

Finance, Administration & Remuneration (FAR) Committee Meeting	
13 December 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/17/175 – Apologies for absence
None.

F/17/176– Public question time
None.

F/17/177– Agree & sign the minutes of the FAR committee meeting on 08 November 2017
The minutes were agreed as a true record of the meeting and were signed by Cllr Taylor.

F/17/178– Matters arising from the meeting held on 08 November 2017		
<p>F/17/138 – Worthys Youth Football Club – The club secretary and chairman attended a meeting and provided details of pitch use for the 2016/17 season, an invoice had been issued and payment received. The club’s committee are to consider pre-booking pitches in future and we await the outcome of the meeting. The club now has an adult team and will be advised that this team’s pitch use will be invoiced at the full rate.</p> <p>F/17/141 – Merritt Tree Services – The company have still to issue credit notes for disputed invoices and will be chased.</p> <p>F/17/164 – Skate Ledge – Headbourne Worthy had declined our request for a contribution to the cost of the skate ledge.</p> <p>F/17/171- Free use of meeting room for decoupage – A date was agreed but the session cancelled due to lack of interest</p>		
Action Items	Action by	Target
Chase Merritt Tree services for credit notes	Clerk	ASAP
Request response from Worthys YFC committee meeting	Clerk	ASAP

F/17/179– Proposed new expenditure

Planning & Highways – None.

Finance, Administration & Remuneration –none

Recreation & Amenities – none

Communications – None

Action items

none

Action by**Target****F/17/180 – To receive the statement of accounts and management reports for the period ended 30 November 2017 (see attached)**

The Clerks gave a presentation to members of the accounts for the month ending 30 November 2017.

The month's actual deficit was £348 less than budget. It was agreed that the cost of the new table tennis table and benches should be taken out of CIL, amendments will be made.

Action items

Amend coding for table tennis table and new benches to come from CIL

Action by

Clerk

Target

ASAP

F/17/181 – Budget 2018/19

The proposed budget is attached. It was recommended that R&A capital expenses should be funded from CIL.

F/17/182 – Grant applications

Victim Support request £200 for ongoing funding of their service – it was agreed to provide this grant in full.

Action Items

Grant application to be sent to Parish Council for ratification

Action by

Clerk

Target

15/1/2018

Cllr Gordon joined the meeting at this point

F/17/183 – Accounting Software

The Rialtis Business Systems package had proved too expensive, it was agreed to trial Scribe which will need to offer a simplified reporting process particularly in respect of Tubbs Hall Management Committee.

Action Items	Action by	Target
Trial Scribe for review by councillors	Clerks	30/01/2018

F/17/184– Remuneration & staffing

None.

F/17/185 – Tubbs Hall – landlord’s responsibilities

Following damage to the building caused by a delivery van the company had been contacted to organise repairs.

F/17/186 – Legal Issues

Following advice from insurers it was agreed to publish CCTV stills of the suspected arsonists

Action Items	Action by	Target
Publish CCTV still photographs	Clerks	asap

F/17/187– Clerk’s Notices

Outstanding contributions towards refreshments at the clerk’s retirement party – it was agreed to write these off.

Renewal of gas and electricity contracts in progress, quotes to be produced for the next meeting.

Action Items	Action by	Target
Write off Clerk’s retirement party contribution, as above.	Clerk	ASAP
Obtain quotes for utilities, as above.	Clerk	ASAP

F/17/188 – Chairman’s notices

A questionnaire had been received from Winchester City Council regarding our views on the reduction of the Council Tax Support Grant. The questionnaire was completed at the meeting and will be submitted to Winchester City Council.

It was agreed to appoint 2 new councillors to this committee.

F/17/189– Authorise payments listing

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

F/17/190 – Items for next meeting – 10 January 2018

None.

