

# Kings Worthy Parish Council

## FINANCE COMMITTEE

Minutes of the Meeting held on Wednesday 15<sup>th</sup> March 2017  
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy

**Present:**            **Councillors:**     Martin Taylor (Chairman)  
   Dorry Hudson  
   Noel McCleery  
   Stewart Newell

**Clerks:**             Adrian Reeves  
   Chris Read

**Public:**              0

		<b><u>Action</u></b>
<b>F/17/32</b>	<b>Apologies for Absence</b>	
Cllrs I. Gordon & D. Welstead.		
<b>F/17/33</b>	<b>Public Question Time</b>	
None.		
<b>F/17/34</b>	<b>Minutes of the Meeting held on the 15<sup>th</sup> February 2017</b>	
Amendment – F/17/30 “change 2016 to 2017”.  The minutes were then agreed as a true record of the meeting and were signed by Cllr Taylor.		
<b>F/17/35</b>	<b>Matters Arising from the Minutes of 15<sup>th</sup> February 2017</b>	
None.		
<b>F/17/36</b>	<b>Proposed New Expenditure for Finance Approval</b>	
<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></ul>		

<ul style="list-style-type: none"> <li>a) New PC – It was agreed to replace the defective PC from the meeting room, at a cost of £477.00 (ex. VAT).</li> <li>b) Official Seal – It was agreed to obtain an official document seal, at a cost of £35.00 (ex. VAT).</li> <li>○ <b>Recreation and Amenities (R&amp;A)</b> – It was agreed spend the remaining Pimms Stall funds on purchasing a gazebo and trestle tables for the Pimms Stall. Any remaining funding will then be transferred into the general reserve.</li> <li>○ <b>Communications</b> – None.</li> </ul>	<p style="text-align: right;"><b>Clerk</b></p> <p style="text-align: right;"><b>Clerk</b></p> <p style="text-align: right;"><b>Clerk</b></p>
<b>F/17/37 To receive the statement of accounts and management reports for month ended 28<sup>th</sup> February 2017 [see attached]</b>	
<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 £8,669.00, at that date. This compares to a budgeted deficit for the year of £11,641.00.</p> <p>VAT Position – It was agreed to write to HMRC to clarify the implications on VAT registration if we were to raise our fees.</p> <p>Risk Register – It was agreed to submit this to Parish Council on the 20<sup>th</sup> March for ratification.</p>	<p style="text-align: right;"><b>Clerk</b></p> <p style="text-align: right;"><b>Clerk</b></p>
<b>F/17/38 Grant applications</b>	
<p>None.</p>	
<b>F/17/39 Data Protection &amp; Document Retention Policies</b>	
<p>Due to the updated Data Protection legislation, due to come into effect by May 2018, it was agreed to conceptualise a formal proposal including a formal email system for Councillors. This is to be sent to the April/May Finance Meeting.</p> <p style="text-align: center;"><b>(Cllr McCleery left at this point)</b></p>	<p style="text-align: right;"><b>Clerk</b></p>
<b>F/17/40 Remuneration and Staff Contracts</b>	
<p>Cllr Newell will be putting a formal proposal for the Clerk’s replacement to the Parish Council meeting on Monday 20<sup>th</sup> March.</p>	<p style="text-align: right;"><b>Cllr Newell</b></p>
<b>F/17/41 Tubbs Hall – landlord’s responsibilities</b>	
<ul style="list-style-type: none"> <li>a) <b>Actions from 2016 fire inspection report</b> – Minor actions are still awaiting completion.</li> </ul>	

The Clerk is to write to the company who supplied the fire shutter with regards to the replacement battery backup unit.

Clerk

**b) Electrical Inspection** – A list of reparatory works required as a result of the electrical inspection was presented to Councillors. As these works where urgent, the quotation had previously been approved at a cost of £528.00 to the Parish Council. Members of the committee concurred with this decision.

**c) Building survey & valuation** – This was carried out on the 14<sup>th</sup> March; we are awaiting the report and valuation.

**d) Solar Panels** – We are still awaiting the receipt of a 3<sup>rd</sup> Quotation.

Clerk

**F/17/42 Legal Issues**

None.

**F/17/43 RFO's and Clerk's Notices**

None.

**F/17/44 Chairman's Notices**

None.

**F/17/45 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 £3,516.63. A total of £438.00 had been spent on urgent invoices where payments have been made prior to the meeting. [Copy attached].

