

Finance, Administration & Remuneration Committee Meeting

13 September 2017 at 09:30

Kings Worthy Community Centre, Fraser Road, Kings Worthy

Clerk	Richard Hanney Christopher Read (until F/17/139)
Chairman of the Meeting	Martin Taylor
Councillors	Noel McCleery, Ian Gordon and Denis Welstead.
Members of the Public	0

F/17/132 - Apologies for absence

Apologies had been received from Cllr Newell.

F/17/133 - Public question time

None.

F/17/134- Insurance Arrangements - presentation by Andy Cotter of Came & Company

It was agreed to recommend to Parish Council that we accept the recommended insurance option, on a 3-year basis with Inspire/AXA.

Action Items	Action by	Target
Recommendation to Parish Council, as above.	Clerk	18/09/17

F/17/135- Agree and sign the minutes of the Parish Council meeting on 09 August 2017

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

F/17/136- Matters arising from the meeting held on 09 August 2017

F/17/125 - Response from Internal auditor explaining comments in her report were accepted with no further action necessary.

F/17/137- Proposed new expenditure

Planning & Highways - None.

Finance, Administration & Remuneration -

It was agreed to install combination locks on office and meeting room doors at a cost of £247.80.

It was agreed to provide dual monitors for office PCs at a cost of £224.36.

It was decided to review the amount held in the tailored deposit account with a view to placing some on 90-day access deposit account.

Recreation & Amenities – None.

Communications – None

F/17/138 – To receive the statement of accounts and management reports for the period ended 31 August 2017 (see attached)

The Clerk gave a presentation to members of the final accounts for the year ending 31 August 2017.

It was agreed to recommend to Parish Council that we renew our fixed term deposit of £35,000, for 1 year with Hampshire Trust Bank.

It was noted that Worthys YFC had not paid for their pitch use in the season 2016/17 – the clerk has asked the club for details of their use and will invoice as soon as possible.

The current deficit of income over expenditure (ex. CIL) is 2,416, at that date.

Action Items	Action by	Target
Fixed term deposit to Parish Council for ratification.	Clerk	18/09/17

F/17/139 – Grant applications

None.

F/17/140 – Remuneration & staffing

None.

F/17/141 – Legal Issues

Invoices from Merritt Tree Specialists remain in dispute – no response from the company to our questions.

Claim for cancellation of contract by BFT Fire Protection, we dispute right of cancellation fee of £159.00.

F/17/142 – Clerk's Notices

Adoption of lone worker policy – It was agreed to submit to Full Council for adoption.

Proposal to grant Members an Annual Allowance to be discussed at Full Council.

Currently looking at 4 new accounting packages to be consider further by members of the FAR committee

Action Items	Action by	Target
Send Lone Worker Policy to Parish Council for ratification.	Clerk	18/09/17

F/17/143 - Chairman's notices

none

F/17/144 - Authorise payments listing

The Committee received a schedule of invoices due for payment, and agreed the schedule.

The total invoices for payment amounted to £1886.16. A total of £8,471.20 had been spent on urgent invoices where payments have been made prior to the meeting. [Copy attached].

F/17/145 - Items for next meeting - 11 October 2017

- Transfer surplus funds to 90-day access deposit account.

Meeting Closed:	11:00.
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Signed:		Date:	
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Bank Reconciliation as at

31-Aug-17

Bank: Unity Trust Current 20369336	£10,308.81
Unity Trust Tailored Deposit 20369349	£48,414.31
Hampshire Trust Bank variable	£21,000.00
Hampshire Trust Bank 12 month	£35,000.00
Hampshire Trust Bank 10196472	£50,000.00
Bread4Business **** * 2261	£77.54
Bread4Business **** * 1588	£0.00
	<hr/>
	£164,800.66
 Less u/p cheques and D/Ds:	
	<hr/>
	£0.00
 Add u/p credits:	
	<hr/>
	£0.00
	<hr/>
	£0.00
	<hr/>
	£164,800.66
 Current account as per Unity Trust Bank	£10,531.64
Less: unprocessed payments	
Add: unprocessed credits	
Balance as per ledger	<hr/>
	£10,531.64

Kings Worthy Parish Council

Management Accounts for the period ended 31 August 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)	73,510	78,699	5,189	145,216	0	0
5,809	183	183	0	THMC Income	915	915	0	2,196	0	0
5,722	525	1,150	625	Recreation & Amenities	3,670	3,062	-608	8,704	0	0
0	0	0	0	Planning & Highways	0	0	0	0	0	0
168,757	10,842	11,166	324	Total Income	78,095	82,676	4,581	156,116	0	0
				Expenditure Item/Description						
72,167	8,204	4,009	4,195	Finance	32,585	28,605	3,980	71,437	0	0
77,454	4,555	5,206	-651	Recreation & Amenities	29,615	33,630	-4,015	71,154	0	0
5,644	0	0	0	Planning & Highways	0	0	0	14,200	0	0
155,266	12,758	9,215	3,544	Total Expenses	62,201	62,235	-35	156,791	0	0
168,757	10,842	11,166	324	Total Income	78,095	82,676	4,581	156,116	0	0
155,266	12,758	9,215	3,544	Total Expenses	62,201	62,235	-35	156,791	0	0
13,491	-1,917	1,951	3,868	Net surplus (deficit)	15,894	20,441	4,547	-675	0	0
				Memorandum						
-23,249	-1,917	1,951	3,868	Net surplus (deficit) exc. CIL receipts	-6,944	-2,416	4,528	-23,513	0	0

