

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

F/17/146 - Apologies for absence
None.

F/17/147 - Public question time
None.

F/17/148 - Agree & sign the minutes of the FAR committee meeting on 12 September 2017
The minutes were agreed as a true record of the meeting and were signed by Cllr Taylor.

F/17/149 - Matters arising from the meeting held on 12 September 2017
F/17/138 - Worthys Youth Football Club - The secretary has now contacted the office and informed us that they will be compiling an accurate list of pitch usage.
F/17/141 - Merritt Tree Services - This billing error is still ongoing.

F/17/150 - Proposed new expenditure
Planning & Highways - None.
Finance, Administration & Remuneration - None.
Recreation & Amenities - Bench on Lower Broadview - It was agreed to approve funding for an additional bench at a cost of ££352.08 but query why the delivery charge was so high. Wall at Kim Bishop Walk - Due to the possible safety hazards, it was agreed to approve the funding for the rebuilding of this wall at a cost of £1598.00.
Communications - None

F/17/151 – To receive the statement of accounts and management reports for the period ended 30 September 2017 (see attached)

The Clerk gave a presentation to members of the accounts for the month ending 30 September 2017.

The current deficit of income over expenditure (ex. CIL) is £4,234.00, at that date against a budgeted year to date deficit of £6613.00.

Due to a possible discrepancy, the bank statements and bank reconciliation are to be double checked and signed at the Parish Council meeting on the 16th October 2017.

F/17/152 – Grant applications

Kings Worthy Christmas – It was agreed to grant the requested £100.00 towards this project.

Kings Worthy Primary School – It was agreed to grant the requested £400.00 towards the cost of replacement trees on the site but to ask for a copy of the invoice

Action Items	Action by	Target
Grants above to be sent to Parish Council for ratification.	Clerk	16/10/17

F/17/153 – Accounting Software

It was agreed to invite representatives from Rialtas Business Solutions Ltd and Scribe 2000 Ltd to present their software packages to a working group composed of Cllrs Taylor, Gordon, McCleery, Newell and both Clerks.

Action Items	Action by	Target
Invite companies above to present to the working group.	Clerk	ASAP

F/17/154 – Remuneration & staffing

None.

F/17/155 – Legal Issues

Cllr Gordon is to look at the issue of encroachment from No. 41 Wesley Road, onto Lower Broadview.

Action Items	Action by	Target
Action as above.	Cllr Gordon & Clerks	ASAP

F/17/156 – Clerk's Notices

It was agreed to recommend to Parish Council that an additional £10,000.00 be deposited into our 90-day fixed term deposit.

Action Items	Action by	Target
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Deposit above to be sent to Parish Council for ratification.

Clerk

16/10/2017

F/17/157 - Chairman's notices

none

F/17/158 - Authorise payments listing

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

The total invoices for payment amounted to £3,946.38. A total of £3,506.83 had been spent on urgent invoices where payments have been made prior to the meeting. [Copy attached].

F/17/159 - Items for next meeting - 08 November 2017

None.

Meeting Closed: 10:46

Signed:

Date:

Kings Worthy Parish Council

Management Accounts for the period ended 30th September 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	10,897	10,634	-263	Finance (inc. Precept)	84,407	89,333	4,926	145,216	0	0
5,809	183	183	0	THMC Income	1,098	1,098	0	2,196	0	0
5,722	525	0	-525	Recreation & Amenities	4,195	3,062	-1,133	8,704	0	0
0	0	0	0	Planning & Highways	0	0	0	0	0	0
168,757	11,605	10,817	-788	Total Income	89,700	93,493	3,793	156,116	0	0
				<u>Expenditure Item/Description</u>						
72,167	4,773	8,596	-3,824	Finance	37,538	37,353	185	71,437	0	0
77,454	4,522	3,887	635	Recreation & Amenities	35,938	37,517	-1,580	71,154	0	0
5,644	0	0	0	Planning & Highways	0	0	0	14,200	0	0
155,266	9,295	12,483	-3,189	Total Expenses	73,475	74,870	-1,395	156,791	0	0
168,757	11,605	10,817	-788	Total Income	89,700	93,493	3,793	156,116	0	0
155,266	9,295	12,483	-3,189	Total Expenses	73,475	74,870	-1,395	156,791	0	0
13,491	2,311	-1,667	-3,977	Net surplus (deficit)	16,225	18,623	2,398	-675	0	0
				<u>Memorandum</u>						
-23,249	2,311	-1,667	-3,977	Net surplus (deficit) exc. CIL receipts	-6,613	-4,234	2,379	-23,513	0	0

