

Finance, Administration & Remuneration (FAR) Committee Meeting	
08 November 2017 at 09:30	
Kings Worthy Community Centre, Fraser Road, Kings Worthy	
Clerk	Richard Hanney and Christopher Read
Chairman of the Meeting	Martin Taylor
Councillors	Noel McCleery, Ian Gordon, Stewart Newell and Denis Welstead.
Members of the Public	0

F/17/160 – Apologies for absence
None.

F/17/161 – Public question time
None.

F/17/162 – Agree & sign the minutes of the FAR committee meeting on 11 October 2017
The minutes were agreed as a true record of the meeting and were signed by Cllr Taylor subject to amendment F/17/155 to read 'Cllr Gordon is to look at the issue of encroachment from No. 41 Wesley Road onto Lower Broadview by taking it up with The Land Registry'

F/17/163 – Matters arising from the meeting held on 11 October 2017		
<p>F/17/138 – Worthys Youth Football Club – The secretary had promised to provide details of pitch use from September 2016 – May 2017 very soon. However, it was felt that the club should be booking pitches in advance so that they can be invoiced promptly and to provide the Council with a reliable record of pitch use. It was agreed that we should meet with club officers to discuss the way forward.</p> <p>F/17/141 – Merritt Tree Services – This billing error remains ongoing. The invoice has been removed from our accounting system to prevent us holding a VAT reimbursement and we will try to get a credit note as recommended by our auditor.</p> <p>F/17/152 – Following receipt of an invoice, the grant for 2x Yew trees has been paid at a cost of £300.00.</p>		
Action Items	Action by	Target
To meet with Worthys Youth FC	Cllrs Taylor and Newell	ASAP

F/17/164- Proposed new expenditure

Planning & Highways – None.

Finance, Administration & Remuneration – It was agreed to purchase 3 year license for Bitdefender GravityZone at a cost £173.99.

Recreation & Amenities –

Tree Inspection - It was agreed to accept the quotation of £1900.00 from Dave Harris, as per R&A's recommendation.

Skateboard Ledge – It was agreed to recommend acceptance of the quotation of £11,500.00 with funding coming from CIL. It was agreed that we should ask Headbourne Worthy Parish Council if they would consider making a contribution of 25% or more.

Communications – None

Action items	Action by	Target
Request a contribution towards the skateboard ledge from Headbourne Worthy P.C.	Clerk	ASAP

F/17/165 – To receive the statement of accounts and management reports for the period ended 31 October 2017 (see attached)

The Clerks gave a presentation to members of the accounts for the month ending 31 October 2017.

The current deficit of income over expenditure (ex. CIL) is £6740.00 at that date against a budgeted year to date deficit of £17422 mainly due to timing of payments.

Items of note were the payments for insurance and the cost of installing disabled access of front doors at Tubbs Hall. Following notice of an increase in the electricity tariff for street lighting it was agreed to review the original contract.

Action items	Action by	Target
Review street lighting contract	Clerk	13/12/2017

F/17/166 – Budget 2018/19

The Forecast Outturn and Budget were reviewed by the committee and some changes were made.

It was agreed to consider the quotations for the clearance of the loft and refurbishment of the gents toilet cubicle, at Parish Council.

Action items	Action by	Target
Send quotes to Parish Council for ratification.	Clerk	20/11/2017

F/17/167 – Grant applications

Kings Worthy Pre-School – a request had been received for a Christmas Raffle Prize; it was agreed purchase a voucher, up to the value £30.00.

Kings Worthy Pre-School – a request had been received for a grant of £1,000 towards a new sensory garden and supplies – project cost £2,000. It was agreed to ask for more information and offer the opportunity for them to make a presentation prior to submitting to the full council

Action Items	Action by	Target
Grant above to be sent to Parish Council for ratification.	Clerk	20/11/17
Invite Pre-School to provide more information and to present their plans to the committee.	Clerk	13/12/17

F/17/168 – Accounting Software

It was agreed to have an online demonstration of the Rialtas Business Solution (RBS) 'Omega' software, which appears to offer the best reporting and invoicing facilities on the market.

