

Kings Worthy Parish Council

FINANCE COMMITTEE

Minutes of the Meeting held on Wednesday 15 January 2014
at the Kings Worthy Community Centre, Fraser Road, Kings Worthy

Present: Councillors: Malcolm Prince [Chairman]
Ian Gordon
Sarah White

Clerks: Colin Arnett
Adrian Reeves
Chris Read

Public: 0

F/14/01 Apologies for Absence

Apologies for absence had been received from Cllrs Reiners and Welstead.

F/14/02 Public Question Time

None

F/14/03 Minutes of the Meeting held on the 11 December 2013

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

F/14/04 Matters Arising from the Minutes of 11 December 2013

- **F/13/156 Parish Office Email** – Nothing further to report from BT.
Action – Cllr Gordon
- **F/13/156 War Memorial** – Funding had been received from HCC and the War Memorial Trust. Cllr Welstead had asked that payment to the stonemason be deferred until the smart water had been applied to the memorial.
- **F/13/156 Jubilee Obelisk Sundial** – Cllr White confirmed that the unit was now with the supplier for cleaning and re-coating.
- **F/13/156 Display Boards** – Members approved the sum of £300 for the purchase of an additional set of boards with legs.

- **F/13/163 Scanning Software** - Cllr Gordon reported that he had delayed the purchase of this software to take advantage of shortly to be promoted offer price.

F/14/05 Proposed New Expenditure for Finance Approval

- **Planning and Highways**

None

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

Parish Office – the deputy clerk reported that a wipe-board and replacement mouse had been purchased for the office.

- **Recreation and Amenities**

Cllr White gave members a brief update on the project work;

- Eversley Park Car Park – the tender documents had been completed
- Church Green Playground – this is out to consultation on the change of location on the green
- Trees – orders are to be placed for the emergency work and a long term management plan is being compiled
- Grounds Maintenance Contract – a request had been received from Green Smile for a one year extension to their contract. Members considered this to be premature at this stage
- Church Green – a request had been received from the Church to extend their graveyard.
- Maintenance Technician – a task sheet with agreed target completion dates has now been implemented

- **Communications**

Cllr White reported that the spring newsletter had now been drafted.

The website review meeting is to include the trainee clerk.

F/14/06 Parish Office Staffing Arrangements

The clerks withdrew from the meeting while discussion took place on this item.

Cllr Prince informed Adrian Reeves and Chris Read that individual meetings would take place with them outside of the meeting to discuss their new contracts and salary levels.

A training programme is to be compiled for Chis Reeve.

Action – clerk/deputy clerk

F/14/07 To receive the Statement of Accounts and Management Reports

The deputy clerk gave a presentation to members of the figures for December which included a bank reconciliation statement [copy attached]. The current surplus on current account is £7,300. However the predicted outcome for the year end is a deficit of £6,148.

Interest is being paid gross on the Reserve Account, however on the fixed rate deposit bonds this cannot be confirmed until year end.

The balance of £2,092 on Open Space Funding is to be incorporated into the Reserve Account.

F/14/08 Budget and Precept 2014-15

Cllr Prince reported that the support grant from WCC had been reduced by 6.8%.

Members discussed the budget figures, made some minor amendments and recommended an increase in the precept of 2.5% to be approved by Parish Council. This is to principally fund the long term tree management strategy.

The deputy clerk was asked to circulate the detailed figures to all councillors to facilitate an informed decision at the Parish Council meeting on the 20 January 2014. **Action – the deputy clerk**

F/14/09 Dog Bin Emptying

A contract and invoice for the last quarter has yet to be received from the Landscape Group.

We are awaiting clarification from WCC regarding the replacement of red bins with dual green bins on parish owned locations.

F/14/10 Tubbs Hall Management Committee

The deputy clerk confirmed that he had written to Jackie Porter regarding the agreed increase in the direct debit payment from April 2014.

F/14/11 Risk Assessment

The clerk was asked to add the fire policy to the document and circulate it to members for discussion at the next meeting. **Action – the clerk**

The annual ROSPA inspection of playground equipment is due to be scheduled shortly. Members agreed that the deputy clerk/trainee clerk/maintenance technician should accompany the inspector.

F/14/12 Grant Applications

- **Citizens Advice Bureau** – the clerk had written to Jenny Meadows requesting details of the number of parishioners they had assisted over the last 3 years. She is to arrange for the figures to be available in the New Year.
- **War Memorial** - an application had been received to add an additional name to the memorial at a cost of £114. Members recommended approval.

