

Kings Worthy Parish Council

FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 10th August 2016
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy**

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

Clerks: Chris Read
 Adrian Reeves

Public: 0

<u>Action</u>

F/16/99 Apologies for Absence	
Cllr Stewart Newell.	
F/15/100 Public Question Time	
None.	
F/15/101 Minutes of the Meeting held on the 13th July 2016	
<p>F/16/86 – Change 'July' to 'August'.</p> <p>The minutes were then agreed as a true record of the meeting and were signed by Cllr Taylor.</p>	
F/16/102 Matters Arising from the Minutes of 13th July 2016	
<ul style="list-style-type: none"> ○ F/16/85 Signs at Tubbs and St. Mary's halls – St Marys Chapel Hall has been contacted and we await a reply from the Church Warden. ○ F/16/86 CCTV Insurance Impact – There will be no reduction on the Parish Council's insurance premiums due to the installation of CCTV. There may be a slight increase to cover the cost of the system. ○ F/16/86 Parcel Box Base – Nothing further. 	
F/16/103 Proposed New Expenditure for Finance Approval	
<ul style="list-style-type: none"> ○ Planning and Highways <p>None</p> <ul style="list-style-type: none"> ○ Finance and Administration [incl. Tubbs Hall] <p>None.</p>	

- **Recreation and Amenities (R&A)**

None.

- **Communications**

None.

F/16/104 To receive the statement of accounts and management reports for month ended 31st July 2016 [see attached]

The Clerk gave a presentation to members of the figures for the year to date ending 31st July 2016. The current surplus of income over expenditure is £617.00 at that date. However, the Parish is waiting for an invoice from the Maintenance Technician which, if included, would change the overall position to a small deficit.

F/16/105 New banking arrangements – transfer update

The new Unity Trust current and direct access reserves accounts are now live. It was noted that Natwest sent a letter in error with regards to transferring direct debits and standing orders.

With the agreement of the Parish Council Chairman and the Finance Chairman, a cheque had been written to ourselves, for £30,000.00, to be deposited in our new current account at Unity Trust. This was done to allow the use of the new current account whilst the transfer process is ongoing.

F/16/106 Community Infrastructure Levy (CIL) – funding update

Winchester City Council have now confirmed that the payment will be made on Thursday 11th August.

F/16/107 Grant applications

None.

F/16/108 Remuneration

None.

F/16/109 Tubbs Hall – landlord’s responsibilities – Actions from 2016 fire inspection report

A new report has been produced now that the major fire safety works are complete. The inspector was happy with the improvements made to the fire safety. The following actions were listed in the report.

- **Fire alarm and emergency lighting test** – a quotation had been received for this work. The price quoted includes 2 visits a year, one consisting of a function test and the second consisting of a full test. It was agreed to accept the quotation at a cost of £251.55.
- **Smoke Alarm in the Loft Space** – The inspector noted that there are not currently any smoke alarms in the loft space. He recommended the installation of detectors in the loft space. However, currently our fire alarm panel operates with only 2 zones, adding detectors in the loft will create a 3rd zone. It was

Clerk

Clerk

agreed to get the fire alarm panel replaced with a budget of £500.00, including the new smoke detectors.

F/16/110 RFO's and Clerk's Notices

Clerk's Holiday – The Chairman of the Parish Council has agreed for the Clerk to take 14th – 23rd September off as time in lieu.

F/16/111 Chairman's Notices

None.

F/16/112 Authorise Invoices for Payment

The Committee received a schedule of invoices due for payment, and agreed the schedule. Councillors Taylor and Gordon are to authorise the payments with the online banking system after the meeting.

The total invoices for payment amounted to £1,837.78. A total of £30,975.00 had been spent on urgent invoices where cheques had been signed prior to the meeting. [Copy attached]. £30,000.00 of the urgent cheques included the £30,000.00 transfer to the new current account.

F/16/113 Items for Discussion at the Next Meeting

Staff Contracts
Standing Orders & Financial Regulations
Water softener for Kings Worthy Community Centre

F/16/114 Date of next meeting

The next meeting has been scheduled for 9.30am on 14th September 2016.

The meeting closed at 10:58.

Signed.....

Date.....