**F/17/46 Items for Discussion at the Next Meeting**

None.

**F/17/47 Date of next meeting**

The next meeting has been scheduled for 9.30am on 12<sup>th</sup> April 2017.

**The meeting closed at 11:38.**

**Signed.....**

**Date.....**

**Bank Reconciliation as at**

**28 February 2017**

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		£10,260.04
Unity Trust Tailored Deposit 20369349		£85,265.04
Hampshire Trust Bank variable		£21,000.00
Hampshire Trust Bank 12 month		£35,000.00
Bread4Business **** * 2261		£5.36
Bread4Business **** * 1588		£151.67
		<hr/>
		£151,682.11
Less u/p cheques and D/Ds:		
DVLA	£2.50	
	<hr/>	£2.50
Add u/p credits:		
	£0.00	
	<hr/>	£0.00
		<hr/>
		£151,679.61
Current account as per Unity Trust Bank		£10,260.04
Less: unprocessed payments		£2.50
Add: unrepresented credits		
		<hr/>
Balance as per ledger		£10,257.54

## Kings Worthy Parish Council

### Management Accounts for the period ended 28 February 2017

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	9,909	52	Finance (inc. Precept)	109,365	147,280	37,916	119,221	145,216
4,808	400	183	(217)	THMC Income	4,400	5,626	1,226	4,800	2,196
21,287	375	678	303	Recreation & Amenities	6,554	5,508	(1,046)	8,092	8,704
0	0	0	0	Planning & Highways	0	0	0	0	0
<b>148,068</b>	<b>10,632</b>	<b>10,770</b>	<b>138</b>	<b>Total Income</b>	<b>120,319</b>	<b>158,414</b>	<b>38,096</b>	<b>132,113</b>	<b>156,116</b>
				<b>Expenditure Item/Description</b>					
<b>69,160</b>	<b>4,407</b>	<b>5,987</b>	<b>(1,580)</b>	<b>Finance</b>	<b>59,958</b>	<b>65,519</b>	<b>(5,561)</b>	<b>66,940</b>	<b>71,437</b>
<b>89,539</b>	<b>5,652</b>	<b>3,561</b>	<b>2,091</b>	<b>Recreation &amp; Amenities</b>	<b>66,697</b>	<b>62,192</b>	<b>4,505</b>	<b>93,665</b>	<b>70,589</b>
<b>5,927</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Planning &amp; Highways</b>	<b>5,125</b>	<b>2,632</b>	<b>2,493</b>	<b>8,750</b>	<b>14,200</b>
<b>164,626</b>	<b>10,059</b>	<b>9,548</b>	<b>511</b>	<b>Total Expenses</b>	<b>131,780</b>	<b>130,343</b>	<b>1,437</b>	<b>169,355</b>	<b>156,226</b>
148,068	10,632	10,770	138	<b>Total Income</b>	120,319	158,414	38,096	132,113	156,116
164,626	10,059	9,548	511	<b>Total Expenses</b>	131,780	130,343	1,437	169,355	156,226
<b>(16,558)</b>	<b>573</b>	<b>1,222</b>	<b>649</b>	<b>Net surplus (deficit)</b>	<b>(11,461)</b>	<b>28,071</b>	<b>39,533</b>	<b>(37,241)</b>	<b>(110)</b>
				<b>Memorandum</b>					
<b>(16,558)</b>	<b>573</b>	<b>1,222</b>	<b>(374)</b>	<b>Net surplus (deficit) exc. CIL receipts</b>	<b>(11,461)</b>	<b>(8,669)</b>	<b>2,792</b>	<b>(37,241)</b>	<b>(22,948)</b>

## 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>						
02-03-2017	R&A	Green Power Projects Ltd	Electrical works at Church Green		£ 438.00	£ -
				<b>Total:</b>	<b>£ 438.00</b>	<b>£ -</b>

