

**Finance, Administration & Remuneration (FAR) Committee Meeting**

**15 February 2018 at 19:30**

**Kings Worthy Community Centre, Fraser Road, Kings Worthy**

<b>Clerk</b>	Richard Hanney and Christopher Read
<b>Chairman of the Meeting</b>	Martin Taylor
<b>Councillors</b>	Ian Gordon, Les Haswell and Sarah White
<b>Members of the Public</b>	0

**F/18/16 – Apologies for absence**

Apologies were received from Cllrs Noel McCleery, Stewart Newell and Denis Welstead.

**F/18/17 – Public question time**

None.

**F/18/18 – Agree & sign the minutes of the FAR committee meeting on 10 January 2018**

The minutes were agreed as a true record of the meeting and were signed by Cllr Taylor.

**F/18/19 – Matters arising from the meeting held on 10 January 2018**

[F/18/04 – Worthy's Youth Football Club](#) – The club are still to commence pre-booking of the pitches.

[F/18/04 – Merritt Tree Services](#) – This issue has now been resolved with the amount owed agreed. A credit note has been received for the incorrectly billed work of £4550.00.

[F/17/04 – Arson attack at Lionel Tubbs Hall](#) – Currently obtaining costs for repairs.

[F/17/185 – Damage to Tubbs Hall by goods vehicle](#) – The delivery company has agreed to pay for the damages, subject to the receipt of two quotations.

**F/18/20 – Proposed new expenditure**

[Planning & Highways](#) – None.

[Finance, Administration & Remuneration](#) – None.

[Recreation & Amenities](#) –

Inspection of the Eversley Park footpath – It was agreed to release £1,457.20 for a Geotechnical investigation of the cracks in the footpath.

Communications – None

### **F/18/21 – To receive the statement of accounts and management reports for the period ended 10 January 2018 (see attached)**

The Clerks gave a presentation to members of the accounts for the month ending 31 January 2018. The year to date figure showed a deficit of £2,292.00 against a budgeted deficit of £20,731.00.

### **F/18/22 – Budget 2018/19**

No further changes were made to the budget.

### **F/18/23 – Grant applications**

**Kings Worthy Community Shed** – A grant request had been received for £500.00 towards the cost of procuring a storage unit and tools. It was agreed to recommend to Parish Council to grant the full amount.

**St Mary's Parochial Church Council** – A grant request had been received for £1500.00 to purchase 30 new gazebos for use at the fete and by the community as needed. It was agreed to recommend to Parish Council to grant £375.00 (25%).

<b>Action Items</b>	<b>Action by</b>	<b>Target</b>
Grant application to be sent to Parish Council for ratification	Clerk	19/02/2018

### **F/18/24 – Review of Risk Register**

Members had reviewed the Risk Register and changes were proposed.

The Risk Register is to be sent to all Councillors for comments which are to be discussed at the February Parish Council meeting.

<b>Action Items</b>	<b>Action by</b>	<b>Target</b>
Send the Risk Register to all Councillors for comments at the February Parish Council meeting.	Clerk	19/02/2018

### **F/18/25 – Review of Standing Orders**

Members had reviewed the Standing Orders and changes were proposed.

The Standing orders are to be sent to all Councillors for comments which are to be discussed at the February Parish Council meeting.

<b>Action Items</b>	<b>Action by</b>	<b>Target</b>
Send the Standing Orders to all Councillors for comments at the February Parish Council meeting.	Clerk	19/02/2018

### F/18/26 – Review of Financial Regulations

Members had reviewed the Financial Regulations and changes were proposed. The Standing orders are to be sent to all Councillors for comments which are to be discussed at the February Parish Council meeting.

Action Items	Action by	Target
Send the Financial Regulations to all Councillors for comments at the February Parish Council meeting.	Clerk	19/02/2018

### F/18/27 – Accounting software

Having investigated both RBS Omega and Scribe accounting software, neither was able to produce suitable reports. The Assistant Clerk is now creating a simplified and updated management report spreadsheet, with input from Cllr Taylor.

### F/18/28 – Remuneration & staffing

None.

### F/18/29 – Tubbs Hall – landlord's responsibilities

None.

### F/18/30 – Legal Issues

Boundary of 41 Wesley Road – Cllr Gordon is to investigate this issue and resolve it as soon as possible.

