

Kings Worthy Parish Council

FINANCE COMMITTEE

Minutes of the Meeting held on Wednesday 12 March 2014
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy

Present: Councillors: Malcolm Prince [Chairman]
Ian Gordon
Clerks: Adrian Reeves
Public: 0

F/14/40 Apologies for Absence

Apologies for absence had been received from Cllrs Reiners, Welstead & White. As these apologies mean that this meeting is not quorate, then all decisions made will be passed as recommendations to the full Parish Council meeting on Monday 17th March 2014; items can be discussed and approval sought at this meeting.

F/14/41 Public Question Time

None

F/14/42 Minutes of the Meeting held on the 24 February 2014

The minutes were agreed as a true record of the meeting and were signed by Cllr Prince. These will require a countersignature at Parish Council on 17 March 2014.

F/14/43 Matters Arising from the Minutes of 14 February 2014

- **F/14/24 War Memorial** – nothing to report.
- **F/14/24 Display Boards** – these have been delivered and are ready for use at the Annual Parish Meeting.

- **F/14/24 Parish Office Email** – BT had claimed that the problem had been resolved but this is not the case. Cllr Gordon to get back to them. **Action – Cllr Gordon**

- **F/14/24 Budget and Precept 2014-15** – a letter has been sent to WCC to comment that it was more difficult to set the precept before knowing the number of houses to be charged; a reply has been requested and is awaited.

F/14/26 Tubbs Hall Management Committee – an email has been sent to Cllr Jackie Porter and the THMC Treasurer requesting that the revised monthly payment of £400 be paid effective from 5th April 2014. Jackie Porter has responded with some questions to which the Clerk will reply. It was agreed that the caretakers' salaries were in line with other similar roles but that THMC were free to make their own decisions. Parish Council reserve the right to have their own cleaning arrangements if the costs of the shared arrangements become too high. **Action – Clerk**

F/14/27 Dog Bin Emptying – no response from the contractors but the estimated charges were being accrued on a monthly basis. An email has been sent to Cllr Jackie Porter and the THMC

F/14/44 Proposed New Expenditure for Finance Approval

- **Planning and Highways**

None.

- **Finance and Administration [incl. Tubbs Hall]**

As the meeting room PC, purchased in 2010, was becoming increasingly unreliable it was agreed to proceed with the purchase of a replacement from pcspecialist.co.uk at a cost of £334.17 inc. delivery (exc. VAT). Software would be transferrable and it was agreed that this would be carried out by PC Comms Ltd. at an additional charge; this needs to be ratified by Parish Council.

- **Recreation and Amenities**

It was noted that the s106 funds had increased to £40k. It was agreed to check with WCC to confirm whether or not this included funds transferred from Headbourne Worthy PC. **Action – Clerk**

Tenders have been issued for the resurfacing of the Eversley car park with tenders due back on 15th April.

It was noted that it had not proved possible to spend the full allocation on tree works. It was agreed to create a tree work reserve of £10,000 at the year end, with the proviso that this was spent in the 2014-15 financial year.

○ **Communications**

None.

F/14/45 To receive the Statement of Accounts and Management Reports

The deputy clerk gave a presentation to members of the figures for the year to February, which included a bank reconciliation statement [copy attached]. The current surplus on current account is £10,207. However the predicted outcome for the year end is a surplus of £5,398 against a deficit of £6,225 at the end of January.

The forecast has changed because it is now unlikely that much of the additional £10,000 allowed for tree works will be spent. Grant applications are also significantly below budget. The second half year spend on street lighting is still a rough. Income includes the grant received for the war memorial against which no expenditure had been charged.

The position with THMC has further improved as a result of reduced spending on utilities.

F/14/46 Risk Assessment

The latest version is to be typed and circulated before Parish Council. **Action – Clerk**

F/14/47 Grant Applications

Citizens Advice Bureau – the number of parishioners they had assisted over the last 3 years had now been received. It was agreed to grant £5 per head for 160 people making £800.

St Mary's Church and Village Fete – the request for the grant indicated that it was to be used to support the costs of an overseas choir. As this was for religious purposes it is recommended that the grant be refused as it doesn't meet requirements.