Action Items	Action by	Target
Undertake on-line demonstration of Omega	Finance Committee and Clerks	13/11/2017

F/17/169– Remuneration & staffing

None.

F/17/170 – Legal Issues

None

F/17/171– Clerk's Notices

A parishioner had asked for free use of the meeting room to provide a Decoupage Class run on a not for profit basis. It was agreed to grant one free booking for her to assess if there is a demand for the class.

F/17/172 – Chairman's notices

none

F/17/173– Authorise payments listing

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

The total invoices for payment amounted to £10408.89 A total of £341.79 had been spent on urgent invoices where payments have been made prior to the meeting. [Copy attached].

F/17/174 – Items for next meeting – 13 December 2017

None.

Meeting Closed: 12.18

Signed:

Date:

DRAFT

Kings Worthy Parish Council

Management Accounts for the period ended 31st October 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	11,250	1,116	Finance (inc. Precept)	94,541	100,583	6,042	145,216	150,802	133,042
5,809	183	1,759	1,576	THMC Income	1,281	2,857	1,576	2,196	3,955	6,232
5,722	729	30	-699	Recreation & Amenities	4,924	3,092	-1,832	8,704	5,780	6,504
0	0	0	0	Planning & Highways	0	0	0	0	0	0
168,757	11,046	13,038	1,993	Total Income	100,746	106,531	5,785	156,116	160,537	145,778
				Expenditure Item/Description						
72,167	4,371	5,556	-1,185	Finance	42,160	44,823	-2,664	71,437	71,320	72,292
77,454	6,032	5,094	938	Recreation & Amenities	41,970	42,930	-960	71,154	87,702	76,339
5,644	11,200	2,661	8,539	Planning & Highways	11,200	2,661	8,539	14,200	5,721	5,750
155,266	21,603	13,311	8,292	Total Expenses	95,329	90,414	4,915	156,791	164,743	154,381
168,757	11,046	13,038	1,993	Total Income	100,746	106,531	5,785	156,116	160,537	145,778
155,266	21,603	13,311	8,292	Total Expenses	95,329	90,414	4,915	156,791	164,743	154,381
13,491	-10,557	-272	10,285	Net surplus (deficit)	5,416	16,117	10,700	-675	-4,207	-8,603
				Memorandum						
-23,249	-10,557	-272	10,285	Net surplus (deficit) exc. CIL receipts	-17,422	-6,740	10,682	-23,513	-27,063	-19,348

Finance, Administration & Remuneration										
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 (£)
110,309	9,428	10,542	1,114	Precept	65,998	65,998	0.00	113,140	113,140	116,728
7,694	598	400	-198	Council Tax Support Grant	4,185	4,185	0.00	7,175	7,175	3,588
448	21	0	-21	Meeting Room Hire	146	363	217	250	451	400
5,809	183	1,759	1,576	THMC	1,281	2,857	1,576	2,196	3,955	6,232
882	0	242	242	Bank interest received	766	701	-65	771	701	1,332
1,152	87	66	-21	Other income, donations	608	6,479	5,871	1,042	6,479	250
36,740	0	0	0	Community Infrastructure Levy	22,838	22,857	19	22,838	22,857	10,745
163,035	10,317	13,008	2,692	Total Income	95,822	103,440	7,617	147,412	154,757	139,274
2016/17 Actual (Full Year) (£)	Current Month Budget (£)	Current Month Actual (£)	Current Month Variance (£)	Expenditure Item/Description	2017/2018 Budget ytd (£)	Actual ytd (£)	Variance ytd (£)	2017/2018 Budget (£)	Forecast Outturn (£)	2018/19 Budget (£)
33,006	2,773	2,717	56	Clerks' salaries	19,409	20,250	-841	33,272	33,834	34,511
6,673	567	339	228	Employer's pension	3,971	3,429	542	6,807	5,124	5,227
2,637	192	187	5	Employer's NI	1,346	1,387	-41	2,307	2,322	2,369
345	42	40	2	Training - Clerks/Council	292	370	-78	500	570	500
123	17	23	-6	Expenses -Travel/subsist.	117	57	60	200	113	150
42,783	3,591	3,305	285	Salaries, Training, Expenses	25,134	25,493	-359	43,086	41,964	42,756