Meeting Closed: 11.03

Signed:		Date:	
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Kings Worthy Parish Council

Management Accounts for the period ended 30th November 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	10,219	85	Finance (inc. Precept)	104,675	110,802	6,127	145,216	150,802	133,045
5,809	183	183	0	THMC Income	1,464	3,040	1,576	2,196	3,955	6,239
5,722	525	887	362	Recreation & Amenities	5,449	3,979	-1,470	8,704	6,864	6,504
0	0	0	0	Planning & Highways	0	0	0	0	0	0
168,757	10,842	11,289	447	Total Income	111,588	117,820	6,232	156,116	161,621	145,788
				Expenditure Item/Description						
72,167	6,933	4,789	2,144	Finance	52,033	50,299	1,734	71,437	70,382	75,088
77,454	7,274	9,516	-2,242	Recreation & Amenities	49,243	52,445	-3,202	71,154	88,574	69,717
5,644	0	0	0	Planning & Highways	11,200	2,661	8,539	14,200	5,922	6,250
155,266	14,207	14,305	-99	Total Expenses	112,476	105,405	7,071	156,791	164,878	151,055
168,757	10,842	11,289	447	Total Income	111,588	117,820	6,232	156,116	161,621	145,788
155,266	14,207	14,305	-99	Total Expenses	112,476	105,405	7,071	156,791	164,878	151,055
13,491	-3,365	-3,017	348	Net surplus (deficit)	-888	12,415	13,303	-675	-3,257	-5,267
				Memorandum						
-23,249	-3,365	-3,017	348	Net surplus (deficit) exc. CIL receipts	-23,726	-10,442	13,284	-23,513	-26,114	-16,012