Kings Worthy Parish Council - Finance, Administration & Renumeration

Date	Committee	Beneficiary	Description	Category	Total Amount (inc. VAT)	Unrecov- er- able VAT
Payments previously authorised:						
31/08/2017	R&A	St Marys PCC	grant	R&A	£ 150.00	£ -
						£ -
						£ -
						£ -
				Total:	£ 150.00	£ -
Payments to be authorised:						
06/08/2017	R&A	MRS Services	general work, July	Maintenance	£ 274.50	£ -
31/08/2017	R&A	MRS Services	general work, August	Maintenance	£ 220.50	£ -
31/08/2017	R&A	MRS Services	general work, August linc goal post preparation £335)	Maintenance	£ 395.00	£ -
06/08/2017	TH	MRS Services	Air con/ general	THMC	£ 177.23	£ -

01/08/2017	FAR	EKS Accounting	Payroll May - July	Finanace	£	93.12	
31/08/2017	R&A	Culverlands	Summer Newsletter	R&A	£	499.00	£ -
13/09/2017	P&H	CPRE	neighbourhood Plan seminar	P&H	£	90.00	
12/09/2017	FAR	TLC online	website maintenance September	FAR	£	20.00	
05/09/2017	FAR	Plastic I/D	badges R Hanney, M Page	FAR	£	36.00	re-printing
31/08/2017	R&A	S White	postage stamps	R&A	£	13.44	£ -
31/08/2017	FAR	D Wilstead	toner cartridge	FAR	£	22.99	£ -
31/08/2017	FAR	D Hudson	travel costs	FAR	£	9.40	£ -
31/08/2017	FAR	I Gordon	lunch cost Planning	FAR	£	27.00	£ -
31/08/2017	TH	A Reeves	timer	THMC	£	7.98	£ -
Total:					£	1,886.16	£ -

Direct Debits / Standing Orders							
17/08/2017	TH	Business Stream Ltd.	Water supply (monthly)	Water	£ 24.60	£	-
	R&A	Business Stream Ltd.	Eversley Park water supply	Water	in credit £13	£	-
17/08/2017	R&A	Business Stream Ltd.	Burial Ground water supply	Water	£ 19.68	£	-
17/08/2017	TH	E.On Electricity	Tubbs Hall electricity supply (monthly)	Electricity	£ 57.45	£	-
17/08/2017	TH	Winchester City Council	Business rates (monthly)	Rates - Business	£ 57.00	£	-
17/08/2017	FAR	SAGE	Accounting software (monthly)	Computer software	£ 33.00	£	-
17/08/2017	TH	E.On Gas	Tubbs Hall gas supply (monthly)	Gas	£ 16.83	£	-
29/08/2017	R&A	Green Smile Ltd.	Grounds maintenance contract (monthly)	Grounds maintenance contract	£ 3,239.25	£	-
30/08/2017	FAR	Plusnet	Internet & telephone (monthly)	Telephone & broadband	£ 51.44	£	-
18/08/2017	FAR	BT	IBP Hosting	Website Fees	£ 10.79	£	-
				Total:	£ 3,510.04	£	-

Salary Costs							
25/08/2017	FAR	Staff	Net Wages (net of PAYE & NI)	Clerks Salaries	£	2,123.32	£ -
18/08/2017	FAR	HMRC	PAYE (see above)	PAYE	£	236.80	£ -
19/08/2017	FAR	HMRC	National Insurance (see above)	Employers NI	£	450.87	£ -
19/08/2017	FAR	Pensions	(Paid by EKS Accounting)	Employers Pension	£	769.02	£ -
Total:					£	3,580.01	£ -
Payments from Procurement Cards							
<i>Adrian Reeves</i>							
Card account closed							
<i>Chris Read</i>							
3 land reg searches (Hinton Cottage, Eversley Park covenants, Church Green trees)							-£ 18.60
							£-
Total:					£	-	£-
Bank Fees & Interest Charges				Committees			
Period		Total Fees		R&A	Recreation & Amenities		
Aug-17		nil		FAR	Finance, Administration &		
Card Fees				P&H	Planning & Highways		
Aug-17		£ 0.60					