580	54	77	-23	Office stationery	379	393	-14	650	650	650
829	56	28	28	Computer software	390	204	185	668	917	1,000
0	8	0	8	Computer support	58	0	58	100	0	0
78	8	0	8	Postage and carriage	58	160	-102	100	160	150
94	7	26	-19	Document storage	47	78	-31	80	104	106
308	25	0	25	Office Consumables	175	412	-237	300	412	300
592	58	0	58	Office Equip rental	408	331	78	700	686	700
1,366	8	0	8	Office capital expenditure	58	748	-690	100	748	550
1,072	19	0	19	Subs to prof bodies	855	1,025	-170	950	1,025	1,046
75	0	0	0	Subscriptions & affiliations	0	0	0	75	75	77
0	0	0	0	Public consultations	0	0	0	100	0	250
201	13	21	-8	Sundry expenses	88	292	-204	150	292	300
99	13	0	13	Events	88	71	16	150	142	150
5,294	269	151	118	General Administration	2,604	3,714	-1,111	4,123	5,211	5,279
550	0	0	0	Audit fees - Internal	550	550	0	550	550	561
400	0	0	0	Audit fees - External	400	400	0	400	400	408
519	0	0	0	Accountancy/bookkeeping	156	78	78	311	310	317
566	0	0	0	Legal fees	500	36	464	1,000	496	1,000
0	8	0	8	Consultancy fees	58	0	58	100	0	0
3,102	0	0	0	Insurance	3,226	4,272	-1,046	3,226	4,272	4,036
35	0	0	0	Information Commissioner	35	35	0	35	35	36
147	21	1	21	Bank charges & interest	150	87	63	257	173	200
5,318	30	1	29	Accountancy, Legal, Tax	5,075	5,457	-382	5,879	6,236	6,558
2,713	150	400	-250	Grants to village org (inc. s137)	2,100	2,000	100	3,000	3,000	3,500
0	0	0	0	Election exps (earmarking)	0	0	0	0	0	0
-204	0	0	0	Write-Offs	0	0	0	0	0	0
0	0	0	0	Contingencies	3,000	0	3,000	3,000	0	0
2,510	150	400	-250	Grants, Other, Contingency	5,100	2,000	3,100	6,000	3,000	3,500

16,262	332	1,698	1,367	KWCC - total expenses	4,248	8,159	-3,912	12,349	14,908	11,199
0	0	0	0	Capital Projects (Finance)	0	0	0	0	0	0
0	0	0	0	Capital Projects (Finance)	0	0	0	0	0	0
72,167	4,371	5,556	1,548	Total Expenses	42,160	44,823	-2,664	71,437	71,320	69,292
Recreation & Amenities										
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 (£)
2,533	525	0	-525	Burial Ground	3,675	1,924	-1,751	6,300	3,644	4,000
1,743	0	0	0	Pitch fees	1,045	1,063	18	2,200	1,863	2,200
204	204	0	-204	Communication	204	0	-204	204	153	204
100	0	30	30	Ground Fees/other	0	105	105	0	120	100
1,142	0	0	0	Grants : s106	0	0	0	0	0	0
5,722	729	30	-699	Total Income	4,924	3,092	-1,832	8,704	5,780	6,504
2016/17 Actual (Full Year) (£)	Current Month Budget (£)	Current Month Actual (£)	Current Month Variance (£)	Expenditure Item/Description	2017/2018 Budget ytd (£)	Actual ytd (£)	Variance ytd (£)	2017/2018 Budget (£)	Forecast Outturn (£)	2018/19 Budget (£)
30,468	2,741	2,699	42	Grounds maintenance contract	19,190	19,166	24	32,897	32,663	37,562
207	0	0	0	Contract supervision (trees)	0	0	0	600	600	600
10,601	667	1,445	-778	Maintenance Pitch/Playgrd	4,667	2,861	1,805	8,000	11,062	6,000
5,061	430	433	-3	Dog bins	3,010	3,032	-22	5,160	5,198	5,302
1,081	0	0	0	Notice Boards & Signs	650	477	173	1,000	2,672	500
5,817	0	36	-36	Seats, Tables & Shelters	358	479	-121	3,109	2,872	1,000
380	14	0	14	Litter pickers & bins	99	0	99	170	0	170
8,498	0	0	0	Trees	4,500	3,469	1,031	5,000	6,319	7,500
1,853	950	0	950	Burial Ground Capital Projects	950	251	699	950	251	500
315	8	0	8	Burial Ground Maintenance	58	104	-46	100	104	100
7,943	625	306	319	Maintenance Technician	4,375	3,244	1,131	7,500	6,488	9,000
59	0	0	0	Water Rates - Burial Ground	20	20	0	40	40	50
35	0	0	0	Water Rates - Eversley Park	13	28	-16	25	50	40
72,318	5,436	4,919	516	Maintenance/Serviceing	37,889	33,734	4,155	64,551	68,922	68,324

0	0	0	0	Advertising	200	519	-319	200	819	200
888	560	120	440	Leaflets and publications	1,260	1,118	142	1,400	1,118	1,250
0	37	55	-19	Website fees	256	453	-198	438	646	400
888	597	175	422	Communication Expenses	1,716	2,089	-374	2,038	2,582	1,850
940	0	0	0	Eversley Park Path & Steps	565	565	0	565	565	0
787	0	0	0	Fryers Close Play Area	0	0	0	0	0	0
2,521	0	0	0	Playground Gates	0	0	0	0	0	0
0	0	0	0	Fencing	0	0	0	0	4,841	500
0	0	0	0	Christmas lights	0	400	-400	400	400	0
0	0	0	0	Defibrillators	0	6,141	-6,141	0	7,041	665
0	0	0	0	Capital Projects (R&A)	1,800	0	1,800	3,600	3,350	5,000
4,248	0	0	0	Capital Projects (R&A)	2,365	7,106	-4,741	4,565	16,197	6,165
77,454	6,032	5,094	938	Total expenses	41,970	42,930	-960	71,154	87,702	76,339
Planning & Highways										
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 (£)
0	0	0	0	Total Income	0	0	0	0	0	0
2016/17 Actual (Full Year) (£)	Current Month Budget (£)	Current Month Actual (£)	Current Month Variance (£)	Expenditure Item/Description	2017/2018 Budget ytd (£)	Actual ytd (£)	Variance ytd (£)	2017/2018 Budget (£)	Forecast Outturn (£)	2018/19 Budget (£)
5,644	3,000	2,661	339	Street Lighting	3,000	2,661	339	6,000	5,721	5,750
0	1,500	0	1,500	Speedwatch	1,500	0	1,500	1,500		0
0	1,200	0	1,200	Cycle Chicanes	1,200	0	1,200	1,200		0
0	5,500	0	5,500	Fraser Road Parking Measures	5,500	0	5,500	5,500		0
5,644	11,200	2,661	8,539	Total Expenses	11,200	2,661	8,539	14,200	5,721	5,750

