

Kings Worthy Parish Council

**Minutes of the Finance, Administration & Remuneration committee meeting
held on Tuesday, 14 July 2020 at 19:30
Due to COVID-19 this meeting was held electronically via Zoom**

Chair of the meeting:	Clerk(s):
CLLr Stewart Newell	Christopher Read & Lucia Foster-Found

Attendees:	Apologies:
CLLr Signe Biddle CLLr Ian Gordon CLLr Emily Fish	None

Members of the public:	
	None

F/20/069 – Public question time

None.

F/20/070 – Agree and sign the minutes of the meeting held on the 09 June 2020

The minutes were agreed as a true record of the meeting and it was agreed that the Chair will sign the minutes after the meeting via the post.

F/20/071 – Matters arising from the meeting held on the 09 June 2020

None.

F/20/072 – Proposed new expenditure for Finance approval

Grants –

Terracycle – The applicant gave a short presentation to Councillors about the terracycle initiative and the local program. The grant requested was for £589.00 to cover the cost of storage bins for the various recycled items so that the necessary weight can be collected for sending off to Terracycle. It was unanimously agreed to grant £589.00. Due to COVID-19 the Terracycle program is currently not operating and the Clerks will liaise with the applicant when the program restarts, to allow payment of the grant.

Citizen’s Advice Bureau (CAB) – A request had been received from the Winchester branch of CAB for £1,000.00 towards the cost of running the service. They had provided assistance to 110 clients from Kings Worthy in the previous financial year, with 400 different issues. It was unanimously agreed to grant £750.00.

Planning and Highways (P&H) – None.

Finance, Administration & Remuneration (FAR) – None.

Recreation and Amenities (R&A) –

COVID-19 signage – It was agreed for R&A spend £1,400.00 from the play area maintenance budget on installing new COVID-19 guidance signs to allow the play areas to re-open.

Height Restrictor Barrier – It was agreed to proceed with R&A's recommendation to proceed with a custom height restrictor barrier at a cost of £1,674.00 for the barrier and £1,500.00 for the groundworks and installation. One of the 3 companies that quoted were not willing to provide a quotation for installation and groundworks due to their geographical location. Given the importance of getting this installed before the summer to prevent further traveller encampments, it was agreed to proceed with the recommendation.

Disinfection of bins – It was agreed to proceed with R&A's recommendation to have the bins disinfected weekly by our grounds maintenance contactors at a cost of £45 per week, for 12 weeks at which point it will be reviewed.

Communications – None.

F/20/073 – Review of fees and charges

Football pitch and hiring fees – It was agreed to increase the football and other hiring fees by 2%, rounded to the nearest pound.

Burial Ground fees – Members had been provided with income and expenditure figures for the Burial Ground, average over 7-years. Based on these figures, it was agreed to raise the fees by 10% and look at setting up a reserve for Burial Ground capital expenditure.

F/20/074 – To receive the statement of accounts and management reports for period ended 30 June 2020 (see attached)

The Clerk/RFO gave a presentation of the accounts for the month ending 30 June 2020 . This included showing the balance sheet, bank reconciliations and bank data.

Current position – The Clerk highlighted spend in June had been low due to COVID-19. The payment from the Parish Council's insurers for the eviction of traveller in August had been received.

It was agreed that the Chair will sign the accounts after the meeting via the post.

F/20/075 – Remuneration and Staffing

None.

F/20/076 – Tubbs Hall Landlord's Responsibilities

Recharge of building rent – It was agreed to discuss the recharging of rent with Tubbs Hall Management Committee when reviewing the new sub-lease.

Action

To be actioned by: Target date:

Meet with Tubbs Hall Management Committee to discuss the new sub-lease.

Clerk / Cllr Newell

ASAP

F/20/077 – Legal issues

[Legal advice for Ramsay Road land dispute](#) – The Clerk and Cllr Newell had met with the landowners and provisionally agreed a revised boundary for the fence line to be moved to. This was agreed by committee members. The Clerk noted that on the same day of the meeting our solicitors had provided some preliminary generic advice on the potential courses of action available. This advice can be used for future boundary enquiries.

F/20/078 – RFO/Clerk's Notices

[Email from Hampshire Climate Action Network](#) – An email had been received requesting that the Parish Council write to our pension fund to ask them to divest the fossil fuel industry. The email stated that there were currently an estimated £77 million invested by Hampshire Pension Fund in said industry. The Clerk noted that the pension fund is currently valued at over £7 billion (as at 2018/19).

Councillors did feel it was appropriate for the Parish Council to make such a request and this kind of decision should be made by the individuals in the scheme, particularly as the ramifications of this change are not known.

F/20/079 – Chairman's Notices

None.

F/20/080 – Authorise Payments Listing (see attached)

Members were given a copy of the listing and the payments were authorised.

