

**Minutes of the Finance, Administration & Remuneration committee meeting
held on Tuesday, 08 December 2020 at 19:30
Due to COVID-19 this meeting was held electronically via Zoom**

Attendees

Councillors Stewart Newell (Chair), Emily Fish, and Matthew Miller-Hall.

Clerk(s) Christopher Read (Clerk) & Lucia Foster-Found (Assistant Clerk)

Apologies

Ian Gordon (Vice-Chair), Signe Biddle,

Members of the public

None.

F/20/131 – Public question time

None.

F/20/132 – Agree and sign the minutes of the meeting held on the 10 November 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/20/133 – Matter arising from the meeting held on the 10 November 2020

None.

**F/20/134 – Proposed new expenditure for Finance approval
Planning and Highways (P&H) –**

None

Finance, Administration & Remuneration (FAR) –

Broadband for Kings Worthy Community Centre – It was agreed for the Clerk to renegotiate the phone and broadband cost, assuming a similar or lesser cost can be obtained.

Flush of radiators in Kings Worthy Community Centre – Following the installation of the new boiler, some of the radiators are not working correctly. It has been recommended to proceed with a power flush of the whole system at a cost of £866.67.

Recreation and Amenities (R&A) –

None.

Communications –

None. It was noted that Winchester City Council will pay the additional costs for the flyer that they wish to include with the Parish Council Newsletter.

Grants –

Football related grant application by volunteer helper for funds for Worthys FC still being considered – awaiting specifics on how the grant money would be spent.

F/20/135 – To receive the statement of accounts and management reports for the period ended 30 November 2020 (see attached) including authorisation of payments

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

- CIL Report for 2018/19 & 2019/20 – Councillors were happy with the drafted CIL reports for 2018/19 and 2019/20. These will be placed on the website and shared with Winchester City Council.
- Additional bank accounts – It was agreed that as these accounts can only be paid back into the Parish Council's bank accounts, which has triple authority requirements, that changes can be made to the new deposits via single signatory.

Action: Clerk and Chair of Finance to be signatories on the new deposit accounts.

- VAT on traveler insurance reclaim – It was agreed to obtain advice from HALC regarding the VAT on the invoices paid for the removal of travelers now that the insurance payments have been received.

Action: HALC to be consulted regarding VAT and check that this is correct.

- Authorise Payment Listing (see attached) – Members reviewed a list of payments due and authorised them for payment.

F/20/136 – To consider the draft forecast outturn (2020/21) and draft budget (2021/22)

Members reviewed the draft outturn and budget.

Proposed increase in Precept was agreed in principle.

Action: Proposal for increase in Precept to go to full Parish Council.

It was confirmed that R&A were happy with the minor changes made at the last meeting, although a Councillor had expressed reservations regarding the proposed increase in the maintenance contract hourly rate.

It was agreed to accept WCC proposal to make CIL payments in 2 stages.

Clerk informed Councillors that the required audit documentation had been published to the website, including the external audit report.

F/20/137 – Remuneration and Staffing

Pensions data request – Following new McCloud data rules, pension information from as far back as 2014 has been requested from the pension provider. As this information is prepared by our payroll provider, it was agreed to ask them for price to complete this work.

Action: Obtain price from E.K.S. Accounting for preparing the information above.

Staffing working group - Matthew Miller-Hall agreed to meet with our HR Services, alongside the Chair and Clerk.

Action: Arrange meeting as above.

Accumulated time in-lieu – It was agreed to pay the Clerk 25 hours of Time-in lieu accrued over the last few months. This is instead of the purchase of 7 days holiday that was previously agreed.

Action: Arrange for payment of above.

Annual leave approval – The Clerk had requested to take annual leave on:

1st – 5th February 2021 and also 23rd – 26th March. All agreed.

F/20/138 – Tubbs Hall – landlord’s responsibilities

Sub Lease on Tubbs Hall – All agreed for this lease to be sent to WCC and with a change to 50:50 on costs relating to heating repairs.

Action: Send to the sub-lease to WCC for approval.

F/20/139 – Legal issues

Vandalism – Perpetrators have been identified.

Action: Report to be drafted and sent to the Police with Cllrs Gordon and Miller-Hall’s input.

F/20/140 – RFO/Clerk’s notices

None.

F/20/141 – Chairman’s notices

None.

F/20/142 – Items for discussion at the next meeting on the 13 January 2021

None.

Meeting Closed at 20:35.

