Card Fees				P&H	Planning & Highways		
April 2017	£	6.52					