

<ul style="list-style-type: none"> a) New PC – It was agreed to replace the defective PC from the meeting room, at a cost of £477.00 (ex. VAT). b) Official Seal – It was agreed to obtain an official document seal, at a cost of £35.00 (ex. VAT). ○ Recreation and Amenities (R&A) – 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. ○ Communications – None. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
F/17/37 To receive the statement of accounts and management reports for month ended 28th February 2017 [see attached]	
<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 20th March for ratification.</p>	<p>Clerk</p> <p>Clerk</p>
F/17/38 Grant applications	
<p>None.</p>	
F/17/39 Data Protection & Document Retention Policies	
<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;">(Cllr McCleery left at this point)</p>	<p>Clerk</p>
F/17/40 Remuneration and Staff Contracts	
<p>Cllr Newell will be putting a formal proposal for the Clerk’s replacement to the Parish Council meeting on Monday 20th March.</p>	<p>Cllr Newell</p>
F/17/41 Tubbs Hall – landlord’s responsibilities	
<ul style="list-style-type: none"> a) Actions from 2016 fire inspection report – Minor actions are still awaiting completion. 	

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 14th March; we are awaiting the report and valuation.

d) Solar Panels – We are still awaiting the receipt of a 3rd 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 12th 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
148,068	10,632	10,770	138	Total Income	120,319	158,414	38,096	132,113	156,116
				<u>Expenditure Item/Description</u>					
69,160	4,407	5,987	(1,580)	Finance	59,958	65,519	(5,561)	66,940	71,437
89,539	5,652	3,561	2,091	Recreation & Amenities	66,697	62,192	4,505	93,665	70,589
5,927	0	0	0	Planning & Highways	5,125	2,632	2,493	8,750	14,200
164,626	10,059	9,548	511	Total Expenses	131,780	130,343	1,437	169,355	156,226
148,068	10,632	10,770	138	Total Income	120,319	158,414	38,096	132,113	156,116
164,626	10,059	9,548	511	Total Expenses	131,780	130,343	1,437	169,355	156,226
(16,558)	573	1,222	649	Net surplus (deficit)	(11,461)	28,071	39,533	(37,241)	(110)
				<u>Memorandum</u>					
(16,558)	573	1,222	(374)	Net surplus (deficit) exc. CIL receipts	(11,461)	(8,669)	2,792	(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:						
02-03-2017	R&A	Green Power Projects Ltd	Electrical works at Church Green		£ 438.00	£ -
				Total:	£ 438.00	£ -

Payments to be authorised:						
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	£ -
				Total:	£ 3,516.63	£ -

Direct Debits / Standing Orders						
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	£ -
				Total:	£ 3,475.57	£ -

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	£	-
				Total:	£	3,430.57	£	-

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		
				Total:	£	477.63	£	-

Bank Fees & Interest Charges

Period	Total Fees
January 2017	£ -
Card Fees	
February 2017	£ 6.49

Committees

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