Kings Worthy Parish Council

Management Accounts for the period ended 31 July 2016

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 (£)	Forecast Outturn (£)	2017/18 Budget (Proposed) (£)
121,973	9,857	9,836	(21)	Finance (inc. Precept)	39,428	39,811	384	119,221	0	0
4,808	1,600	1,600	0	THMC Income	1,600	1,600	0	4,800	0	0
21,287	375	223	(152)	Recreation & Amenities	3,592	2,304	(1,288)	8,092	0	0
0	0	0	0	Planning & Highways	0	0	0	0	0	0
148,068	11,832	11,659	(173)	Total Income	44,619	43,715	(904)	132,113	0	0
				Expenditure Item/Description						
69,160	4,848	4,174	674	Finance	21,687	21,522	165	66,940	0	0
89,539	4,116	3,642	474	Recreation & Amenities	21,712	21,576	136	93,665	0	0
5,927	0	0	0	Planning & Highways	0	0	0	8,750	0	0
164,626	8,964	7,816	1,148	Total Expenses	43,399	43,098	301	169,355	0	0
148,068	11,832	11,659	(173)	Total Income	44,619	43,715	(904)	132,113	0	0
164,626	8,964	7,816	1,148	Total Expenses	43,399	43,098	301	169,355	0	0
(16,558)	2,868	3,843	975	Net Surplus (deficit) for year	1,220	617	(603)	(37,241)	0	0

Bank Reconciliation as at		31 July 2016			
					A/c no.
Bank:	NatWest Current a/c		£10,914.89		00324833
	NatWest Deposit a/c		£45,592.68		88395529
	Co-Operative Bank Fixed Term Deposit		£75,000.00		
	Unit Trust current account		£500.00		
	Unity Trust deposit account		£0.00		
			£132,007.57		
	Less u/p cheques and D/Ds:				
	5881 M.R.S. Services	£994.25			
	5884 Virgin Media Ltd	£79.42			
	5893 Getmapping PLC	£30.00			
	5894 Winchester City Council	£195.00			
	5895 RESL	£600.00			
			£1,898.67		
	Add u/p credits:				
		£0.00			
			£0.00		
			£130,108.90		
	Current account as per NatWest bank		£10,914.89		
	Less: unpresented cheques		£1,898.67		
	Add: unpresented credits				
	Balance as per ledger		£9,016.22		

Kings Worthy Parish Council
FINANCE, ADMINISTRATION & REMUNERATION COMMITTEE
Payments Listing for August 2016 Committee Meeting

The following payments have been made since the last meeting of the Finance Committee.

Cheque already authorised and signed:

Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £	Invoice Value (incl VAT) £
Cancelled	5892	-	0.00	
Getmapping PLC	5893	Software load of WCC land holdings	30.00	
Winchester City Council	5894	Repayment of BACS paid in error	195.00	
Rapid Environmental Services Ltd	5895	Deposit for loft clearance work	600.00	
PCC of Kings Worthy	5896	Grant for summer children's lunch club	150.00	
Kings Worthy Parish Council	5897	Payment to fund Unity Trust account	30,000.00	
		Total		30,975.00

Payments to be authorised:

Name of Supplier	Ref:	Nature of Works	Invoice Value (incl VAT) £
Hampshire County Council	300002	Pensions - July 2016 2016	711.51
Hampshire County Council	40304627	Toilet rolls, lavatory brush and 50 black sacks	26.48
Worthy Tree Care	KWPC 01047	Remove 1 fallen apple tree and one Hawthorn from Broadview and cut back fallen tree across Kim Bishop Walk	230.40
HAGS-SMP Ltd	KWPC 045474	Eco LTB39 CG X Beam + parts & delivery	505.87
Supply My Office Ltd	782681293	Wireless mouse & 5 A4 pads	51.25
Viking Payments	219839595	Acrylic holder, twine, wall planner & batteries	37.31
Environmental Hygiene Services	193720873	Steam clean & sanitation of 8 bus shelters	96.00
EKS Accounting	791919755	Payroll April to June 2016	79.52
Adrian Reeves	489961301	Land registry search fee, registered postage, first aid kit & accident report book	25.32
Christopher Read	545730862	Milk and hand truck	74.12
		Total	1,837.78

Direct Debits & Standing Orders

Southern Water		Tubbs Hall water supply (monthly)	15.00
E.On Gas		Tubbs Hall gas supply (monthly)	45.94
E.On Electricity		Tubbs Hall electricity supply (monthly)	94.10
Green Smile Ltd.		Grounds maintenance contract (monthly)	3,239.25
Winchester City Council		Business rates (monthly)	59.00
SAGE		Accounting software (monthly)	30.00
BT		Telephone (monthly)	30.12
		Total	3,513.41

Salary Costs

Telephone banking		Net Wages (net of tax & NI)	2,021.40
HMRC		PAYE	324.00
HMRC		National Insurance	340.49
Pensions		(Paid by cheque as above)	711.51
		Total	3,397.40