

Finance, Administration & Remuneration (FAR) Committee

13th June 2018 at 09:30

Kings Worthy Community Centre, Fraser Road, Kings Worthy

Chair of the Meeting	Cllr Taylor (from F/18/65 onwards)
Councillors Present	Cllrs Gordon and Newell
Clerk(s) Present	Richard Hanney Christopher Read
Public	0

F/18/63 - Apologies for absence

None.

F/18/64 - Election of Chairman

Cllr M. Taylor was proposed by Cllr I. Gordon; seconded by Cllr S. Newell. Cllr Taylor was elected unanimously by show of hands.

F/18/65 - Election of Vice-Chairman

No candidates were proposed thus it was agreed to defer this at the next FAR committee meeting.

F/18/66 - Public question time

None.

F/18/67 - To agree and sign the minutes of the meeting held on 11th April 2018

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

F/18/68 - Matters arising from the meetings held on 11th April 2018

[Legal Issue with 41 Ramsay Road](#) – A meeting is to be arranged with the owners.

[Development in Tovey Place](#) - The developer has been invoiced for the posts that have been removed.

F/18/69 - Proposed new expenditure

[Planning & Highways \(P&H\)](#) - None.

[Finance, Administration & Remuneration \(FAR\)](#) - Due to ongoing issues with the new email system, an additional budget of £100.00 was agreed to change providers.

[Recreation & Amenities \(R&A\)](#) - It was agreed to proceed with the recommendation from R&A for the installation of the World War One memorial bench, at a cost of £2,580.00. Rotary have kindly offered to make a contribution and the remaining funds are to be drawn from CIL and other donations, if available.

Action:	Send bench to Parish Council for ratification.		
Action By:	Clerk	Target Date:	18/06/2018

[Communications](#) - None.

F/18/70 - To receive the statement of accounts and management reports for the period ended 31st May 2018 (see attached)

The Clerks gave a presentation to members of the accounts for the month ending 31 March 2018. The year to date figure showed a surplus of £7,637.00 against a budgeted surplus of £995.00. The large variance was due to not having received the bills from the Maintenance Technician for April and May.

A copy of the accounts and reconciliation were signed by the Chair.

F/18/71 - VAT registration

It was agreed to recommend to Parish Council that we register for VAT, as per the internal auditor's recommendation.

F/18/72 - Remuneration & staffing

Now the new Parish Council Chair is in place, it was agreed for the Clerk's appraisals to be organised.

Action:	Organise appraisals.		
Action By:	Cllr Taylor	Target Date:	11/07/2018

F/18/73 - Tubbs Hall - landlord's responsibilities

A quotation had been received from Peter Green for the replacement of the flooring in the main hall and shared areas. It was agreed to proceed with the quotation, which will incur a cost to the Parish Council of £1,658.34, which is 50% of the cost for the shared areas.

It was also agreed to clarify with HMRC with regards to VAT reclamation on non shared areas.

Action:	Contact HMRC re. VAT Reclamation.		
Action By:	Clerk	Target Date:	11/07/2018

F/18/74 - Solar panels at Tubbs Hall

A meeting with the chair of Tubbs Hall Management Committee is to take place after this committee meeting, at 14:00.

F/18/75 - Legal issues

None.

F/18/76 - RFO/Clerk's notices

Public participation at Parish Council meetings - It was agreed to discuss this at Parish Council.

Action:	Raise at Parish Council for discussion		
Action By:	Clerk	Target Date:	18/06/2018

F/18/77 - Chair's notices

None.

F/18/78 - Authorise payment listing

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

F/18/79 - Items for discussion at the next Meeting on the 11 July 2018

None.

Meeting closed 10:57.

Signed:	Date: