

Kings Worthy Parish Council
FINANCE, ADMINISTRATION & RENUMERATION
(FAR) COMMITTEE

Minutes of the Meeting held on Wednesday 14th June 2017
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy

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

Clerks: Adrian Reeves
 Chris Read

Public: 0

		<u>Action</u>
F/17/80	Apologies for Absence	
None.		
F/17/81	Election of Chairman	
Cllr Martin Taylor was proposed by Cllr Ian Gordon and seconded by Cllr Denis Welstead, and was unanimously elected.		
F/17/82	Election of Vice-Chairman	
Cllr Noel McCleery was proposed by Cllr Denis Welstead and seconded by Cllr Stewart Newell, and was unanimously elected.		
F/17/83	Public Question Time	
None.		
F/17/84	Minutes of the Meeting held on the 10th May 2017	
The minutes were agreed as a true record of the meeting and were signed by Cllr Taylor.		

F/17/85 Matters Arising from the Minutes of 10th May 2017

F/17/66 Data protection & document retention policies – Awaiting new email system, which should be in place by next week.

F/17/66 Fire Shutter – The company have now agreed to replace the faulty battery backup and will be arranging installation next week.

F/17/08 Grant to St Marys Church – The Clerk and members expressed concern at the fact that the Church charged for entry to this year’s fete, with no obvious forewarning.

F/17/86 Proposed New Expenditure for Finance Approval

○ **Planning and Highways** – None.

○ **Finance and Administration [incl. Tubbs Hall]** –

Proposed kitchen refurbishment – It was agreed to meet with representatives of Tubbs Hall Management Committee to discuss the extent of the refurbishment and the Parish Council’s contribution.

○ **Recreation and Amenities (R&A)** –

R&A had requested £400.00 to purchase a set of Christmas lights, which was unanimously agreed.

○ **Communications** – None.

**Cllrs Taylor,
Gordon &
Newell**

F/17/87 To receive the statement of accounts and management reports for period ended 31st May 2017

The Clerk gave a presentation to members of the final accounts for the year ending 31st May 2017. The current deficit of income over expenditure (ex. CIL) is £1,225.00, at that date. This compares to a budgeted deficit of £1060.00.

The Clerk noted that due to time constraints, the procurement card payments had not yet been fully reconciled.

F/17/89 Insurance arrangements

We are awaiting a proposal from Came & Company.

F/17/90 Grant applications

None.	
F/17/91 Remuneration and Staff Contracts	
<p>It was noted that the Clerks had accepted the offer of a 1.75% pay increase, with effect from the 1st April 2017.</p> <p>It was reported to the committee that Richard Hanney, has accepted the role of Clerk and will be attending the Parish Council meeting on the 19th June, to meet Councillors.</p>	
F/17/92 Tubbs Hall – landlord’s responsibilities	
<p>a) Building maintenance plan and fire safety action items – A copy of the building maintenance plan was shown to members. It was agreed to allocate a budget of £312.00 to have the edge of the steps re-lined, PIR sensors fitted in the bathroom and a carbon monoxide detector fitted, next to the boiler.</p> <p>It was agreed for Cllrs Taylor, Gordon and Newell to meet with representatives of Tubbs Hall Management Committee to discuss the timings of the remaining works.</p> <p>b) Solar Panels – This item is to be brought under the above plan.</p>	Cllrs Taylor, Gordon and Newell
F/17/93 Legal Issues	
A letter had been received from a solicitor stating that the Parish Council owe money to Virgin Media Ltd. We have received no invoices for said amount owed and do not have any services with Virgin Media; we are awaiting a copy of the invoice.	
F/17/94 RFO’s and Clerk’s Notices	
<p>Audit Report (see attached) –</p> <ul style="list-style-type: none"> • Payrolls reports – Cllr Taylor is to write to our current payroll provider to discuss this issue. • Clerk recruitment – Cllr Newell is to be write to the internal auditor for an elaboration of her comments. 	Cllr Taylor Cllr Newell
F/17/95 Chairman’s Notices	
None.	
F/17/96 Authorise Invoices for Payment	

Due to time constraints, the payment schedule is to be emailed to members after the meeting, for agreement.

Clerk

F/17/97 Items for Discussion at the Next Meeting

None.

F/17/98 Date of next meeting

The next meeting has been scheduled for 9.30am on 12th July 2017.

The meeting closed at 11:31.

Signed.....

Date.....

Bank Reconciliation as at**31 May 2017**

Bank: Unity Trust Current 20369336	£9,856.12
Unity Trust Tailored Deposit 20369349	£80,475.81
Hampshire Trust Bank variable	£21,000.00
Hampshire Trust Bank 12 month	£35,000.00
Bread4Business **** * 2261	-£16.41
Bread4Business **** * 1588	£409.38
	<hr/>
	£146,724.90
 Less u/p cheques and D/Ds:	
	<hr/>
	£0.00
 Add u/p credits:	
	<hr/>
	£0.00
	<hr/>
	£0.00
	<hr/>
	£146,724.90
 Current account as per Unity Trust Bank	£59,856.12
Less: unprocessed payments	£50,000.00
Add: unpresented credits	<hr/>
Balance as per ledger	£9,856.12

Kings Worthy Parish Council

Management Accounts for the period ended 31 May 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	9,834	-300	Finance (inc. Precept)	43,106	42,524	-582	145,216	0	0
5,809	183	183	0	THMC Income	366	366	0	2,196	0	0
5,722	1,570	211	-1,359	Recreation & Amenities	2,095	334	-1,761	8,704	0	0
0	0	0	0	Planning & Highways	0	0	0	0	0	0
168,757	11,886	10,228	-1,659	Total Income	45,566	43,224	-2,343	156,116	0	0
				Expenditure Item/Description						
72,167	4,978	5,529	-551	Finance	13,701	11,676	2,024	71,437	0	0
77,454	4,539	4,188	351	Recreation & Amenities	10,088	9,915	172	70,589	0	0
5,644	0	0	0	Planning & Highways	0	0	0	14,200	0	0
155,266	9,517	9,717	-201	Total Expenses	23,788	21,592	2,196	156,226	0	0
168,757	11,886	10,228	-1,659	Total Income	45,566	43,224	-2,343	156,116	0	0
155,266	9,517	9,717	-201	Total Expenses	23,788	21,592	2,196	156,226	0	0
13,491	2,370	510	-1,860	Net surplus (deficit)	21,778	21,632	-146	-110	0	0
				Memorandum						
-23,249	2,370	510	-1,860	Net surplus (deficit) exc. CIL receipts	-1,060	-1,225	-165	-22,948	0	0

Do the Numbers Limited
37 Upper Brownhill Road
Southampton
SO16 5NG

24th May 2017

Adrian Reeves, Clerk
Kings Worthy Parish Council
Fraser Road, Kings Worthy
Winchester,
Hants
SO23 7PJ

Dear Adrian,

Subject: Review of matters arising from Internal Audit for 31 March 2017

Please find below the list of matters arising following my visit yesterday. I found the records of the council to be in excellent order and the visit went well.

Control area	Issue	Recommended Action
Payroll reports	At least quarterly, and at the year end, the payroll bureau should provide cumulative payroll reports to allow the ledger figures to be validated.	This is the third year that this has been raised. The bureau need to provide the data automatically.
Bank statements	In some instances originals and copies of bank statements were filed with the minutes rather than in the accounting files.	Bank statements should never be included with the minutes or uploaded to the website.
Clerk Recruitment	The working party of members who have been handling the staffing changes due this summer have not been transparent in the specification and job description for the recruitment.	Public sector recruitment should always be done as transparently as possible.
Transparency Code	The current website of the council does not meet the requirements but the new site should be live soon.	Please ensure that details of all fixed assets, standard documents and policies are included in the new website.
Accounts presentation	During the year a couple of payments were again coded directly to reserves rather than expenditure. This is the second year this has occurred.	The balance sheet should be reviewed quarterly to check.

Please find enclosed my invoice for the agreed fee of £550. If either you or your members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

Registered in England No. 7871759

eleanorgreene@thedunnefamily.co.uk

Director: Eleanor S Greene