<b>Payments to be authorised:</b>						
02-03-2017	R&A	A² Building Services	Fit new hardwood steps and clear away rubbish at Church Green	Maintenance services	£ 870.00	£ -
23-02-2017	R&A	Environmental Hygiene Services	Steam clean and sanitation of 8 bus shelters & 5 noticeboards	Grounds maintenance	£ 121.00	£ -
21-02-2017	FAR	Furniture@Work Ltd	4 spear rectangular tables	Office equipment	£ 787.20	£ -
03-03-2017	R&A	Green Smile Ltd	Lay bark over the borders at the cemetery	Grounds maintenance	£ 90.00	£ -
03-03-2017	R&A	Green Smile Ltd	Clear up debris from storm damage at the cemetery	Grounds maintenance	£ 60.00	£ -
03-03-2017	R&A	Green Smile Ltd	Clear pallet, bark and old compost bins at cemetery	Grounds maintenance	£ 48.00	£ -
03-03-2017	R&A	Green Smile Ltd	Dismantle old and erect new compost bins at the cemetery	Grounds maintenance	£ 84.00	£ -
02-03-2017	FAR	Hampshire Association of Local Councils	Officers' update on 1st March 2017	Training	£ 96.00	£ -
08-03-2017	R&A	M.R.S. Services	Maintenance Services (February 2017)	Maintenance services	£ 569.59	£ -
08-03-2017	R&A	M.R.S. Services	Fit 2 new crocodile posts at Eversley Park	Maintenance services	£ 115.00	£ -
07-03-2017	FAR	Surrey Hills Solicitors	Legal advice re 41 Ramsey Road	Legal & Professional	£ 624.00	£ -
28-02-2017	FAR	A Reeves	Travel expenses	Travel & subsistence	£ 8.85	£ -
20-02-2017	FAR	S A White	Pot plant & saucer	Sundry expenditure	£ 42.99	£ -
				<b>Total:</b>	<b>£ 3,516.63</b>	<b>£ -</b>

<b>Direct Debits / Standing Orders</b>						
06-02-2017	FAR	Southern Water	Tubbs Hall water supply (monthly)	Water	£ 24.60	£ -
06-02-2017	FAR	E.On Gas	Tubbs Hall gas supply (monthly)	Gas	£ 113.62	£ -
06-02-2017	FAR	E.On Electricity	Tubbs Hall electricity supply (monthly)	Electricity	£ 68.10	£ -
27-02-2017	R&A	Green Smile Ltd.	Grounds maintenance contract (monthly)	Grounds Maintenance Contract	£ 3,239.25	£ -
16-02-2017	FAR	SAGE	Accounting software (monthly)	Computer Software	£ 30.00	£ -
				<b>Total:</b>	<b>£ 3,475.57</b>	<b>£ -</b>

**Salary Costs**

24-02-2017	FAR	Telephone Banking	Net Wages (net of PAYE & NI)	Clerks Salaries	£	2,094.31	£	-
21-02-2017	FAR	HMRC	PAYE (see above)	PAYE	£	322.40	£	-
21-02-2017	FAR	HMRC	National Insurance (see above)	Employers NI	£	297.24	£	-
17-02-2017	FAR	Pensions	(Paid by EKS Accounting)	Employers Pension	£	716.62	£	-
				<b>Total:</b>	<b>£</b>	<b>3,430.57</b>	<b>£</b>	<b>-</b>

**Payments from Procurement Cards**

*Adrian Reeves*

07-02-2017	THMC	Screwfix	Trunking, screws , plugs and sealant	Internal repairs	£	11.54		
07-02-2017	THMC	UKPOS	Leaflet holders (various sizes)	Internal repairs	£	59.88		
20-02-2017	R&A	HCC	Wildflower licence	Grounds maintenance	£	118.00		
17-02-2017	FAR	Amazon	Tea & coffee	Sundry expenses	£	29.49		
22-02-2017	R&A	Mole Country Stores	Compost maker	Burial ground maintenance	£	4.99		
23-02-2017	FAR	Currys	Pure Media SDHC card reader	Internal repairs	£	6.99		
22-02-2017	THMC	Wickes	Paint brush, scraper, paint & picture strips	Internal repairs	£	11.55		
23-02-2017	FAR	Amazon	Knob for table	Small office equipment	£	1.38		

*Chris Read*

25-01-2017	R&A	Vista Print	Various signs	Signs	£	87.87		
16-02-2017	FAR	Amazon	Desk 'phone	Small office equipment	£	22.00		
20-02-2017	THMC	Toolstation	Decorating materials	Internal repairs	£	10.18		
21-02-2017	FAR	Microsoft	Office 365 software subs.	Computer software	£	113.76		
				<b>Total:</b>	<b>£</b>	<b>477.63</b>	<b>£</b>	<b>-</b>

**Bank Fees & Interest Charges**

Period	Total Fees
January 2017	£ -
<b>Card Fees</b>	
February 2017	£ 6.49

**Committees**

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