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	9,428	0	Precept	75,427	75,427	0.00	113,140	113,140	116,728
7,694	598	598	0	Council Tax Support Grant	4,783	4,783	0.00	7,175	7,175	3,588
448	21	193	172	Meeting Room Hire	167	556	389	250	451	400
5,809	183	183	0	THMC	1,464	3,040	1,576	2,196	3,955	6,239
882	0	0	0	Bank interest received	766	701	-65	771	701	1,335
1,152	87	0	-87	Other income, donations	695	6,479	5,784	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	10,402	85	Total Income	106,139	113,841	7,702	147,412	154,757	139,284
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	22,181	22,967	-786	33,272	33,834	34,511
6,673	567	772	-205	Employer's pension	4,538	4,202	336	6,807	5,937	6,056
2,637	192	187	5	Employer's NI	1,538	1,574	-36	2,307	2,322	2,369
345	42	0	42	Training - Clerks/Council	333	370	-37	500	570	500
123	17	0	17	Expenses -Travel/subsist.	133	57	77	200	113	150
42,783	3,591	3,676	-86	Salaries, Training. Expenses	28,724	29,169	-445	43,086	42,777	43,585
580	54	3	51	Office stationery	433	397	36	650	650	650
829	56	341	-286	Computer software	445	546	-101	668	917	1,000
0	8	0	8	Computer support	67	0	67	100	0	0
78	8	0	8	Postage and carriage	67	160	-94	100	160	150
94	7	0	7	Document storage	53	78	-25	80	104	106
308	25	0	25	Office Consumables	200	412	-212	300	412	300
592	58	0	58	Office Equip rental	467	331	136	700	686	700
1,366	8	0	8	Office capital expenditure	67	748	-682	100	748	550
1,072	19	0	19	Subs to prof bodies	874	1,025	-151	950	1,025	1,046
75	0	75	-75	Subscriptions & affiliations	75	75	0	75	75	77
0	0	0	0	Public consultations	0	0	0	100	0	250
201	13	0	13	Sundry expenses	100	292	-192	150	292	300
99	13	0	13	Events	100	71	29	150	142	150
5,294	269	420	-151	General Administration	2,948	4,135	-1,187	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	400
519	0	63	-63	Accountancy/bookkeeping	156	140	15	311	311	317
566	0	345	-345	Legal fees	500	429	71	1,000	544	1,000
0	8	0	8	Consultancy fees	67	0	67	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	3	18	Bank charges & interest	171	90	82	257	173	200
5,318	30	411	-381	Accountancy, Legal, Tax	5,105	5,916	-811	5,879	6,285	6,550
2,713	150	30	120	Grants to village org (inc. s137)	2,250	2,030	220	3,000	3,000	3,500
0	0	0	0	Election exps (earmarking)	0	0	0	0	0	3,500
-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	30	120	Grants, Other,Contingency	5,250	2,030	3,220	6,000	3,000	7,000
16,262	2,894	252	-2,642	KWCC - total expenses	10,007	9,049	957	12,349	13,109	11,174
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	6,933	4,789	-3,140	Total Expenses	52,033	50,299	1,734	71,437	70,382	73,588
Recreation & Amenities										
2016/17	Current	Current	Current	Income Item/Description	2017/2018	Actual ytd	Variance ytd	2017/2018	Forecast	2018/19
Actual (Full	Month	Month	Month		Budget ytd	(£)	(£)	Budget (£)	Outturn (£)	Budget (£)
Year) (£)	Budget (£)	Actual (£)	Variance		(£)					
			(£)							
2,533	525	734	209	Burial Ground	4,200	2,658	-1,542	6,300	3,858	4,000
1,743	0	0	0	Pitch fees	1,045	1,063	18	2,200	2,733	2,200
204	0	153	153	Communication	204	153	-51	204	153	204
100	0	0	0	Ground Fees/other	0	105	105	0	120	100
1,142	0	0	0	Grants : s106	0	0	0	0	0	0
5,722	525	887	362	Total Income	5,449	3,979	-1,470	8,704	6,864	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	21,931	21,865	66	32,897	33,167	35,940
207	0	0	0	Contract supervision (trees)	0	0	0	600	600	600
10,601	667	-106	773	Maintenance Pitch/Playgrd	5,333	2,755	2,578	8,000	11,062	6,000
5,061	430	433	-3	Dog bins	3,440	3,465	-25	5,160	5,198	5,302
1,081	0	0	0	Notice Boards & Signs	650	477	173	1,000	2,672	500
5,817	2,751	998	1,754	Seats, Tables & Shelters	3,109	1,477	1,632	3,109	2,872	1,000
380	14	0	14	Litter pickers & bins	113	0	113	170	0	170
8,498	0	950	-950	Trees	4,500	4,419	81	5,000	6,319	7,500
1,853	0	0	0	Burial Ground Capital Projects	950	251	699	950	251	500
315	8	72	-64	Burial Ground Maintenance	67	175	-109	100	103	100
7,943	625	722	-97	Maintenance Technician	5,000	3,966	1,034	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	7,237	5,769	1,468	Maintenance/Serviceing	45,126	39,502	5,624	64,551	69,426	66,702
0	0	0	0	Advertising	200	519	-319	200	819	200
888	0	0	0	Leaflets and publications	1,260	1,118	142	1,400	1,118	1,250
0	37	20	17	Website fees	292	473	-181	438	646	400
888	37	20	17	Communication Expenses	1,752	2,109	-357	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	633	-633	Fencing	0	633	-633	0	5,210	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	3,094	-3,094	Capital Projects (R&A)	1,800	3,094	-1,294	3,600	3,350	0
4,248	0	3,727	-3,727	Capital Projects (R&A)	2,365	10,834	-8,469	4,565	16,566	1,165
77,454	7,274	9,516	-2,242	Total expenses	49,243	52,445	-3,202	71,154	88,574	69,717

