

Finance, Administration & Remuneration Committee Meeting

12 July 2017 at 09:30

Kings Worthy Community Centre, Fraser Road, Kings Worthy

Clerk	Adrian Reeves
Chairman of the Meeting	Councillor Stewart Newell (F/17/100 onwards)
Councillors	Ian Gordon and Denis Welstead.
Members of the Public	0

F/17/099 – Appointment a Chairman for the meeting

Cllr Newell was proposed by Cllr Gordon and seconded by Cllr Welstead.

F/17/100 – Apologies for absence

Apologies had been received from Cllrs Taylor and McCleery.

F/17/101 – Public Question Time

None.

F/17/102 – Agree and sign the minutes of the Parish Council meeting on 14 June 2017

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

F/17/103- Matters arising from the meeting held on 14 June 2017

F/17/85 Data Protection & Document retention policy – It was agreed to write to the website supplier to state that we require the new website and email system to be in place by the end of July.

F/17/85 Fire Shutter– The faulty battery backup has now been replaced at no cost to the Parish Council. However, due to the new battery backup, the shutter does not currently close on the sounding of the alarm.

Action Items	Action by	Target
Write to website supplier with completion date	Clerk	31/07/2017
Have fire shutter configured to close on sounding of the alarm.	Clerk	ASAP

PC/17/104 – Proposed new expenditure**Planning & Highways** – None**Finance, Administration & Remuneration** – None**Recreation & Amenities** –

It was noted that R&As wish to install on an outdoor table tennis table for approximately £4,000.00, from the R&A project budget; members agreed to support this proposal.

- Grind Rail at Eversley Park – It was noted that the committee agreed with the installation in principle but members felt that the current quotation of £15,000 was high. A formal request is to be made to Finance once two further quotations have been obtained.
- Mill Lane History Board – It was agreed to grant the Worthys Local History Group £682.00 for the supply and installation of a history board in Mill Lane, Abbots Worthy.

Communications – None**Action Items**

Send History Board grant to Parish Council for ratification.

Action by

Clerk

Target

17/07/17

F/17/105 – To receive the statement of accounts and management reports for the period ended 30 June 2017 (see attached)

The Clerk gave a presentation to members of the final accounts for the year ending 30 June 2017. The current deficit of income over expenditure (ex. CIL) is £1,225.00, at that date.

F/17/106 – Insurance arrangements

The proposal and tenders from Came & Company will be considered at the September committee meeting.

Action Items

None.

Action by**Target****F/17/107 – Grant Applications**

A grant application had been received from the 3rd Winchester Scout Group, requesting £1,000.00 to help towards to cost of 'tentage'. It was unanimously agreed to award a grant of £500.00.

Action Items**Action by****Target**

Send Scout Group grant to Parish Council for ratification.	Clerk	17/07/2017
--	-------	------------

F/17/108 - Remuneration & Staffing

Members welcomed the new Clerk, Richard Hanney.

Training - It was agreed to book the following training courses:

- Focus on transparency and budgeting - 19 July 2017 (New Clerk to attend)
- The planning framework - 06 September 2017 (New Clerk & Cllr Gordon to attend)
- What you need to know (Part 1) - 7th September 2017 (New Clerk to attend)
- What you need to know (part 2) - 28th September 2017 (New Clerk to attend)

Action Items	Action by	Target
Book training courses, as above.	Clerk	ASAP

F/17/109 - Tubbs Hall - landlord's responsibility

Building Maintenance Plan (inc. Solar Panels) & fire safety action items - A meeting is still be arranged with as no reply had been received from the Tubbs Hall Management Committee (THMC) Chairman. This meeting is to include an annual review of the Memorandum of Understanding.

Action Items	Action by	Target
Arrange meeting as above, including the Vice-Chairman of THMC	Clerk	ASAP

F/17/110 - Action from 2017 internal audit report

Payroll reports - We are awaiting a reply to our letter on this matter.

Clerk recruitment - We are awaiting a reply to our letter on this matter.

Action Items	Action by	Target
None.		

F/17/111 - Legal issues

We are still currently in dispute with Virgin Media with regards to invoice for maintenance services, none of which have been provided.

Action Items	Action by	Target
None.		

F/17/112 - Clerk's Notices

None

Action Items	Action by	Target
None.		

F/17/113 – Chairman’s Notices

Committee members gave their very great thanks to Adrian Reeves for his years of excellent service to both the Finance committee, and the Parish Council in general.

Action Items	Action by	Target
None.		

F/17/114 – Items for next meeting – 09 August 2017

Memorandum of Understanding

Meeting Closed: 11:12.

Signed:		Date:	
----------------	--	--------------	--

Bank Reconciliation as at

30 June 2017

Bank: Unity Trust Current 20369336		£11,378.63
Unity Trust Tailored Deposit 20369349		£71,489.31
Hampshire Trust Bank variable		£21,000.00
Hampshire Trust Bank 12 month		£35,000.00
Hampshire Trust Bank 10196472		£50,000.00
Bread4Business **** * 2261		£137.33
Bread4Business **** * 1588		£47.82
		<hr/>
		£189,053.09
 Less u/p cheques and D/Ds:		
	<hr/>	£0.00
 Add u/p credits:		
	£0.00	<hr/>
		£0.00
		<hr/>
		£189,053.09
 Current account as per Unity Trust Bank		£11,378.63
Less: unprocessed payments		
Add: unrepresented credits		
		<hr/>
Balance as per ledger		£11,378.63

Kings Worthy Parish Council

Management Accounts for the period ended 30 June 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	10,136	15,946	5,809	Finance (inc. Precept)	53,242	58,469	5,227	145,216	0	0
5,809	183	183	0	THMC Income	549	549	0	2,196	0	0
5,722	525	990	465	Recreation & Amenities	2,620	1,324	-1,296	8,704	0	0
0	0	0	0	Planning & Highways	0	0	0	0	0	0
168,757	10,844	17,119	6,274	Total Income	56,411	60,342	3,931	156,116	0	0
				<u>Expenditure Item/Description</u>						
72,167	5,328	5,296	33	Finance	19,505	17,401	2,104	71,437	0	0
77,454	9,746	8,744	1,002	Recreation & Amenities	19,834	18,660	1,174	70,589	0	0
5,644	0	0	0	Planning & Highways	0	0	0	14,200	0	0
155,266	15,075	14,040	1,035	Total Expenses	39,339	36,061	3,278	156,226	0	0
168,757	10,844	17,119	6,274	Total Income	56,411	60,342	3,931	156,116	0	0
155,266	15,075	14,040	1,035	Total Expenses	39,339	36,061	3,278	156,226	0	0
13,491	-4,230	3,079	7,309	Net surplus (deficit)	17,072	24,281	7,209	-110	0	0
				<u>Memorandum</u>						
-23,249	-4,230	3,079	7,309	Net surplus (deficit) exc. CIL receipts	-5,766	1,425	7,191	-22,948	0	0