Action Items	Action by	Target
Look into 41 Wesley Road boundary issue.	Cllr Gordon	ASAP

### F/18/31 – Clerk's Notices

Blooming Café – A request had been received for the usage of our committee meeting room to hold floristry classes for all ages. It was agreed to ascertain whether this would be business usage to allow an informed decision to be made on whether to charge.

Water Softener – Following severe limescale found in the hot water boiler, it was agreed to look into a water softener.

Action Items	Action by	Target
Ascertain usage type, as above.	Clerk	14/03/2018
Investigate a water softener.	Clerk	14/03/2018

### F/18/32 – Chairman's notices

None.

**F/18/33 – Authorise payments listing**

The Committee received a schedule of invoices due for payment and agreed the schedule (see attached).

**F/18/34 – Items for next meeting – 14 March 2018**

None.

Meeting Closed:	21:16.
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<b>Signed</b> :		<b>Date</b> :	
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## Kings Worthy Parish Council

### Management Accounts for the period ended 31st January 2018

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	10,048	-86	Finance (inc. Precept)	124,946	130,901	5,955	145,216	157,782	138,152
5,809	183	183	0	THMC Income	1,830	3,406	1,576	2,196	3,955	7,499
5,722	525	346	-179	Recreation & Amenities	6,499	7,123	624	8,704	6,864	6,504
0	0	0	0	Planning & Highways	0	0	0	0	0	0
<b>168,757</b>	<b>10,842</b>	<b>10,577</b>	<b>-265</b>	<b>Total Income</b>	<b>133,274</b>	<b>141,429</b>	<b>8,155</b>	<b>156,116</b>	<b>168,600</b>	<b>152,155</b>
				<u>Expenditure Item/Description</u>						
<b>72,167</b>	<b>4,218</b>	<b>4,253</b>	<b>-35</b>	<b>Finance</b>	<b>61,190</b>	<b>59,849</b>	<b>1,341</b>	<b>71,437</b>	<b>70,382</b>	<b>76,188</b>
<b>77,454</b>	<b>4,662</b>	<b>5,027</b>	<b>-365</b>	<b>Recreation &amp; Amenities</b>	<b>58,777</b>	<b>58,354</b>	<b>423</b>	<b>71,154</b>	<b>86,044</b>	<b>69,717</b>
<b>5,644</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Planning &amp; Highways</b>	<b>11,200</b>	<b>2,661</b>	<b>8,539</b>	<b>14,200</b>	<b>5,922</b>	<b>6,250</b>
<b>155,266</b>	<b>8,880</b>	<b>9,280</b>	<b>-401</b>	<b>Total Expenses</b>	<b>131,167</b>	<b>120,865</b>	<b>10,303</b>	<b>156,791</b>	<b>162,348</b>	<b>152,155</b>
168,757	10,842	10,577	-265	<b>Total Income</b>	133,274	141,429	8,155	156,116	168,600	152,155
155,266	8,880	9,280	-401	<b>Total Expenses</b>	131,167	120,865	10,303	156,791	162,348	152,155
<b>13,491</b>	<b>1,962</b>	<b>1,297</b>	<b>-665</b>	<b>Net surplus (deficit)</b>	<b>2,107</b>	<b>20,564</b>	<b>18,458</b>	<b>-675</b>	<b>6,253</b>	<b>0</b>
				<u>Memorandum</u>						
<b>-23,249</b>	<b>1,962</b>	<b>1,297</b>	<b>-665</b>	<b>Net surplus (deficit) exc. CIL receipts</b>	<b>-20,731</b>	<b>-2,292</b>	<b>18,439</b>	<b>-23,513</b>	<b>-23,584</b>	<b>0</b>