Signed:

Date:

Management Accounts for the period ending 30th November 2020 (including precept recommendation)

Income

| Department/committee | Annual Budget | Budget Year to Date | Actual Year to Date | Variance Year to Date | 2020/21 Forecast Outturn | 2021/22 Budget |
|--|--------------------|---------------------|---------------------|-----------------------|--------------------------|--------------------|
| Neighbourhood Plan | £9,000.00 | £0.00 | £0.00 | £0.00 | £0.00 | £9,000.00 |
| Finance, Administration & Remuneration (inc. CIL receipts) | £214,135.02 | £111,872.88 | £124,155.96 | £12,283.08 | £205,025.46 | £178,978.59 |
| Kings Worthy Community Centre | £4,181.20 | £2,787.47 | £1,243.54 | -£1,543.93 | £5,553.91 | £4,280.88 |
| Planning & Highways | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Recreation & Amenities | £6,060.00 | £2,547.78 | £2,813.00 | £265.22 | £4,393.33 | £5,560.00 |
| Totals: | £233,376.22 | £117,208.13 | £128,212.50 | £11,004.37 | £214,972.69 | £197,819.47 |

Expenditure

| Department/committee | Annual Budget | Budget Year to Date | Actual Year to Date | Variance Year to Date | 2020/21 Forecast Outturn | 2021/22 Budget |
|--|--------------------|---------------------|---------------------|-----------------------|--------------------------|--------------------|
| Neighbourhood Plan | £9,000.00 | £0.00 | £0.00 | £0.00 | £0.00 | £9,000.00 |
| Finance, Administration & Remuneration | £73,517.28 | £51,334.42 | £53,651.63 | -£2,317.21 | £79,571.30 | £78,211.69 |
| Kings Worthy Community Centre | £9,685.00 | £6,798.47 | £5,370.50 | £1,427.97 | £10,797.85 | £10,081.47 |
| Planning & Highways | £6,500.00 | £2,980.37 | £0.00 | £2,980.37 | £7,376.95 | £7,175.00 |
| Recreation & Amenities | £81,269.00 | £37,579.03 | £42,391.98 | -£4,812.95 | £78,692.34 | £74,513.29 |
| Totals: | £179,971.28 | £98,692.28 | £101,414.11 | -£2,721.83 | £176,438.44 | £178,981.45 |

| | Annual Budget | Budget Year to Date | Actual Year to Date | Variance Year to Date | 2020/21 Forecast Outturn | 2021/22 Budget |
|--------------------------------------|-------------------|---------------------|---------------------|-----------------------|--------------------------|-------------------|
| Actual Year to Date Position: | £53,404.94 | £18,515.85 | £26,798.39 | £8,282.54 | £38,534.25 | £18,838.02 |

Memorandum position - Excluding CIL receipts only

| | Annual Budget | Budget Year to Date | Actual Year to Date | Variance Year to Date | 2020/21 Forecast Outturn | 2021/22 Budget |
|---|------------------|---------------------|---------------------|-----------------------|--------------------------|------------------|
| Revised Position (excluding CIL receipts): | £6,298.92 | £18,515.85 | £18,586.74 | £70.89 | £4,312.75 | £5,953.51 |

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|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Play area reserve transfer | £10,000.00 | £10,000.00 | £10,000.00 | £10,000.00 | £10,000.00 | £10,000.00 |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|

Final memorandum position - Excluding CIL receipts and including play area reserve transfer

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|----------------------------------|-------------------|------------------|------------------|---------------|-------------------|-------------------|
| Final memorandum position | -£3,701.08 | £8,515.85 | £8,586.74 | £70.89 | -£5,687.25 | -£4,046.49 |
|----------------------------------|-------------------|------------------|------------------|---------------|-------------------|-------------------|

Precept required for balanced budget: £164,497.53

Forecast net asset level at the end of 2020/21: £56,242.56

Balance Sheet for period ending 30th November 2020

| Bank Accounts | |
|--------------------------------------|--------------------|
| Unity Trust Bank Current Account | £16,662.07 |
| Unity Trust Tailored Deposit Account | £103,956.34 |
| Sub-Total: | £128,225.05 |

| 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 | £1.44 |
| Debtors | £609.41 |
| Prepayments | £31.00 |
| Sub-Total: | £641.85 |

