

Kings Worthy Parish Council

Minutes of the Finance, Administration & Remuneration committee meeting
held on Wednesday, 13 March 2019 at 19:30 in
Kings Worthy Community Centre, Fraser Road, Kings Worthy

Chair of the meeting:	Cllr Martin Taylor	Clerks to the meeting:	Richard Hanney Christopher Read
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Attendees:	Apologies given:
Cllr Ian Gordon Cllr Stewart Newell	Cllr Tracey Anderson

Members of the public:	None.
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F/19/32 – Public question time

None.

F/19/33 – Agree and sign the minutes of the meeting held on the 13 February 2019

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

F/19/34 – Matter arising from the meeting held on the 13 February 2019

Gate licences – The Clerk reported that both properties had agreed to a 10 year licence for their gate at a cost of £50.00 each.

Community Court – The perpetrator’s mother has claimed that the Parish Council has not contacted her. Evidence including proof of postage, has been provided to the Police, showing correspondence from the Parish Council.

P/19/35 – Proposed new expenditure for Finance approval

Planning & Highways (P&H) – £3,500.00 was requested for the procurement of speed limit reminder sign that is capable of capturing speed data. It was agreed to approve these funds with the balance coming from Community Infrastructure Levy (CIL) funds.

Action	To be actioned by:	Target date:
Send the Speed Limit Sign plan to Councillors.	Clerk	14/03/2019

Finance, Administration & Remuneration (FAR) – None.

Recreation & Amenities (R&A) – Three quotations had been received for the proposed works to the entrance to Kim Bishop Walk. It was agreed to support the recommendation from R&A to accept the lowest quotation, at a cost of £9,242.57.

Action	To be actioned by:	Target date:
Send the above quotation to Parish Council for ratification.	Clerk	18/03/2019

Communications – None.

Grants – A grant request had been received from Kings Worthy Primary School. It agreed to contact Kings Worthy Primary School to ensure the grant is from a Parents, Teachers and Friends Association.

F/19/36 – To receive the statement of accounts and management reports for period ended the 28 February 2019 (see attached)

The Clerk gave a presentation of the accounts for the month ending 28 February 2019. The year to date figure showed a deficit of £5,890.51 against a budgeted deficit for year of £1,840.56.

It was agreed to increase the 2019/20 budgets for Play Area maintenance, Tree works, Electrical infrastructure and Cycle chicanes by a total of £13,169.82 (see breakdown in the management report).

F/19/37 – Remuneration & Staffing

The Clerk stated that a 2% national pay award had been given to those on the NJC pay scales.

Both Clerks were asked to leave the meeting at this point.

It was agreed that a proposal would be put before Parish Council on the 18th

Both Clerks were asked to return to the room at this point.

Action	To be actioned by:	Target date:
Send the above recommendation to Parish Council for ratification.	Chair of FAR	18/03/2019

F/19/38 – Tubbs Hall landlord's responsibilities

It was agreed to accept the quotation for £795.00 for the installation of Passive infrared sensors in the toilets to control the lights and extractor fans.

F/19/39 – Legal issues including licences

Churchill Close Gates. It was agreed that Cllr Taylor should sign the licence to install gates at Churchill Close

41 Ramsay Road – The owner of 41 Ramsay Road has declined a licence for the strip of land and has reinstated their Freedom of Information claim for all documentation we have on the boundary. Cllr Gordon and the Clerk are to go through the documentation on Monday before release.

Action	To be actioned by:	Target date:
Go through FOI paperwork.	Cllr Gordon / Clerk	18/03/2019

F/19/40 – Clerk’s Notices

None.

F/19/41 – Chairman’s Notices

None.

F/19/42 – Approve the payments listing

A copy of the payment listing was presented to members and approved for payment.

F/19/43 – Items for discussion at the next meeting on the 10 April 2019

None.

Meeting Closed:	15:57
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Signed:

Date:

Management Accounts for the period ending 28th February 2019

Income	Current Month			2018/19 Financial Year				Forecast Outturn	2019/20 Budget
	Budget	Actual	Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD		
Finance, Administration & Remuneration	£11,401.42	£11,347.25	-£54.17	£138,356.23	£126,177.68	£140,326.80	£14,149.12	£159,876.57	£158,149.90
Kings Worthy Community Centre	£183.00	£183.00	£0.00	£8,249.00	£2,013.00	£3,218.93	£1,205.93	£8,137.60	£6,086.71
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£341.53	£980.00	£638.47	£6,300.00	£4,801.39	£7,988.34	£3,186.95	£8,965.34	£7,100.00
Totals:	£11,925.95	£12,510.25	£584.30	£152,905.23	£132,992.07	£151,534.07	£18,542.00	£176,979.51	£171,336.61

Expenditure	Current Month			2018/19 Financial Year				Forecast Outturn	2019/20 Budget
	Budget	Actual	Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD		
Finance, Administration & Remuneration	£4,345.01	£4,830.88	-£485.87	£64,263.84	£55,835.29	£59,117.72	-£3,282.43	£63,798.21	£67,303.76
Kings Worthy Community Centre	£475.39	£5,126.72	-£4,651.33	£15,024.00	£7,432.94	£14,662.43	-£7,229.49	£17,692.95	£15,705.45
Planning & Highways	£0.00	£0.00	£0.00	£6,250.00	£3,125.00	£3,881.69	-£756.69	£8,440.78	£7,220.65
Recreation & Amenities	£4,800.26	£2,415.61	£2,384.65	£75,893.00	£68,439.40	£79,762.74	-£11,323.34	£89,841.43	£88,300.00
Totals:	£9,620.66	£12,373.21	-£2,752.55	£161,430.84	£134,832.63	£157,424.58	-£22,591.95	£179,773.37	£178,529.86