F/14/48 KWCC Lease

Howard Bone (WCC) to be asked for a report of where he is up to on this and when is it expected to be completed. **Action – Cllr Gordon**

F/14/49 Fire Policy

This still requires finalisation. **Action – Clerk**

F/14/50 Review of Financial Regulations

Cllr Prince has looked at these; they require aligning with standing orders. Cllr Gordon to prepare for the next meeting. **Action – Cllr Gordon**

F/14/51 Internal Audit Arrangements

It had not proved possible to organise a list of potential suppliers of an internal audit service. It was agreed to recommend continuing with the existing supplier for the audit due this year; this will aid continuity. Proposals for the 2015 to be brought to Finance Committee in September this year. **Action – Clerk**

F/14/52 Training and Staffing

It was noted that the Trainee Clerk had been participating in monthly 1 to 1s and it was reported that he was progressing really well. His contract was just about agreed and this carried the requirement for a 3 monthly review by 6 April. Cllr Gordon undertook to arrange this. **Action – Cllr Gordon**

It was agreed that the Trainee Clerk's 5 days holiday to 31st March could be carried over to the next leave year.

The current overtime position at the end of February, for both clerks, was discussed. From April all additional hours to be authorised by the Clerk and reported each month to the Finance Committee. **Action – Clerk**

F/14/53 RFO's and Clerk's Notices

A consultation letter has been received from Winchester City Council on city council elections. The view of the councillors present was a preference for no change.

Winchester City Council have asked to receive a claim for additional costs that the Parish Council has incurred as a result of the recent flooding. It was agreed to submit a claim for 40 hours staff time, for the time spent on the large number of 'phone calls to help residents, printing and distributing leaflets and acting as an emergency centre. **Action – Clerk**

The WCC cabinet paper on parish precepts was noted; this showed a 1.8% increase for Kings Worthy for the average band D property.

A draft of a notice requesting expressions of interest for redecorating the office and meeting room was approved. This is to be advertised in our monthly news, on parish noticeboards, on the website or to any known individuals or companies. **Action – Clerk**

It was noted that electronic bank payments were now legally allowed.

The notice about changes to Local Audit and Accountability, which will allow parish councils to make their own arrangements for external audit, were noted.

A letter had been received from NatWest Bank about the deletion of the former Clerk as a bank signatory. Cllr Gordon undertook to pursue. **Action – Cllr Gordon**

F/14/54 Chairman's Notices

It was agreed that Parish Council would pay for the supply of tea, coffee, milk, sugar and a reasonable supply of biscuits from council funds; the clerks would arrange to keep these supplies topped up, claiming back any disbursements through expenses. **Action – Clerks**

F/14/55 Authorise Invoices for Payment and allocate to appropriate budgets

The Committee received a schedule of invoices due for payment, agreed the schedule and signed the cheques. The total invoices for payment amounted to £3,977.58 [Copy attached].

F/14/56 Items for Discussion at the Next Meeting

None, other than those listed above.

F/14/57 Date of next meeting

The next meeting has been rescheduled at 9.30am on the 23 April 2014.

The meeting closed at 11.52 am.

Signed.....

Date.....

Kings Worthy Parish Council

Management Accounts for the period ended 28 February 2014

2013/2014 Budget	2013/2014 Budget ytd	Actual ytd	Variance ytd	Forecast Outturn	2014/15 Budget Proposed	Income Item/Description
£	£	£	£	£	£	
Income: Summary						
116,200	106,212	112,936	6,724	122,930	118,109	Finance (inc. Precept)
4,584	4,202	4,065	-137	4,056	4,800	THMC Income
7,000	5,287	5,406	119	7,038	7,050	Recreation & Amenities
0	0	0	0	0	0	Planning & Highways
127,784	115,701	122,407	6,706	134,024	129,959	Total Income
Expenditure: Summary						
70,453	65,256	63,840	1,416	67,411	67,763	Finance
57,258	52,273	45,241	7,032	54,645	61,344	Recreation & Amenities
7,500	3,750	3,119	631	6,571	7,000	Planning & Highways
135,211	121,279	112,200	9,079	128,626	136,107	Total Expenses
127,784	115,701	122,407	6,706	134,024	129,959	Total Income
135,211	121,279	112,200	9,079	128,626	136,107	Total Expenses
-7,427	-5,578	10,207	-2,373	5,398	-6,148	Income less expenses
		0	0	0	0	Transfer from Reserves
-7,427	-5,578	10,207	-2,373	5,398	-6,148	Net Surplus (deficit) for year