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	0	0	0	Street Lighting	3,000	2,661	339	6,000	5,922	6,250
0	0	0	0	Speedwatch	1,500	0	1,500	1,500		0
0	0	0	0	Cycle Chicanes	1,200	0	1,200	1,200		0
0	0	0	0	Fraser Road Parking Measures	5,500	0	5,500	5,500		0
5,644	0	0	0	Total Expenses	11,200	2,661	8,539	14,200	5,922	6,250
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	1,464	1,464	0	2,196	2,196	2,196
3,179	0	0	0	THMC - exp recharged	0	1,576	1,576	0	1,576	4,043
5,809	183	183	0	KWCC - income	1,464	3,040	1,576	2,196	3,772	6,239

				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	207	197	-10	310	295	300
993	79	76	-3	Electricity	634	613	-21	951	960	1,200
971	75	39	-36	Gas	600	414	-186	900	932	950
319	0	0	0	Rent	319	319	-0	319	319	335
172	0	0	0	Waste collection charges	611	504	-107	712	845	850
0	0	0	0	Maintenance contracts	0	0	0	0	0	0
686	37	41	4	Telephone & broadband	296	468	172	444	697	700
1,951	0	0	0	Electrical infrastructure, installations & PAT testing	0	413	413	695	553	835
2,911	0	53	53	Fire safety	321	387	66	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	217	234	17		3,108	3,435	327	4,892	6,479	5,765
				Shared Expenses (50/50)						
441	0	0	0	Repairs to entrance hall (inc. flooring)	0	18	18	0	18	0
130	5,431	0	-5,431	External doors	5,431	3,178	-2,253	5,431	3,178	260
166	0	0	0	Repairs in toilet area	255	572	317	255	1,527	3,050
47	0	0	0	Heating repairs	25	2	-23	50	2	0
784	5,431	0	-5,431		5,711	3,770	-1,941	5,736	4,725	3,310
				Capital expenditure split on individual basis (by prior agreement)						

514	0	0	0	Kitchen and equipment	0	0	0	0	0	0
2,715	0	50	50	CCTV / Security	0	140	140	90	90	92
0	0	0	0	Insurance claim excess	0	0	0	0	0	0
514	0	0	0	Capital (THMC share)	0	0	0	0	0	0
2,715	0	0	0	Capital (KWPC Share)	0	140	140	90	90	92
				THMC 100% Expenses						
764	33	0	-33	Cleaning supplies	267	67	-200	400	268	300
223	8	239	230	Repairs Internal	67	694	627	100	700	700
724	21	165	145	Other Tubbs Hall costs	167	176	9	250	10	125
0	0	0	0	Window cleaning (internal)	0	0	0	0	0	0
1,711	63	404	341		500	936	436	750	979	1,125
				PC 100% Expenses						
295	0	0	0	Rates - Business	301	284	-17	301	284	300
1,321	42	112	70	Repairs External	333	484	151	500	472	500
40	7	0	-7	Window cleaning (external)	53	0	-53	80	80	82
1,656	48	112	64		688	768	81	881	836	882
16,262	2,894	252	-2,642	KWCC - total expenses	10,007	9,049	-957	12,349	13,109	11,174
10,453	-2,711	-69	2,642	Total Net	8,543	6,010	-2,533	10,153	9,337	4,935
5,809	183	183	0	KWCC - income	1,464	3,040	1,576	2,196	3,772	6,239
7,946	171	544	373	Expenses (THMC share)	5,220	4,882	-338	6,553	3,341	6,239
8,316	157	256	99	Expenses (PC share)	4,786	4,167	-619	5,796	3,199	4,843
-2,137	12	-361	-373	KWCC cost to PC*	-3,756	-1,842	1,914	-4,357	430	0