F/20/081 – Items for discussion at the next meeting on the 14 July 2020

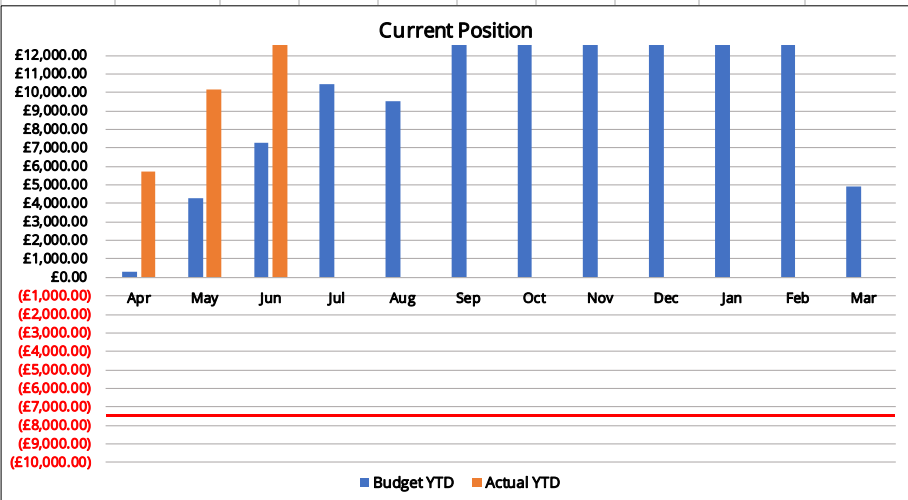
None.

Meeting Closed:

20:34.

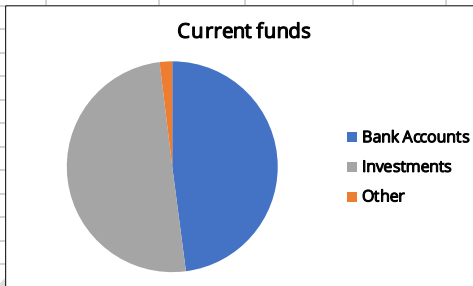
Signed:

Date:

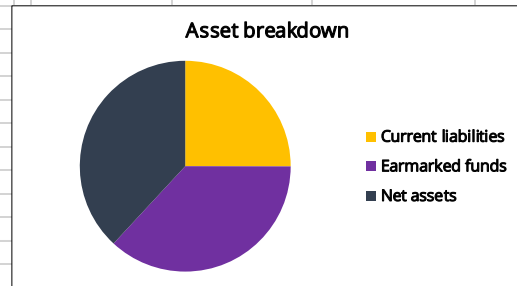


Note - Values above £0.00 constitute a surplus, those below £0.00 constitute a deficit.

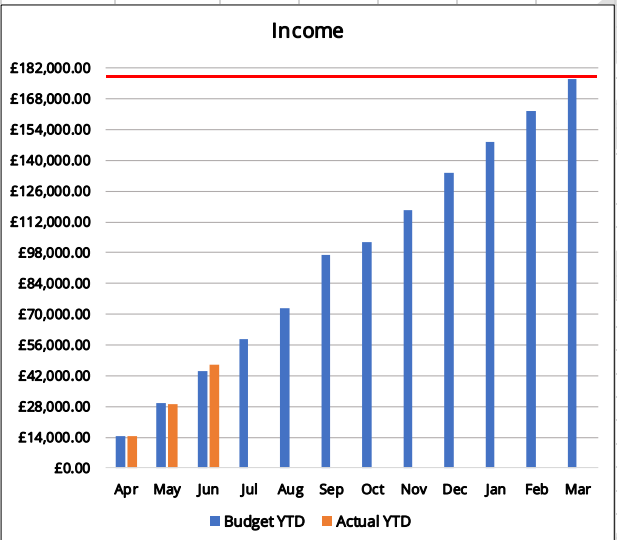
Budget YTD	This is the budgeted target for variance by that date.
Actual YTD	This is the actual variance accumulated by that date.
Red Line	Annual budget for variance



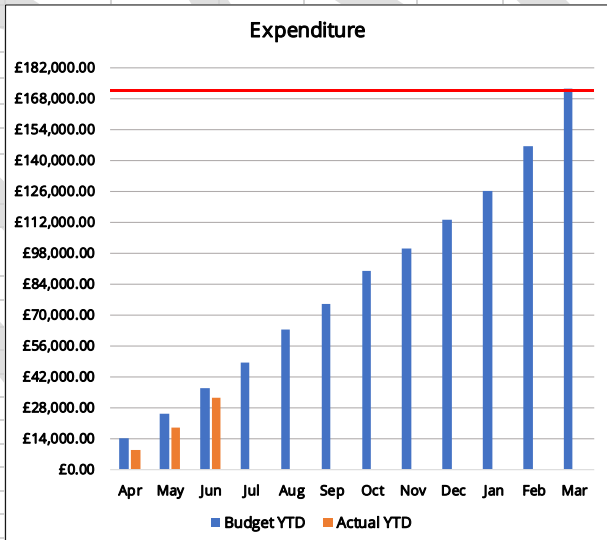
Bank Accounts	Money held in our current & direct access reserve accounts.
Investments	Money held in fixed term deposits with restricted access.
Other	Money held on our procurement card, owed to us or we have prepaid.