Current Position									
Net Surplus / Deficit	£2,305.28	£137.04	-£2,168.24	-£8,525.61	-£1,840.56	-£5,890.51	-£4,049.95	-£2,793.86	-£7,193.25

Balance Sheet - 28th February 2019		Recommendation	
Current Assets		Budgets increases for 2019/20	
<u>Bank Accounts</u>		Play area maintenance	£10,763.22
Unity Trust Bank Current Account	£7,498.15	Tree works	£1,300.00
Unity Trust Tailored Deposit Accounts	£29,109.07	Electrical infrastructure	£670.60
<u>Investments/Deposits</u>		Cycle Chicanes	£436.00
Hampshire Trust Bank Variable (90 day notice)	£69,632.15	Total:	£13,169.82
United Trust Bank Variable (100 day notice)	£31,500.00		
<u>Other</u>			
B4B Procurement Card	£51.29		
Debtors	£432.20		
Prepayments	£245.04		
Total Current Assets:	£138,467.90		
Current Liabilities			
Trade Creditors	£2,353.24		
Retentions	£377.20		
Received on Account (inc. Precept)	£11,347.25		
PAYE Payments Due	£367.00		
NI Payments Due	£304.55		
Pension Payments Due	£570.63		
VAT to be Paid	-£10.20		
VAT to be Reclaimed	-£2,353.81		
VAT that has been Reclaimed but not received	£0.00		
Total Current Liabilities:	£12,955.86		
Current Assets Minus Liabilities:	£125,512.04		
Earmarked Funds in Reserve			
Church Green Reserve	£15,162.49		
CIL Reserve	£55,613.91		
Total Current Liabilities:	£70,776.40		
Net Assets			
Profit & Loss Accounts Brought Forward (from 2017/18)	£20,678.12		
General Reserves	£39,948.03		
Profit & Loss Year to Date	-£5,890.51		
Total Net Assets:	£54,735.64		

Payment Authorisation Listing - March 2019

Payments previously authorised							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
21/02/2019	FAR	AES Ltd	Final payment for solar panels	Solar panels	£ 5,059.95	£	-
25/02/2019	FAR	Newsquest Ltd	Staff advertising	Advertising	£ 628.80	£	-
Total:					£ 5,688.75	£	-

Payments to be authorised							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
14/03/2019	R&A	Inspirascapes	Repair fence Legion Lane	Fences	£ 275.00		
14/03/2019	FAR	Amazon	Stationery	Stationery	£ 22.92		
14/03/2019	FAR	Surrey Hills Solicitors	Licence rights of way	Legal & Professional	£ 600.00		
14/03/2019	R&A	Colour Graphics	Sign vinyl	Signs	£ 60.49		
14/03/2019	R&A	EHS	7 bus shelters	Shelters	£ 84.00		
14/03/2019	FAR	HALC	Councillor guides (from last	Training	£ 71.50		
14/03/2019	R&A	Worthy Plants	Shrubs for Broadview	Planting	£ 25.00		
Total:					£ 1,138.91	£	-

Direct Debits & Standing Orders							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
05/02/2019	THMC	Business Stream	Water Tubbs Hall	Water - Tubbs Hall	£ 45.00	£	-
05/02/2019	R&A	Business Stream	Water - Eversley Park	Water - Eversley Park	£ 13.36	£	-
05/02/2019	R&A	Business Stream	Water - Burial Ground	Water - Burial Ground	£ 32.73	£	-
01/02/2019	FAR	EDF	Gas - Tubbs Hall	Gas - Tubbs Hall	£ 85.00	£	-
08/02/2019	FAR	Freeola	Email and hosting	Internet services	£ 39.92	£	-

15/02/2019	FAR	TLC	Website maintenance	Website maintenance	£	20.00	£	-
12/02/2019	FAR	XLN	Telephone and broadband	Internet services	£	45.18	£	-
18/02/2019	FAR	Sage	Accountancy package	Computer software	£	24.00	£	-
28/02/2019	R&A	Green Smile	Grounds maintenance	Grounds Maintenance	£	3,594.00	£	-
15/02/2019	FAR	British Gas	Electricity at Tubbs Hall	Electricity Tubbs Hall	£	105.37	£	-
Total:					£	4,004.56	£	-

Remuneration Costs								
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT		
25/03/2019	FAR	C Read	Salary	Clerks' salary	£	1,338.86	£	-
25/03/2019	FAR	R Hanney	Salary	Clerks' salary	£	852.30	£	-
15/04/2019	FAR	HMRC	National Insurance	Employee NI	£	304.55		
15/04/2019	FAR	HMRC	PAYE	Employee PAYE	£	367.20	£	-
15/04/2019	FAR	Hampshire County Council	Pensions	Employee's Pension	£	582.03	£	-
Total:					£	3,444.94	£	-

Procurement Card Payments								
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT		
01/02/2019	R&A	Colourbox	Signs	Signs	£	9.99	£	1.66
04/02/2019	R&A	Sign Trade Supplies	Sign supplies	Signs	£	27.70	£	-
25/02/2019	R&A	Canva	Stock images	Signs	£	9.25	£	1.54
Total:					£	46.94	£	3.20

Committees:	FAR	Finance, Administration & Remuneration
	PC	Parish Council
	P&H	Planning & Highways
	R&A	Recreation & Amenities

Card Fees	£	1.87
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