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

Date	Committee	Beneficiary	Description	Category	Total Amount (inc. VAT)	Unrecoverable VAT
Payments previously authorised:						
22/09/2017	FAR	Came & Company	Insurance	FAR	£ 3,843.84	£ -
18/09/2017	R&A	Colour Graphics	Everlsey Park Defibrillator Plaque	R&A	£ 30.54	£ -
02/10/2017	THMC	Rentokil	Pest control	THMC	£ 72.00	£ -
				Total:	£ 3,946.38	£ -
Payments to be authorised:						
12/10/2017	FAR	Viking Direct	Stamps/stationary	FAR	£ 82.95	£ -
12/10/2017	FAR	Hampshire Association of Local Councils	Clerk training	FAR	£ 90.00	£ -
12/10/2017	P&H	Hampshire Association of Local Councils	Clerk/Councillor training	P&H	£ 96.00	£ -
12/10/2017	R&A	Environmental Hygiene Services	Shelter cleaning	R&A	£ 84.00	£ -
12/10/2017	FAR	Hampshire County Council	Stationary	FAR	£ 16.32	£ -
12/10/2017	R&A	Play Inspection Company	Annual inspection	R&A	£ 432.00	£ -
12/10/2017	FAR	TLC Online	Website maintenance September	FAR	£ 20.00	£ -
12/10/2017	FAR	Plastic ID	Name badges	FAR	£ 36.00	£ -
12/10/2017	R&A	ALB Electrical	Installation of 1x Defibrillator Storage Unit	R&A	£ 317.88	£ -
12/10/2017	FAR	BDO	External Audit charge	FAR	£ 480.00	£ -

12/10/2017	R&A	HAGS SMP	Swing repair items	R&A	£	177.60	£	-
12/10/2017	R&A	IDVerde	Dog Bin July - Sep	R&A	£	1,559.38	£	-
12/10/2017	FAR	Box-it	Document Storage	FAR	£	31.28	£	-
12/10/2017	FAR	K McCleery	Printer cartridge	FAR	£	22.91	£	-
12/10/2017	FAR	N McCleery	Printer cartridge	FAR	£	20.62	£	-
12/10/2017	FAR	C Read	Refreshments, Postage & Keys	FAR	£	21.91	£	-
12/10/2017	FAR	M Taylor	Printer cartridge	FAR	£	10.00	£	-
31/08/2017	TH	A Reeves	Timer	THMC	£	7.98	£	-
				Total:	£	3,506.83	£	-

Direct Debits / Standing Orders

05/09/2017	TH	Business Stream Ltd.	Water supply (monthly)	THMC	£	24.60	£	-
06/09/2017	FAR	BT	IBP Hosting	FAR	£	17.99	£	-
15/09/2017	FAR	Information Commissioner's Office	Annual Registration	FAR	£	35.00	£	-
07/09/2017	TH	E.On Electricity	Tubbs Hall electricity supply (monthly)	Electricity	£	63.91	£	-
18/09/2017	FAR	SAGE	Accounting software (monthly)	Computer software	£	33.00	£	-
07/09/2017	TH	E.On Gas	Tubbs Hall gas supply (monthly)	Gas	£	28.56	£	-
27/09/2017	R&A	Green Smile Ltd.	Grounds maintenance contract (monthly)	Grounds maintenance contract	£	3,239.25	£	-
26/09/2017	THMC	PHS	Sanitary charge	THMC	£	88.08		
29/09/2017	FAR	Plusnet	Internet & telephone (monthly)	Telephone & broadband	£	50.64	£	-
18/09/2017	THMC	Biffa	Waste collection	THMC	£	136.50	£	-
				Total:	£	3,717.53	£	-

Salary Costs							
25/09/2017	FAR	Staff	Net Wages (net of PAYE & NI)	Clerks Salaries	£	2,295.24	£ -
18/09/2017	FAR	HMRC	PAYE (see above)	PAYE	£	116.20	£ -
18/09/2017	FAR	HMRC	National Insurance (see above)	Employers NI	£	285.87	£ -
18/09/2017	FAR	Pensions	(Paid by EKS Accounting)	Employers Pension	£	433.85	£ -
Total:					£	3,131.16	£ -

Payments from Procurement Cards							
<i>Chris Read</i>							
20/09/2017	THMC	Screwfix	Trunking		£	19.14	£ -
18/09/2017	THMC	Pixley	Key Rings		£	4.99	£ -
18/09/2017	FAR	Amazon	Monitor arms		£	57.98	£ -
26/09/2017	THMC	Card Network	Additional key fobs		£	31.80	£ -
27/09/2017	THMC	Novatech	Monitor & PC parts		£	180.64	£ -
29/09/2017	FAR	Land Registry	Deed search		£	6.00	£ -
Total:					£	300.55	£-

Bank Fees & Interest Charges	
Period	Total Fees
Sep-17	£ 32.10
Card Fees	
Sep-17	£ 4.68

Committees	
R&A	Recreation & Amenities
FAR	Finance, Administration &
P&H	Planning & Highways