Tubbs Hall Management Committee										
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 (£)
2,630	183	183	0	Mngmt fee - THMC	1,281	2,857	1,576	2,196	3,772	2,196
3,179	0	1,576	1,576	THMC - exp recharged	0	1,576	1,576	0	1,576	4,036
5,809	183	1,759	1,576	KWCC - income	1,281	4,432	3,151	2,196	5,347	6,232
Expenditure Item/Description										
Shared Expenses (KWPC 40% / THMC 60%)										
561	0	0	0	Caretaker's salary	0	0	0	0	0	0
257	26	25	-1	Water	181	172	-9	310	295	300
993	79	85	6	Electricity	555	536	-19	951	960	1,000
971	75	41	-34	Gas	525	376	-149	900	932	950
319	0	0	0	Rent	319	319	-0	319	319	335
172	255	0	-255	Waste collection charges	611	504	-107	712	845	850
0	0	0	0	Maintenance contracts	0	0	0	0	0	0
686	37	54	17	Telephone & broadband	259	427	168	444	697	700
1,951	0	0	0	Electrical infrastructure, installations & PAT testing	0	413	413	695	553	835
2,911	0	0	0	Fire safety	321	335	14	321	387	350
60	0	0	0	Pest control	120	120	0	240	240	245
0	0	0	0	Loft space	0	0	0	0	1,250	0
0	0	0	0	Energy efficiency surveys	0	0	0	0	0	0
8,882	472	205	-268		2,891	3,201	310	4,892	6,479	5,565

Bank Reconciliation as at		31-Oct-17	
Bank:	Unity Trust Current 20369336		£9,975.30
	Unity Trust Tailored Deposit 20369349		£85,194.92
	Hampshire Trust Bank variable		£21,000.00
	Hampshire Trust Bank 12 month		£35,437.50
	Hampshire Trust Bank 10196472		£50,000.00
	Bread4Business **** * 2261		£5.36
	Bread4Business **** * 1588		£0.00
			<u>£201,613.08</u>
	Less u/p cheques and D/Ds:		
			£0.00
	Add u/p credits:		
		£0.00	
			£0.00
			<u>£201,613.08</u>
	Current account as per Unity Trust Bank		£11,001.41
	Less: unprocessed payments		£1,026.11
	Add: unpresented credits		
	Balance as per ledger		<u>£9,975.30</u>

Kings Worthy Parish Council - Finance, Administration & Remuneration Committee Payment Listing

Date	Committee	Beneficiary	Description	Category	Total Amount (inc. VAT)	Unrecoverable VAT
Payments previously authorised:						
02/11/2017	R&A	Matt Brown Services	Gateway in Eversley Park Fence	Fencing	£ 341.79	£ -
				Total:	£ 341.79	£ -
Payments to be authorised:						
10/11/2017	FAR	Viking Direct	Stamps/stationary	Office Stationery	£ 47.64	£ -
10/11/2017	FAR	Royal British Legion	Wreath	Sundry	£ 17.00	£ -
10/11/2017	FAR	Hampshire Trust Bank	90 day notice deposit	Internal Transfer	£ 10,000.00	£ -
10/11/2017	P&H	Hampshire County Council	Street lighting	Street Lighting	£ 3,193.27	£ -
10/11/2017	R&A	Southern Ground Care	Verti draining	Maintenance Pitch/Playground	£ 480.00	£ -
10/11/2017	FAR	Croma	Code locks for office & meeting room	Repairs & Maintenance - Tubbs Hall	£ 297.36	£ -
10/11/2017	FAR	Croma	CCTV maintenance	CCTV / Security	£ 108.00	£ -
10/11/2017	R&A	Green Smile Ltd.	Soil and seed bare spots	Maintenance Pitch/Playground	£ 342.00	£ -
10/11/2017	R&A	Complete Weed Control	Fertlise pitches	Maintenance Pitch/Playground	£ 324.00	£ -
10/11/2017	FAR	Hampshire Association of Local Councils	Clerk's course	Training - Clerks/Council	£ 48.00	£ -
10/11/2017	R&A	Environment Hygeine Services	Cleaning of 3 bus shelters	Shelters	£ 36.00	£ -
10/11/2017	FAR	TLC Online	Website and email support	Website expenses	£ 35.00	£ -
10/11/2017	FAR	R Hanney	Travel	Expenses -Travel	£ 22.55	£ -
10/11/2017	FAR	J Steventon Baker	Ink cartridge	Office Stationery	£ 33.99	£ -
10/11/2017	FAR	S White	Cost of newsletter deliveries	Leaflets and publications	£ 119.64	£ -
10/11/2017	FAR	Tubbs Hall Management Committee	Christmas Grant	Grants to village organisations	£ 100.00	£ -
10/11/2017	FAR	Worthy Plants	Grant to Kings Worthy Primary School	Grants to village organisations	£ 300.00	£ -
10/11/2017	R&A	R Hanney	TJ Transport - soil removal	Capital Projects (R&A)	£ 306.00	£ -
10/11/2017	FAR	Communicorp	Local Councils Update subscription	Subs to professional bodies	£ 75.00	£ -
10/11/2017	FAR	C Read	Milk and model grounds contract	Sundry / Legal & Professional	£ 45.92	£ -

