

Finance, Administration & Remuneration (FAR) Committee

16th January 2019 at 14:15

Kings Worthy Community Centre, Fraser Road, Kings Worthy

Chair of the Meeting	Cllr M. Taylor
Councillors Present	Cllrs T. Anderson, I. Gordon, N. McCleery & S. Newell.
Clerk(s) Present	Richard Hanney
	Christopher Read
Public	0

F/19/01 - Apologies for absence

None.

F/19/02 - Public question time

None.

F/19/03 - To agree and sign the minutes of the meeting held on the 12th December 2018

The minutes of the meeting held on the 12th December 2018 were agreed and signed by the Chair with the following amendments:

F/18/158 - Add "issue"

F/18/166- Change "too" to "to"

F/18/04 - Matters arising from the meetings held on 12th December 2018

[Grants to Citizens Advice Bureau and Victim Support](#) - Letters of thanks were received from both the Citizens Advice Bureau and Victim Support for the grants received.

[Parking in Eversley Gardens](#) - The Clerk has written to all football clubs to tell them they are not permitted to park in Eversley Gardens.

F/19/05 - Proposed new expenditure

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

[Finance, Administration & Remuneration \(FAR\)](#) - None.

[Recreation & Amenities \(R&A\)](#) - R&A requested £1,251.25 of Community Infrastructure Levy funding to install a public water fountain outside Kings Worthy Community Centre. It was noted that savings had been found in the installation costs from the a sum agreed at the Parish Council meeting in November. It was therefore agreed to release the CIL funds for this project.

[Communications](#) - None.

Grants - A grant request for £1,000.00 had been received from the Worthys Festival for help towards the cost of equipment hire for the 2019 Worthys Festival, for release in April 2019 from the 2019/20 budget.

Action:	Send the above to Parish Council for ratification.		
Action By:	Clerk	Target Date:	21/01/2019

F/19/06 - To receive the statement of accounts and management reports for period ended 31st December 2018 (see attached)

The Clerks gave a presentation of the accounts for the month ending 31st December 2018. The year to date figure showed a surplus of £8,971.36 against a budgeted deficit of £6,471.26.

The Assistant Clerk stated that, as recommended by our Internal Auditor, the accounting spreadsheet is now populated with data directly from the Parish Council's Sage Business Accounting package.

F/19/07 - Remuneration & staffing

None.

F/19/08 - Tubbs Hall - landlord's responsibilities

It was agreed to pay the £1,100.00 contribution towards to retiling works in the accessible toilet. It was also agreed to write to Tubbs Hall Management Committee that they must approach the Parish Council in writing before agreeing works of this type.

F/19/09 - Burial Ground capacity

The Burial Ground capacity analysis is still ongoing.

F/19/10 - Procurement Card

The forms are now prepared and will be submitted once signed by Cllrs Taylor and Anderson.

F/18/11 - Legal issues

41 Ramsay Road - It was agreed to send the Clerk draft letter to the owners of 41 Ramsay Road informing them that a licence will be required and the cost of said licence.

Action:	Write to owners of 41 Ramsay Road.		
Action By:	Clerk	Target Date:	ASAP

Gate Licences - It was agreed to proceed with obtaining a proforma licence for gates from our solicitors at a cost of approximately £550-650.00.

Action:	Obtain the licence as above.		
Action By:	Clerk	Target Date:	ASAP

Arson at Kings Worthy Community Centre - Despite multiple attempts, we have had no reply from the perpetrator's mother. It was agreed to write once more using recorded delivery and if no reply is received, contact the community court.

Action:	Write again to perpetrator's mother.		
Action By:	Clerk	Target Date:	ASAP

F/19/12 - RFO/Clerk's notices
None.

F/19/13 - Chair's notices
None.

F/19/14 - Authorise payment listing
The committee received the schedule of invoices due for payment (see attached). These payments were approved by the committee.

It was agreed to keep a £1,300.00 retention for the tree works invoice until the work is signed off by TCA Ltd.

F/19/15 - Items for discussion at the next Meeting on the 13th February 2019
None.

Meeting closed 15:42.

Signed:	Date: