

# Kings Worthy Parish Council

## FINANCE COMMITTEE

Minutes of the Meeting held on Wednesday 12<sup>th</sup> April 2017  
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy

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

**Clerks:**               Adrian Reeves  
  Chris Read

**Public:**               0

	<u>Action</u>
<b>F/17/48 Apologies for Absence</b>	
Clrs D. Hudson & D. Welstead.	
<b>F/17/49 Public Question Time</b>	
None.	
<b>F/17/50 Minutes of the Meeting held on the 15<sup>th</sup> March 2017</b>	
The minutes were then agreed as a true record of the meeting and were signed by Cllr Taylor.	
<b>F/17/51 Matters Arising from the Minutes of 15<sup>th</sup> February 2017</b>	
<b>F/17/39 Data protection &amp; document retention policies</b> – This is to be submitted to the May Finance meeting.	<b>Clerk</b>
<b>F/17/41 Solar Panels</b> – It was agreed to meet with representatives of Tubbs Hall Management Committee to discuss this proposal.	
<b>F/17/36 Pimms Stall</b> – The gazebo, tables and associated items have now been delivered.	

<p><b>F/17/41 Fire Shutter</b> – The Clerk is to write to the company to notify them that we are considering legal action.</p>	<p><b>Clerk</b></p>
<p><b>F/17/52 Proposed New Expenditure for Finance Approval</b></p>	
<ul style="list-style-type: none"> <li>○ <b>Planning and Highways</b> – None.</li> <li>○ <b>Finance and Administration [incl. Tubbs Hall]</b> – None.</li> <li>○ <b>Recreation and Amenities (R&amp;A)</b> – None.</li> <li>○ <b>Communications</b> – None.</li> </ul>	
<p><b>F/17/53 To receive the statement of accounts and management reports for month ended 31<sup>st</sup> March 2017 [see attached]</b></p>	
<p>The Clerk gave a presentation to members of the figures for the year to date ending 28th February 2017. The current deficit of income over expenditure (ex. CIL) is £23,240.00, at that date. This compares to a budgeted deficit for the year of £37,241.00.</p> <p>The Finance Chairman is to meet with members of the Tubbs Hall Management Committee.</p> <p>Fixed Term Deposit – It was agreed to place £50,000 in a fixed term deposit for 12 months. The Clerk is to investigate who is currently providing the best rate of interest.</p>	<p><b>Cllr Taylor &amp; Clerk</b></p>
<p><b>F/17/54 Grant applications</b></p>	
<p>None.</p>	
<p><b>F/17/55 Remuneration and Staff Contracts</b></p>	
<p>Cllr Taylor is to contact the Hampshire Association of Local Councils for advice with regards to a pay award.</p>	
<p><b>F/17/56 Tubbs Hall – landlord’s responsibilities</b></p>	
<ul style="list-style-type: none"> <li><b>a) Actions from 2016 fire inspection report</b> – Minor actions are still awaiting completion.</li> <li><b>b) Electrical Inspection</b> – All reparatory works are now completed.</li> <li><b>c) Building survey &amp; valuation</b> – The Clerk is to send round the report to all committee members along with a list of suggested works.</li> </ul>	<p><b>Clerk</b></p>

d) **Solar Panels** – see above.

**F/17/57 Legal Issues**

None.

**F/17/58 RFO's and Clerk's Notices**

None.

**F/17/59 Chairman's Notices**

None.

**F/17/60 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 £11,536.09. A total of £2065.06 had been spent on urgent invoices where payments have been made prior to the meeting. [Copy attached].

**F/17/61 Items for Discussion at the Next Meeting**

Internal audit preparations

**F/17/62 Date of next meeting**

The next meeting has been scheduled for 9.30am on 10<sup>th</sup> May 2017.

**The meeting closed at 11:36.**

**Signed.....**

**Date.....**

## Kings Worthy Parish Council

### Management Accounts for the period ended 31 March 2017 (v1)

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	164	-1,374	Recreation & Amenities	8,092	5,672	-2,420	8,092	8,704
0	3,625	3,012	-613	Planning & Highways	0	0	0	0	0
<b>148,068</b>	<b>15,420</b>	<b>13,304</b>	<b>-2,116</b>	<b>Total Income</b>	<b>132,113</b>	<b>168,707</b>	<b>36,593</b>	<b>132,113</b>	<b>156,116</b>
				<b>Expenditure Item/Description</b>					
69,160	4,882	5,866	-985	Finance	66,940	72,108	-5,168	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
<b>164,626</b>	<b>14,723</b>	<b>24,141</b>	<b>-9,418</b>	<b>Total Expenses</b>	<b>169,355</b>	<b>155,207</b>	<b>14,148</b>	<b>169,355</b>	<b>156,226</b>
148,068	15,420	13,304	-2,116	<b>Total Income</b>	132,113	168,707	36,593	132,113	156,116
164,626	14,723	24,141	-9,418	<b>Total Expenses</b>	169,355	155,207	14,148	169,355	156,226
<b>-16,558</b>	<b>697</b>	<b>-10,837</b>	<b>-11,534</b>	<b>Net surplus (deficit)</b>	<b>-37,241</b>	<b>13,500</b>	<b>50,741</b>	<b>-37,241</b>	<b>-110</b>
				<b>Memorandum</b>					
<b>-16,558</b>	<b>697</b>	<b>-10,837</b>	<b>7,303</b>	<b>Net surplus (deficit) exc. CIL receipts</b>	<b>-37,241</b>	<b>-23,240</b>	<b>14,001</b>	<b>-37,241</b>	<b>-22,948</b>

<b>Bank Reconciliation as at</b>		<b>31 March 2017 (v1)</b>	
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		£486.55
			£138,952.76
	Less u/p cheques and D/Ds:		
	DVLA	£2.50	
			£2.50
	Add u/p credits:		
		£0.00	
			£0.00
			£138,950.26
	Current account as per Unity Trust Bank		£11,069.26
	Less: unprocessed payments		£2.50
	Add: unrepresented credits		
	Balance as per ledger		£11,066.76
	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 - Finance, Administration & Remuneration Committee Payment Listing

Date	Committee	Beneficiary	Description	Category	Total Amount (inc. VAT)	Unrecoverable VAT
<b>Payments previously authorised:</b>						
02/04/2017	FAR	Newsquest Media Group	Job advertisement for replacement part time Clerk	Advertising	£ 622.56	£ -
28/03/017	FAR	ALB Electrical Ltd	Reparatory electrical works and further inspection	Electrical infrastructure, installations & PAT testing	£ 1,440.00	£ -
14/02/2017	FAR	DVLA	Fee for vehicle ownership information re. damage to wall in car park	Legal and Professional Fees	£ 2.50	£ -
<b>Total:</b>					<b>£ 2,065.06</b>	<b>£ -</b>
<b>Payments to be authorised:</b>						
10/04/2017	FAR	Viking Payments	Stamps, keyboard & mouse, batteries & box	Office stationery	£ 86.54	£ -
07/04/2017	FAR	Viking Payments	A4 paper & cash box	Office stationery	£ 68.98	£ -
08/04/2017	R&A/P&H/FAR	M.R.S. Services	Maintenance Services (March 2017)	Maintenance services	£ 306.00	£ -
06/04/2017	FAR	Hampshire Association of Local Councils Ltd	Basic planning for Councillors training course	Training	£ 40.00	£ -
06/04/2017	P&H	Hampshire County Council	Streetlight energy & management fees (01/10/16 - 31/03/17)	Street lighting	£ 3,614.22	£ -
04/04/2017	FAR	Hampshire County Council	Storage boxes, memory stick and notebooks	Office stationery	£ 64.58	£ -
03/04/2017	FAR	Environmental Hygiene Services	Steam clean & sanitisation of 3x bus shelters	Grounds maintenance	£ 36.00	£ -
03/04/2017	FAR	Hampshire Association of Local Councils Ltd	HR consultancy service fee (2017/18)	Subs to prof bodies	£ 180.00	£ -
03/04/2017	FAR	Hampshire Association of Local Councils Ltd	Affiliation fees & NALC levy (2017/18)	Subs to prof bodies	£ 800.00	£ -
01/04/2017	FAR	Box-it UK Ltd	Documents storage (April - June 2017)	Document storage	£ 30.94	£ -
31/03/2017	FAR	EKS Accounting	Payroll services (December 2016 - March 2017)	Accountancy/bookkeeping	£ 297.36	£ -
31/03/2017	R&A	Greenbarnes Ltd	New noticeboard for Willis Way	Notice Boards & Signs	£ 1,371.38	£ -
27/03/2017	R&A	Glasdon UK Ltd	Replacement post mounted dog bin	Litter pickers & bins	£ 103.82	£ -
27/03/2017	R&A	Idverde Ltd	Emptying dog faeces bins (Jan - March 2017)	Dog bins (emptying)	£ 1,528.80	£ -
22/03/2017	R&A	Hampshire County Council	History Board for London Road	Grants to village org	£ 801.60	£ -
21/03/2017	R&A	Sophie Rogers	Hire of turf cutter for wildflower planting	Maintenance Pitch/Playgrd	£ 44.42	£ -