Bank Reconciliation as at		30-Nov-17	
Bank:	Unity Trust Current 20369336		£9,950.36
	Unity Trust Tailored Deposit 20369349		£62,764.61
	Hampshire Trust Bank variable		£21,000.00
	Hampshire Trust Bank 12 month		£35,437.50
	Hampshire Trust Bank 10196472		£50,000.00
	Bread4Business **** * 2261		£67.90
	Bread4Business **** * 1588		£0.00
			<u>£179,220.37</u>
	Less u/p cheques and D/Ds:		
			£0.00
	Add u/p credits:		
		£0.00	
			£0.00
			<u>£179,220.37</u>
	Current account as per Unity Trust Bank		£9,950.36
	Less: unprocessed payments		£0.00
	Add: unrepresented credits		
	Balance as per ledger		<u>£9,950.36</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:						
13/11/2017	THMC	B FT Fire	cancellation of contract	Other premises costs Tubbs Hall	£ 197.16	£ -
				Total:	£ 197.16	£ -
Payments to be authorised:						
14/12/2017	R&A	Environment Hygeine Services	Cleaning of bus shelters	Shelters	£ 84.00	£ -
14/12/2017	FAR	TLC Online	Website and email support	Website expenses	£ 20.00	£ -
14/12/2017	R&A	MRS Services	Maintenance Services - Oct / Non	Maintenance Technican / Burial Ground maintenance	£ 1,141.04	
14/12/2017	R&A	Tees Sport	Table Tennis Table	R&A Capital	£ 1,580.87	£ -
14/12/2017	R&A	Glasdon UK	Broadview Seats	R&A Benches 5006	£ 1,000.05	£ -
14/12/2017	R&A	LAL Services	trees - Tubbs Hall & Wesley Road	trees 5008	£ 950.00	£ -
14/12/2017	FAR	Surrey Hill Solicitors	advice on maintenance contract	Legal & Professional fees	£ 414.00	£ -
14/12/2017	THMC	Autoheat	boiler maintenance contract	Repairs & Maint. Tubbs Hal	£ 240.00	£ -
14/12/2017	FAR	Get Mapping	Parish online subscription	software	£ 168.00	£ -
14/12/2017	R&A	Filcris Ltd	plastic wood for benches	Seats	£ 144.26	£ -
14/12/2017	FAR	EKS Accounting	Salary service Aug - Oct	Accountancy, book keeping, payroll	£ 75.12	£ -
14/12/2017	THMC	Firelink Ltd	refill CO2 and alarm service	Fire Safety	£ 63.19	£ -
14/12/2017	THMC	Creative Fencing	access to meeting room	CCTV and security	£ 50.00	£ -
14/12/2017	FAR	A Reeves/Microsoft	Microsoft annual subscription	Computer software	£ 113.76	£ -
14/12/2017	FAR	SLCC	annual subsc ription	Subscriptions & affiliations	£ 147.00	£ -
				Total:	£ 6,191.29	£ -
Direct Debits / Standing Orders						
03/11/2017	TH	Business Stream Ltd.	Water supply (monthly)	Water Rates - Tubbs Hall	£ 24.60	£ -
05/11/2007	TH	E.ON	Tubbs Hall gas supply (monthly)	Gas - Tubbs Hall	£ 40.81	£ -
05/11/2017	TH	E.ON	Tubbs Hall electricity supply (monthly)	Electricity - Tubbs Hall	£ 80.28	£ -
16/11/2017	FAR	SAGE	Accounting software (monthly)	Computer software	£ 33.00	£ -
27/11/2017	R&A	Green Smile Ltd.	Grounds maintenance contract (monthly)	Grounds maintenance contract	£ 3,239.25	£ -
27/11/2007	FAR	Plusnet	Internet & telephone (monthly)	Telephone & broadband	£ 49.64	£ -
				Total:	£ 3,467.58	£ -

Salary Costs							
27/11/2017	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							
<i>Chris Read</i>							
24/11/2017	R&A	amazon	gift card	Grant Kings Worthy P School	£	30.00	£ -
20/11/2017	FAR	Bitdefender	3 year IT Protection	computer software	£	208.79	£ -
							£ -
							£ -
Total:					£	238.79	£ -

Bank Fees & Interest Charges	
Period	Total Fees
Card Fees	
Nov-17	£ 1.70

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

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