Bank Reconciliation as at

28 February 2014

		<u>A/c no.</u>
Bank: Current a/c	£10,839.58	324833
Deposit a/c	£50,000.00	1518442
Deposit a/c	£25,000.00	19208731
Deposit a/c	£25,000.00	20477902
Deposit a/c	£35,363.42	88395529
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	£135,363.42	
Less u/p cheques:		
5421 Sarah White	-£139.12	
5422 Ian Gordon	-£77.91	
5423 POD Systems	-£217.14	
5424 HALC	-£114.00	
5426 Debbie Morgan	-£37.50	
5427 Sarah Gaiger	-£37.50	
5428 Cameron Speirs	-£18.75	
5429 Mark Ridge	-£18.75	
5430 William White	-£18.75	
5431 Jacob Conroy	-£18.75	
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	-£698.17	
Less u/p credits:		
100841 WYFC	£499.50	
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	£135,164.75	
Current account as per NatWest bank	£10,839.58	
Less: unrepresented cheques	-£698.17	

Add: cheque posted into March ledger
Less: credits posted into March ledger
Balance as per ledger

£18.75
-£499.50
£9,660.66

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Kings Worthy Parish Council
FINANCE COMMITTEE
Invoices for Payment - March 2014 Finance Committee

The following invoices have been received 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) £
Debbie Morgan	5426	Delivery of newsletters		37.50
Sarah Gaiger	5427	Delivery of newsletters		37.50
Cameron Speirs	5428	Delivery of newsletters		18.75
Mark Ridge	5429	Delivery of newsletters		18.75
William White	5430	Delivery of newsletters		18.75
Jacob Conroy	5431	Delivery of newsletters		18.75
			Total	150.00

Cheques to be authorised:

Name of Supplier	Chq No	Nature of Works	Invoice Value (incl VAT) £
Hampshire County Council	5432	Pensions - February	642.15
Hampshire County Council	5433	Document wallets & adhesive	4.79
SLCC Enterprises Ltd	5434	500 Tips for Communicating with the Public	12.79
Viking Payments	5435	Pens, ink pad, keyboard, loop pads	38.69

MR Smith	5436	Maintenance services February 2014	213.75	
		Curved borders in new crematoria area	<u>1238.94</u>	1452.69
Hampshire Association of Local Councils Ltd	5437	Clerks Update 10th February (2 attendees)		72.00
Ricoh	5438	Rent 1/2-30/4, copies 01/11-31/1		333.49
Culverlands Press Ltd	5439	KPC News Spring 2014		503.00
U.B.Corporation	5440	Website modifications and updates Dec - Feb		117.00
Biffa Municipal Ltd	5441	Trade waste 29/3-26/9/14		254.59
PHS Group	5442	Sanitary disposal 01/04/14-31/03/15		183.62
Malcolm Prince	5443	HP 363 inkjet black cartridge		22.79
Phil Allen	5444	HP ink cartridge and paper		33.98
Cordle Design	5445	Preparation of outline design for play area at Church Green for public consultation		210.00
PC Comms Ltd	5446	Possible virus and email login support		96.00

Total

3,977.58

Direct Debits & Standing Orders

BT		Telephone (monthly)		26.00
Southern Water		Tubbs Hall water supply (monthly)		67.40
Southern Water		Burial ground water supply (20/7/13-09/01/14)		17.28
Southern Water		Eversley Park water supply (28/09/13-09/01/14)		17.69
British Gas		Tubbs Hall gas supply (monthly)		20.00
Southern Electric, 9109928015		Tubbs Hall electricity supply (monthly)		74.00
Green Smile Ltd.		Grounds maintenance contract (monthly)		3,239.25

Total

3,461.62

Salary Costs

Telephone banking		Net Wages (net of tax & NI)		3196.26
HMRC		PAYE		452.20
HMRC		National Insurance		260.1

Pensions

(Paid by cheque as above)

Total

642.15
4,550.71

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