Current Liabilities	Money that has been allocated for example income received on account.
Earmarked funds	Pots of money that is earmarked for a specific purpose such as CIL.
Net Assets	Remaining assets after the liabilities and earmarked funds are removed.



Budget YTD	This is the budgeted target for total income by that date
Actual YTD	This is the actual total income received by that date
Red Line	Annual budget for income



Budget YTD	This is the budgeted target for total income by that date
Actual YTD	This is the actual total income received by that date
Red Line	Annual budget for expenditure

Management Accounts for the period ending 30th June 2020

Income					2020/21 Financial Year					
	Annual Budget	Budget YTD	Actual YTD	Variance YTD						
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00						
Finance, Administration & Remuneration (inc. CIL receipts)	£214,135.02	£41,949.52	£44,777.30	£2,827.78						
Kings Worthy Community Centre	£4,181.20	£1,045.30	£328.54	-£716.76						
Planning & Highways	£0.00	£0.00	£0.00	£0.00						
Recreation & Amenities	£6,060.00	£1,263.23	£1,706.00	£442.77						
	£233,376.22	£44,258.05	£46,811.84	£2,553.79						
	£186,270.20	£44,258.05	£46,811.84	£2,553.79						
Expenditure					2020/21 Financial Year					
	Annual Budget	Budget YTD	Actual YTD	Variance YTD						
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00						
Finance, Administration & Remuneration	£73,517.28	£20,145.18	£17,475.19	£2,669.99						
Kings Worthy Community Centre	£9,685.00	£3,382.84	£2,128.44	£1,254.40						
Planning & Highways	£6,500.00	£0.00	£0.00	£0.00						
Recreation & Amenities	£81,269.00	£13,462.07	£12,766.12	£695.95						
	£179,971.28	£36,990.09	£32,369.75	£4,620.34						
Position - Actual (excluding transfer to play area reserve)										
Net Surplus / Deficit	£6,298.92	£7,267.96	£14,442.09	£7,174.13						
Transfer to play area maintenance reserve at 30/04/2020				£10,000.00						
Memorandum - Revised Position (including transfer to play area)										
Net Surplus / Deficit	-£3,701.08	-£2,732.04	£4,442.09	£7,174.13						
					Balance Sheet					
					Bank Accounts					
					Unity Trust Bank Current Account					£14,042.79
					Unity Trust Tailored Deposit Account					£71,985.08
					Sub-Total:					£86,027.87
					Investments/Deposits					
					Hampshire Trust Bank Variable (45 day notice)					£42,313.17
					Hampshire Trust Bank Variable (90 day notice)					£42,686.83
					United Trust Bank Variable (100 day notice)					£5,000.00
					Sub-Total:					£90,000.00
					Other					
					B4B Procurement Card					£177.04
					Debtors					£3,279.15
					Prepayments					£0.00
					Sub-Total:					£3,456.19
					Total Current Assets:					£179,484.06
					Current Liabilities					
					Trade Creditors					£4,620.82
					Retentions					£377.20
					Received on Account (inc. Precept)					£41,144.74
					PAYE Payments Due					£251.20
					NI Payments Due					£509.86
					Pension Payments Due					£839.09
					VAT to be Paid					(£1.58)
					VAT to be Reclaimed					(£2,817.03)
					VAT that has been Reclaimed but not received					£0.00
					Total Current Liabilities:					£44,924.30
					Current Assets Minus Liabilities:					£134,559.76
					Earmarked Funds in Reserve					
					Church Green Reserve					£10,370.49
					Play area maintenance reserve					£24,053.22
					CIL Reserve					£31,746.75
					Total Current Liabilities:					£66,170.46
					Net Assets					
					Profit & Loss Accounts Brought Forward					£12,582.28
					General Reserves (inc. £7,364.59) for tree works)					£41,364.93
					Profit & Loss Year to Date					£14,442.09
					Total Net Assets:					£68,389.30

Payment Authorisation Listing - for July 2020 meeting

Payments previously authorised on the bank (paid to meet payment deadlines)