17/03/2017	FAR	HP Inc. UK Ltd	Replacement PC	Office capital expenditure	£	572.40	£	-
17/03/2017	R&A	Merritt Tree Specialists Ltd	Tree works (Nations Hill)	Trees	£	780.00	£	-
14/03/2017	FAR	DCK Beavers Ltd	12 months software maintenance for Asset Manager (lite)	Computer software	£	84.00	£	-
14/03/2017	FAR	Hampshire County Council	Urinal blocks, floor polish, floor maintainer, dust pan & brush, pledge cleaner, hand towels, sanitiser and adhesive	Cleaning supplies	£	102.29	£	-
13/03/2017	R&A	Southern Ground Care Ltd	Verti-Drain football pitches at Eversley Park	Maintenance Pitch/Playgrd	£	480.00	£	-
13/03/2017	FAR	Sharp Business Systems UK Plc	Copier rental and copy charges	Office Equip rental	£	142.76	£	-
				<b>Total:</b>	<b>£</b>	<b>11,536.09</b>	<b>£</b>	<b>-</b>
<b>Direct Debits / Standing Orders</b>								
06/03/2017	FAR	Southern Water	Tubbs Hall water supply (monthly)	Water	£	24.60	£	-
15/03/2017	FAR	Southern Water	Eversley Park water supply	Water	£	17.08	£	-
15/03/2017	FAR	Southern Water	Burial Ground water supply	Water	£	33.50	£	-
06/03/2017	FAR	E.On Gas	Tubbs Hall gas supply (monthly)	Gas	£	113.62	£	-
06/03/2017	FAR	E.On Electricity	Tubbs Hall electricity supply (monthly)	Electricity	£	68.10	£	-
27/03/2017	R&A	Green Smile Ltd.	Grounds maintenance contract (monthly)	Grounds Maintenance Contract	£	3,239.25	£	-
16/03/2017	FAR	SAGE	Accounting software (monthly)	Computer Software	£	30.00	£	-
20/03/2017	FAR	Biffa waste services	Emptying waste bins (quarterly)	Waste collection charges	£	126.50	£	-
29/03/2017	FAR	Personnel Hygiene	Emptying hygiene bins (quarterly)	Waste collection charges	£	243.58	£	-
01/03/2017	FAR	Plusnet	Internet & telephone (monthly) [for February]	Telephone & broadband	£	57.78	£	-
29/03/2017	FAR	Plusnet	Internet & telephone (monthly) [for March]	Telephone & broadband	£	49.50	£	-
				<b>Total:</b>	<b>£</b>	<b>4,003.51</b>	<b>£</b>	<b>-</b>

Salary Costs							
24/02/2017	FAR	Telephone Banking	Net Wages (net of PAYE & NI)	Clerks Salaries	£	2,094.61	£ -
21/02/2017	FAR	HMRC	PAYE (see above)	PAYE	£	322.40	£ -
21/02/2017	FAR	HMRC	National Insurance (see above)	Employers NI	£	297.24	£ -
17/032017	FAR	Pensions	(Paid by EKS Accounting)	Employers Pension	£	716.62	£ -
				<b>Total:</b>	<b>£</b>	<b>3,430.87</b>	<b>£ -</b>
Payments from Procurement Cards							
<i>Adrian Reeves</i>							
17/03/2017	FAR	Amazon UK	DisplayPort to HDMI cable	Small office equipment (under £500)	£	12.38	£ -
<i>Chris Read</i>							
02/03/2017	R&A	Toolstation GB	Replacement padlock for Church Green bollard	Open spaces maintenance	£	18.25	£ -
				<b>Total:</b>	<b>£</b>	<b>30.63</b>	<b>£ -</b>
Bank Fees & Interest Charges				Committees			
Period		Total Fees		R&A	Recreation & Amenities		
March 2017		£	31.80	FAR	Finance, Administration & Remuneration		
Card Fees				P&H	Planning & Highways		
March 2017		£	0.62				