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|------------------------------|--------------------|
| Total Current Assets: | £211,260.26 |
|------------------------------|--------------------|

| Current Liabilities | |
|--|-------------------|
| Trade Creditors | £3,922.65 |
| Retentions | £377.20 |
| Received on Account (inc. Precept) | £68,574.56 |
| PAYE Payments Due | £251.40 |
| NI Payments Due | £509.86 |
| Pension Payments Due | £877.56 |
| VAT to be Paid | -£15.87 |
| VAT to be Reclaimed | -£1,317.72 |
| VAT that has been Reclaimed but not received | -£4,213.25 |
| Total Current Liabilities: | £68,966.39 |

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|--|--------------------|
| Current Assets Minus Liabilities: | £142,293.87 |
|--|--------------------|

| Earmarked Funds in Reserve | |
|-----------------------------------|-------------------|
| Church Green Reserve | £9,172.49 |
| Play area maintenance reserve | £24,053.22 |
| CIL Reserve | £31,746.75 |
| Total Current Liabilities: | £64,972.46 |

| Net Assets | |
|---|-------------------|
| Profit & Loss Accounts Brought Forward | £12,582.28 |
| General Reserves (inc. £7,364.59) for tree works) | £42,562.93 |
| Profit & Loss Year to Date | £22,176.20 |
| Total Net Assets: | £77,321.41 |

Payment Authorisation Listing – December 2020

Committees:

FAR = Finance, Administration & Remuneration

KWCC = Kings Worthy Community Centre

PC = Parish Council

P&H = Planning & Highways

R&A = Recreation & Amenities

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

| Date | Committee | Beneficiary | Description | Category | Total (Inc. VAT) | Unrecoverable VAT |
|------------|------------|---------------------------|---|-------------------------------------|------------------|-------------------|
| 24/11/2020 | R&A | Hillier Nurseries Ltd | Plants and bulbs for burial ground | Burial Ground - General Maintenance | £250.02 | - |
| 30/11/2020 | FAR (KWCC) | 1A Autoheat Ltd (GasCare) | 50% deposit for gas boiler installation | Heating Repairs | £1,694.00 | - |
| | | | | Total (all): | £1,944.02 | £0.00 |

Payments to be authorised

| Date | Committee | Beneficiary | Description | Category | Total (Inc. VAT) | Unrecoverable VAT |
|------------|------------|--|--|-------------------------------------|------------------|-------------------|
| 22/09/2020 | R&A | Environmental Hygiene Services | Cleaning of bus shelters | Shelters | £72.00 | - |
| 14/10/2020 | FAR | Spigen Korea Co Ltd | Mobile phone case | Miscellaneous Expenditure | £9.99 | - |
| 19/10/2020 | FAR | Amazon EU | Key cabinet | Miscellaneous Expenditure | £36.63 | - |
| 06/11/2020 | FAR | Konica Minolta Business Solutions (UK) Ltd | Copier rental (07/11/20 - 06/02/21) | Printing | £76.07 | - |
| 10/11/2020 | FAR (KWCC) | 1A Autoheat Ltd (GasCare) | Boiler Service (stopped due to fault that required repair) | Heating Repairs | £82.00 | - |
| 19/11/2020 | R&A | Worthy Tree Care | Removal of deadwood of large ash tree with TPO (Kim Bishop Walk) | Tree works | £135.00 | - |
| 19/11/2020 | FAR | Amazon EU | PC headset for zoom meetings | Small Office Equipment (under £100) | £29.99 | - |