F/14/13 KWCC Lease

Cllr White reported that priority was being given to our lease from WCC with the sub-lease to the THMC to be redrafted when this is complete. Our solicitors had been informed and that WCC will be funding the legal costs. The clerk was asked to chase WCC. **Action – the clerk**

F/14/14 Fire Policy

Cllr Gordon had obtained a copy of the fire policy for the Jubilee Hall. The clerk was asked to redraft it with our logo and circulate it to members. **Action – the clerk**

F/14/15 Financial Regulations

These have to be reviewed periodically. Cllr Prince asked that a copy be emailed to him. **Action – the clerk**

F/14/16 RFO's and Clerk's Notices

- **HCC Pension Fund** – the clerk informed members that an application is being made for him to receive his pension from 1 April 2014.

F/14/17 Chairman's Notices

- **NatWest Bank – Cheque Signatories** – Cllr Prince emphasised the need to include the trainee clerk as a cheque signatory as soon as possible, together with the company secretary name being updated. **Action – the deputy clerk**
- **Holiday Cover** - Members agreed that EKS should be asked to assist with the bookkeeping while the deputy clerk was on leave during March/April.
- **April Parish Council Meeting** – Members discussed the options for moving this meeting which clashed with Easter Monday. It was agreed that this should be discussed at Parish Council.
- **Internal Auditor** – Members confirmed that a change in auditor should take place as our current auditor had been in post for some three years. The deputy clerk was asked to research alternatives. **Action – the deputy clerk**

o **Clerks Leaving**

The clerk was asked to leave the meeting while this item was discussed

Members had discussed the format and funding of the leaving event.

F/14/18 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 £2,524.96 [Copy attached].

F/14/19 Items for Discussion at the Next Meeting

Members asked that the on-going items be included on the agenda.

F/14/20 Date of next meeting

The next meeting was scheduled at 9.30am on the 12 February 2014.

The meeting closed at 11.20am.

Signed.....

Date.....

Kings Worthy Parish Council

Management Accounts for the period ended 31 December 2013

2013/2014 Budget £	2013/2014 Budget ytd £	Actual ytd £	Variance ytd £	Forecast Outturn £	2014/15 Budget £	Income Item/Descripti on
Income: Summary						
116,200	87,145	92,774	5,628	122,327	118,109	Finance (inc. Precept)
4,584	3,438	3,389	-49	4,056	4,800	THMC Income
7,000	4,465	3,845	-620	7,038	7,050	Recreation & Amenities
0	0	0	0	0	0	Planning & Highways
127,784	95,048	100,007	4,959	133,421	129,959	Total Income
Expenditure: Summary						
70,453	54,361	52,921	1,440	69,724	67,763	Finance
57,258	43,303	36,667	6,635	63,781	61,344	Recreation & Amenities
7,500	3,750	3,119	631	6,571	7,000	Planning & Highways
135,211	101,414	92,707	8,707	140,076	136,107	Total Expenses
127,784	95,048	100,007	4,959	133,421	129,959	Total Income
135,211	101,414	92,707	8,707	140,076	136,107	Total Expenses
-7,427	-6,366	7,300	-3,748	-6,654	-6,148	Income less expenses
		0	0	0	0	Transfer from Reserves
-7,427	-6,366	7,300	-3,748	-6,654	-6,148	Net Surplus (deficit) for year

Kings Worthy Parish Council				
FINANCE COMMITTEE				
Invoices for Payment - January 2013 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	(incl VAT) £	(incl VAT) £
Sarah White	5404	Christmas drinks etc.		130.81
			Total	130.81
Cheques to be authorised:				
Name of Supplier	Chq No	Nature of Works		Invoice Value (incl VAT) £
Hampshire County Council	5405	Pensions - December		618.51
Hampshire County Council	5406	5 Byelaw signs		569.22
Autoheat Gascare	5407	Landlords Supercare & boiler service		218.00
Viking	5408	2nd class stamps, laminating pouches & pens	102.15	
		Paper and plastic wallets	72.31	174.46
MR Smith	5409	Maintenance services December 2013		285.95
EKS Accounting	5410	Payroll services October to December 2013		46.80
Hedleys Solicitors	5411	General legal advice and land registry fees		513.80
Box-it UK Limited	5412	Storage 01/01-31/03/14 plus deliveries and retrievals		68.10
Metroplan Limited	5413	Magnetic whiteboard		30.12
			Total	2,524.96
Direct Debits & Standing Orders				
BT		Internet (quarterly)		187.16
BT		Telephone (monthly)		26.00
Southern Water		Tubbs Hall water supply (monthly)		140.00
British Gas		Tubbs Hall gas supply (monthly)		20.00
D/D Southern Electric, 9109928015		Tubbs Hall electricity supply (monthly)		74.00
Green Smile Ltd.		Grounds maintenance contract (monthly)		3,239.25
			Total	3,686.41
Salary Costs				
Telephone banking		Net Wages (net of tax & NI)		2077.67
HMRC		PAYE		452.00
HMRC		National Insurance		159.05
Pensions		(Paid by cheque as above)		618.51
			Total	3,307.23