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
					Total:	£ - £ -
Payments to be authorised						
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
01/06/2020	FAR	EKS Accounting	Year end payroll services	Accountancy, Book keeping and Payroll	£ 60.00	£ -
12/06/2020	R&A	Environmental Hygiene Services	Cleaning of 6x bus shelters	Shelters	£ 72.00	£ -
20/06/2020	FAR	Viking	Printer cartridges, letter tray and large letter stamps	Printing / Miscellaneous Expenditure / Postage and Carriage	£ 101.51	£ -
23/06/2020	FAR	Worthys Youth Football Club	Roll on goals contribution	Grants to village organisations	£ 1,380.00	£ -
23/06/2020	R&A	ID Verde Ltd	Emptying of 12x dog bins (01/04/20 - 30/06/20)	Dog Bins	£ 1,336.61	£ -
30/06/2020	FAR	BOX-IT UK Limited	Storage of 24 boxes (01/07/20 - 30/09/20)	Document Storage	£ 40.80	£ -
30/06/2020	R&A	Fenland Lesiure Products Ltd	Rubber mulch, resin/binder and cleaning gel	Playground Maintenance	£ 1,474.80	£ -
30/06/2020	R&A	Plane Arboriculture Ltd	Site investigation and preparation of an arboricultural report	Tree Works	£ 280.00	£ -
10/07/2020	R&A	Fenland Lesiure Products Ltd	Rubber mulch, resin/binder and primer	Playground Maintenance	£ 715.20	£ -
10/07/2020	R&A	John Dollin Printing Services Ltd	Dibond COVID-19 play area signs	Playground Maintenance	£ 763.20	£ -
13/07/2020	FAR	EKS Accounting	Payroll services (April- June 2020)	Accountancy, Book keeping and Payroll	£ 72.00	£ -
14/07/2020	FAR	Amazon EU	A3 paper trimmer	Miscellaneous Expenditure	£ 34.31	£ -
					Total (all):	£ 6,330.43 £ -
Direct Debits & Standing Orders						
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
01/06/2020	FAR (KWCC)	EDF Energy	Gas -Tubbs Hall	Gas	£ 66.00	£ -
05/06/2020	FAR (KWCC)	Business Stream	Water rates for Kings Worthy Community Centre (monthly)	Water Rates - Tubbs Hall	£ 21.00	£ -
10/06/2020	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£ 57.77	£ -
15/06/2020	FAR	TLC Online	Website support and maintenance services	Website/Email Expenses	£ 20.00	£ -
15/06/2020	FAR (KWCC)	Winchester City Council	Business rates for Parish Office	Business Rates - Tubbs Hall	£ 61.00	£ -
15/06/2020	FAR (KWCC)	British Gas Lite	Electricity for Kings Worthy Community Centre	Electricity	£ 26.09	£ -
16/06/2020	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£ 26.40	£ -
22/06/2020	FAR (KWCC)	Biffa	Waste collection charges for Kings Worthy Community Centre	Waste Collection charges	£ 185.01	£ -
22/06/2020	FAR (KWCC)	Rentokil	Pest control services for Kings Worthy Community Centre	Pest Control	£ 87.96	£ -
29/06/2020	R&A	Green Smile Ltd	Grounds maintenance service	Grounds maintenance	£ 3,594.00	£ -
					Total:	£ 4,145.23 £ -
Remuneration Costs						
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
24/07/2020	FAR	C Read	Salary	Employee Wages and Salaries	£ 1,847.42	£ -
24/07/2020	FAR	Lucia Foster Found	Salary	Employee Wages and Salaries	£ 950.92	£ -
19/08/2020	FAR	HMRC	National Insurance	NI	£ 509.86	£ -
19/08/2020	FAR	HMRC	PAYE	PAYE	£ 251.20	£ -
19/08/2020	FAR	Hampshire County Council	Pensions	Pensions	£ 877.56	£ -
					Total:	£ 4,436.96 £ -
Procurement Card Payments (Total includes transaction fees)						
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
02/06/2020	FAR	GiffGaff	Monthly calls, text and data package for emergency mobile	Miscellaneous Expenditure	£ 6.00	£ -
02/06/2020	FAR	GiffGaff	Monthly calls, text and data package for office mobile	Miscellaneous Expenditure	£ 6.00	£ -
02/06/2020	FAR	Lloyds Bank	Monthly card charges	Bank Charges and Interest	£ 6.00	£ -
02/06/2020	FAR	Zoom Video Communications Inc.	Monthly subscription for Standary Pro service	Computer Software	£ 11.99	£ -
					Total:	£ 29.99 £ -
Committees:	FAR	Finance, Administration & Remuneration (KWCC= Kings Worthy Community Centre)				
	PC	Parish Council				
	P&H	Planning & Highways				
	R&A	Recreation & Amenities				