10/11/2017	R&A	Matt Brown Services	Fencing at Hinton Fields	Fencing	£	291.00	£	-
10/11/2017	FAR	Plastic ID	ID badges	Sundry	£	36.00	£	-
10/11/2017	FAR	STD Security	Front door automation	External Doors	£	3,781.52	£	-
10/11/2017	R&A	MRS Services	Maintenance Services - October	Maintenance Technican / Burial Ground maintenance	£	369.00	£	-
Total:					£	20,408.89	£	-

Direct Debits / Standing Orders

05/10/2017	TH	Business Stream Ltd.	Water supply (monthly)	Water Rates - Tubbs Hall	£	24.60	£	-
11/10/2017	FAR	BT	IBP Hosting		£	17.99	£	-
10/10/2017	TH	E.ON	Tubbs Hall gas supply (monthly)	Gas - Tubbs Hall	£	43.32	£	-
10/10/2017	TH	E.ON	Tubbs Hall electricity supply (monthly)	Electricity - Tubbs Hall	£	89.05	£	-
16/10/2017	FAR	SAGE	Accounting software (monthly)	Computer software	£	33.00	£	-
27/10/2017	R&A	Green Smile Ltd.	Grounds maintenance contract (monthly)	Grounds maintenance contract	£	3,239.25	£	-
27/10/2017	FAR	Plusnet	Internet & telephone (monthly)	Telephone & broadband	£	46.86	£	-
Total:					£	3,494.07	£	-

Salary Costs

26/10/2017	FAR	Staff	Net Wages (net of PAYE & NI)	Clerks Salaries	£	2,295.24	£	-
26/10/2017	FAR	HMRC	PAYE (see above)	PAYE	£	164.00	£	-
26/10/2017	FAR	HMRC	National Insurance (see above)	Employers NI	£	349.85	£	-
19/10/2017	FAR	Pensions	(Paid by EKS Accounting)	Employers Pension	£	433.85	£	-
Total:					£	3,242.94	£	-

Payments from Procurement Cards

Chris Read

03/10/2017	FAR	Sanderson Security	Escutcheon plates	Sundry	£	8.52	£	-
03/10/2017	FAR	Bolt Base	Screws	Sundry	£	2.55	£	-
27/10/2017	FAR	Amazon	Monitor Power cable	Sundry	£	5.99	£	-
23/10/2017	FAR	Land Registry	Search fee	Legal & Professional	£	6.00	£	-
Total:					£	23.06	£	-

Bank Fees & Interest Charges

Period	Total Fees
Oct-17	£ -
Card Fees	
Oct-17	£ 0.80

Committees

R&A	Recreation & Amenities	
FAR	Finance, Administration & Renumeration	Page 14
P&H	Planning & Highways	