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|------------|------------|---------------------------------|--|--|-----------|---|
| 20/11/2020 | FAR | PKF Littlejohn | External audit fee (2019/20) | External Auditor Fees | £480.00 | - |
| 24/11/2020 | FAR | Worthys Conservation Volunteers | Grant towards the cost of public liability insurance and a new brushcutter | Grants to Village Organisations | £500.00 | - |
| 25/11/2020 | FAR | Amazon EU | Pack of A4 cut flush folders | Stationery | £9.94 | - |
| 27/11/2020 | FAR | Amazon EU | Marker pen and post-it notes | Stationery | £15.07 | - |
| 27/11/2020 | FAR | Amazon EU | Hand sanitiser gel | Miscellaneous Expenditure | £4.25 | - |
| 30/11/2020 | FAR (KWCC) | Christopher Read | Expenses reclaim (Gas check and safety certificate) | Heating Repairs | £180.00 | - |
| 02/12/2020 | R&A | Worthy Tree Care | Removal of deadwood at Hinton Fields | Tree works | £187.50 | - |
| 03/12/2020 | FAR (KWCC) | 1A Autoheat Ltd (GasCare) | 50% deposit for gas boiler installation | Heating Repairs | £1,694.00 | - |
| 04/12/2020 | FAR | Victim Support | Grant towards the cost of personal protection items provided free of charge to victims | Grants to Village Organisations | £200.00 | - |
| 04/12/2020 | R&A | Charlotte Smith | Expenses reclaim (bulbs for the burial ground) | Burial Ground - General Maintenance | £16.50 | - |
| 04/12/2020 | R&A | M.R.S. Services | Fence of the mound at Fraser Road and ensure it stays up | Open Spaces Maintenance | £85.00 | - |
| 04/12/2020 | R&A | M.R.S. Services | Remove weeds and spread grass seed | Open Spaces Maintenance | £143.99 | - |
| 04/12/2020 | R&A | M.R.S. Services | Install COVID-19 signs (including new posts) | Open Spaces Maintenance | £730.65 | - |
| 04/12/2020 | R&A | M.R.S. Services | Board up play area tunnels to reduce COVID-19 transmission | Play Area Maintenance | £136.78 | - |
| 04/12/2020 | R&A | M.R.S. Services | Block entrance to Church Green with bulk bags of sand | Maintenance Technician - general repairs | £173.40 | - |
| 04/12/2020 | R&A | M.R.S. Services | Replace 2x wooden dragons teeth at Eversley Park | Maintenance Technician - general repairs | £117.50 | - |

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| 04/12/2020 | R&A | M.R.S. Services | Supply sleepers to allow entrance to Eversley Park to be blocked off | Maintenance Technician - general repairs | £53.00 | - |
| 04/12/2020 | R&A | M.R.S. Services | Remove, clean and turn over seat on Tug Boat at Fraser Road play area | Play Area Maintenance | £25.00 | - |
| 27/11/2020 | FAR | Amazon EU | Marker pen and post-it notes | Stationery | £15.07 | - |
| 27/11/2020 | FAR | Amazon EU | Hand sanitiser gel | Miscellaneous Expenditure | £4.25 | - |
| 30/11/2020 | FAR (KWCC) | Christopher Read | Expenses reclaim (Gas check and safety certificate) | Heating Repairs | £180.00 | - |
| 06/12/2020 | R&A | M.R.S. Services | Monthly inspections (September 2020) | Maintenance Technician - general repairs | £236.50 | - |
| 06/12/2020 | R&A | M.R.S. Services | Change battery on speed sign | Maintenance Technician - general repairs | £22.00 | - |
| 06/12/2020 | R&A | M.R.S. Services | Collect padlock and fit on post at Hinton Park | Maintenance Technician - general repairs | £53.98 | - |
| 06/12/2020 | R&A | M.R.S. Services | Attend Fraser Road play area to check broken equipment. Sharp edges removed and made safe to use | Play Area Maintenance | £11.00 | - |
| 06/12/2020 | R&A | M.R.S. Services | Move 1 bulk bag of sand at Church Green for tree contractors | Maintenance Technician - general repairs | £16.50 | - |
| 06/12/2020 | R&A | M.R.S. Services | Monthly inspections (October 2020) | Maintenance Technician - general repairs | £297.00 | - |
| 06/12/2020 | R&A | M.R.S. Services | Collect new external vents and fit one to the meeting room vent | Maintenance Technician - general repairs | £70.77 | - |
| 06/12/2020 | R&A | M.R.S. Services | Cut a hole in cabinet to fit on the inside of the vent to provide additional security | Maintenance Technician - general repairs | £22.00 | - |

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| 06/12/2020 | R&A | M.R.S. Services | Tie up cricket nets | Sports Equipment and Facilities | £55.00 | - |
| 06/12/2020 | R&A | M.R.S. Services | Monthly inspections (October 2020) | Maintenance Technician - general repairs | £297.00 | - |
| 06/12/2020 | R&A | M.R.S. Services | Collect new external vents and fit one to the meeting room vent | Maintenance Technician - general repairs | £70.77 | - |
| 06/12/2020 | R&A | M.R.S. Services | Cut a hole in cabinet to fit on the inside of the vent to provide additional security | Maintenance Technician - general repairs | £22.00 | - |
| 06/12/2020 | R&A | M.R.S. Services | Tie up cricket nets | Sports Equipment and Facilities | £55.00 | - |
| 06/12/2020 | R&A | M.R.S. Services | Retape adult exercise equipment (due to lockdown) and collect discarded tape | Sports Equipment and Facilities | £27.50 | - |
| 06/12/2020 | R&A | M.R.S. Services | Repair to the three-cycle roundabout (dismantle to make safe) | Play Area Maintenance | £100.00 | - |
| 06/12/2020 | R&A | M.R.S. Services | Retape cross bar with large bolts and refit cycle | Play Area Maintenance | £80.50 | - |
| | | | | Total (all): | £6,917.78 | £0.00 |