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

Date	Committee	Beneficiary	Description	Category	Total Amount (inc. VAT)	Unrecoverable VAT
<b>Payments previously authorised:</b>						
					£	-
				<b>Total:</b>	£	-
<b>Payments to be authorised:</b>						
16/02/2018	R&A	MRS Services	January work	Maintenance Technican / Burial Ground maintenance	£ 401.50	£ -
16/02/2018	FAR	HALC	GDPR and Health & safety course	Training	£ 252.00	£ -
16/02/2018	FAR	HCC	Stationery	Stationery	£ 74.52	£ -
16/02/2018	FAR & THMC	Buy Stationery	Stationery and cleaning supplies	Stationery / cleaning supplies	£ 64.65	£ -
16/02/2018	R&A	Sovereign	Grass tiles	Playground equipment	£ 100.73	£ -
16/02/2018	FAR	Victim Support	Grant	Grants to local organisations	£ 200.00	£ -
16/02/2018	FAR	Viking	Coffee and stationery	Stationery	£ 32.19	£ -
16/02/2018	R&A	Worthy plants	40 trees and shrubs	Tree works	£ 430.00	£ -
16/02/2018	R&A	Flicris	Material to fit the defibrillator at Tesco	Defibrillators	£ 54.98	£ -
16/02/2018	R&A	Merritt Tree Services	Tree works at vaious sites & flail mowing of Broadview	Tree works	£ 4,548.00	£ -
16/02/2018	FAR	R Hanney	Travel expenses	Travel & subsistance	£ 21.00	£ -
16/02/2018	FAR	J Steventon Baker	Printer ink	Stationery	£ 36.99	£ -
16/02/2018	FAR	Ian Gordon	Travel expenses	Travel & subsistance	£ 18.50	£ -
16/02/2018	FAR	Box-it	Storage	Document storage	£ 1.20	£ -
16/02/2018	FAR	EKS Accounting	Payroll service	Accountancy, book-keeping and payroll	£ 75.12	£ -
16/02/2018	R&A	Environmental Hygiene	Bus shelter cleaning	Shelters	£ 72.00	£ -
16/02/2018	R&A	MRS Services	Renovation of benches £6622.00 and the intallation 2 new benches £441.00	Seats	£ 7,063.00	£ -
				<b>Total:</b>	£ 13,446.38	£ -
<b>Direct Debits / Standing Orders</b>						
05/01/2018	TH	Business Stream Ltd.	Water supply (monthly)	Water Rates - Tubbs Hall	£ 24.60	£ -
17/01/2018	TH	E.ON	Tubbs Hall gas supply (monthly)	Gas - Tubbs Hall	£ 172.35	£ -
17/01/2018	TH	E.ON	Tubbs Hall electricity supply (monthly)	Electricity - Tubbs Hall	£ 132.91	£ -
09/02/2018	FAR	Sharp	Photocopier rental	Printing	£ 200.89	£ -
17/01/2018	FAR	SAGE	Accounting software (monthly)	Computer software	£ 33.00	£ -
29/01/2018	R&A	Green Smile Ltd.	Grounds maintenance contract (monthly)	Grounds maintenance contract	£ 3,239.25	£ -
15/01/2018	FAR	TLC Online	Website and email support	Website expenses	£ 20.00	£ -
23/01/2018	FAR	Plusnet	Internet & telephone (monthly)	Telephone & broadband	£ 45.96	£ -
				<b>Total:</b>	£ 3,868.96	£ -
<b>Salary Costs</b>						
25/01/2018	FAR	Staff	Net Wages (net of PAYE & NI)	Clerks Salaries	£ 2,295.24	£ -
19/01/2018	FAR	HMRC	PAYE (see above)	PAYE	£ 164.00	£ -
19/01/2018	FAR	HMRC	National Insurance (see above)	Employers NI	£ 349.85	£ -
19/01/2018	FAR	Pensions	(Paid by EKS Accounting)	Employers Pension	£ 542.18	£ -
				<b>Total:</b>	£ 3,351.27	£ -

<b>Balance Sheet</b>		<b>Period ended 31st January 2018</b>	
		<b>Current Assets</b>	
0		Co-Op Fixed Deposit 1 year (to 16/09/16) (1.125%)	
5,578		Unity Trust Current	
52,288		Unity Trust Tailored Deposit	
21,000		Hampshire Trust Bank variable	
35,438		Hampshire Trust Bank 12 month (to 27/09/2018)	
60,000		Hampshire Trust Bank 10196472	
88		Bread4Business **** * 2261	
0		Bread4Business **** * 1588	
25		Debtors Control	
0		Prepayments	
<b>174,417</b>		<b>Current Assets</b>	
		<b>Current Liabilities (inc. Precept received in advance)</b>	
<b>29,937</b>			
		<b>Current Assets - Current Liabilities</b>	
<b>144,480</b>			
		<b>Earmarked Funds in Reserve</b>	
18,997		Church Green	
62,394		CIL Reserve 2016-17	
<b>81,391</b>		<b>Earmarked Total</b>	
		<b>Net Assets</b>	
<b>63,089</b>			
		Net Assets	
63,089			
Made up by:			
11,519		Profit & Loss account brought forward	
31,005		Reserves	
20,564		P&L for year to date	