Direct Debits & Standing Orders

| Date | Committee | Beneficiary | Description | Category | Total (Inc. VAT) | Unrecoverable VAT |
|------------|------------|-----------------|---|--------------------------|------------------|-------------------|
| 02/11/2020 | FAR (KWCC) | EDF Energy | Gas -Tubbs Hall | Gas | £87.00 | - |
| 05/11/2020 | FAR (KWCC) | Business Stream | Water rates for Kings Worthy Community Centre (monthly) | Water Rates - Tubbs Hall | £21.00 | - |
| 09/11/2020 | FAR | Freeola Ltd | Hosting and email charges (26/10/20 - 25/1/21) | Website/Email Expenses | £69.20 | - |
| 10/11/2020 | FAR (KWCC) | XLN Telecom | Phone & Broadband supply | Telephone & Broadband | £67.81 | - |
| 16/11/2020 | FAR | TLC Online | Website support and maintenance services | Website/Email Expenses | £20.00 | - |

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|------------|------------|-------------------|---|---------------------|------------------|--------------|
| 16/11/2020 | FAR | Sage Software Ltd | SAGE accounting software | Computer Software | £26.40 | - |
| 20/11/2020 | FAR (KWCC) | British Gas Lite | Electricity for Kings Worthy Community Centre | Electricity | £62.14 | - |
| 27/11/2020 | R&A | Green Smile Ltd | Grounds maintenance service | Grounds maintenance | £3,594.00 | - |
| | | | | Total: | £3,947.55 | £0.00 |

Remuneration costs

| Date | Committee | Beneficiary | Description | Category | Total (Inc. VAT) | Notes |
|------------|-----------|--------------------------|--------------------|-----------------------------|------------------|-------------------------------------|
| 23/12/2020 | FAR | C Read | Salary | Employee Wages and Salaries | £2,088.05 | Estimate Includes 25 hours overtime |
| 23/12/2020 | FAR | Lucia Foster Found | Salary | Employee Wages and Salaries | £950.92 | |
| 19/01/2020 | FAR | HMRC | National Insurance | NI | £608.38 | See above |
| 19/01/2020 | FAR | HMRC | PAYE | PAYE | £323.06 | See above |
| 19/01/2020 | FAR | Hampshire County Council | Pensions | Pensions | £974.63 | See above |
| | | | | Total: | £5,755.14 | £0.00 |

Procurement card payments

| Date | Committee | Beneficiary | Description | Category | Total (Inc. VAT) | Unrecoverable VAT |
|------------|------------|-----------------------------------|---|---------------------------|------------------|-------------------|
| 02/11/2020 | FAR | Royal British Legion Poppy Appeal | Type B Poppy Wreath | Miscellaneous Expenditure | £17.00 | - |
| 02/11/2020 | FAR | GiffGaff | Monthly goodybag of data, minutes and texts (Office Phone) | Miscellaneous Expenditure | £6.00 | - |
| 02/11/2020 | FAR | GiffGaff | Monthly goodybag of data, minutes and texts (Emergency Phone) | Miscellaneous Expenditure | £6.00 | - |
| 02/11/2020 | FAR (KWCC) | Screwfix | Locks for gents toilet and kitchen (COVID-19 safety measure) | CCTV and Security | £59.94 | - |
| 02/11/2020 | FAR | Zoom Video Communications Inc. | Standard Pro monthly subscription | Computer Software | £11.99 | - |
| 02/11/2020 | FAR | Springvale Stores | Face Masks (x50) | Miscellaneous Expenditure | £12.99 | - |

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|------------|-----|-------------------|-----------------------|---------------------------|----------------|--------------|
| 02/11/2020 | FAR | Springvale Stores | Duracell AA batteries | Miscellaneous Expenditure | £3.99 | - |
| | | | | Total: | £241.47 | £0.00 |

DRAFT