

Finance, Administration & Remuneration (FAR) Committee

12th December 2018 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 & S. Newell.
Clerk(s) Present	Richard Hanney
	Christopher Read
Public	0

F/18/155 - Apologies for absence

Cllr N. McCleery.

F/18/156 - Public question time

None.

F/18/157 - To agree and sign the minutes of the meeting held on 14th November 2018

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

F/18/158 - Matters arising from the meetings held on 14th November 2018

[Sale of Christmas trees on Parish Council land](#) - Due to the unforeseen closure of Fraser Road for resurfacing works, the forecast sales had been lower than expected and thus the company only used the land for one afternoon. It was agreed to not charge the company for this usage.

[Procurement Card](#) - The application forms had been unavailable due to an IT issue with the issuer but this has now been resolved.

F/18/159 - Proposed new expenditure

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

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

[Recreation & Amenities \(R&A\)](#) - None.

[Communications](#) - None.

[Grants](#) - The Worthys Youth Football Club had asked for a contribution towards the purchase of mobile goals, with a total cost of £1,000.00. It was agreed to grant them £250.00.

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

F/18/160 - To receive the statement of accounts and management reports for period ended 30th November 2018 with draft budget for 2019/20 (see attached).

The Clerks gave a presentation of the accounts for the month ending 30th November 2018. The year to date figure showed a surplus of £10,837.00 against a budgeted deficit of £4,074.00.

The Clerk has made the decision to leave the Parish Council in July, with an option to go early if required. It was agreed to increase the salary, pension and National Insurance budgets by £4,500.00 to cover the possibility of a full time Clerk. It was also agreed to add an additional £500.00 for advertisement.

F/18/161 - Provision of internal audit services

It was agreed to recommend to Parish Council that we accept the quotation from Company 1, at a cost of £550.00.

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

F/18/162 - Remuneration & staffing

It was agreed to pay the Assistant Clerk for 7.25 hours overtime, accrued as a result of the Clerk's absence.

Action:	Pay the above, as agreed.		
Action By:	Clerk	Target Date:	ASAP

F/18/163 - Tubbs Hall - landlord's responsibilities

None.

F/18/164 - Burial Ground capacity

The Burial Ground capacity analysis is still ongoing but looks to show an approximate capacity of 50% for burials.

F/18/165 - Procurement Card

It was agreed for Cllrs Taylor and Anderson to be the programme administrators for the new cards.

F/18/166 - Legal issues

Gate Licences - It was agreed to obtain a price from our solicitors for the creation of a pro-forma licence.

Action:	Obtain price for the pro-forma licence, as above.		
Action By:	Clerk	Target Date:	ASAP

41 Ramsay Road - A cost had been received to draw up a licence for the section of land in contention, at a cost of £500-650.00, dependant on how co-operative the house owner is. It was agreed to proceed with this licence and to seek full recovery of costs from the homeowner.

Action:	Organise licence as above.		
Action By:	Clerk	Target Date:	ASAP

Parking in Eversley Gardens - Cllr Gordon reported that football players using Eversley Park are parking in the Eversley Gardens, which is a private road. It was agreed to write to all the football clubs that use Eversley Park to make it clear that this is a private road and parking for users of Eversley Park is not allowed.

Action:	Inform the football clubs of the parking issues, as above.		
Action By:	Clerk	Target Date:	ASAP

F/18/167 - RFO/Clerk's notices

Solar Panels - Winchester City Council, as landlords, require £255.00 to approve the structural calculations for the proposed alterations. It was agreed to pay this fee.

Action:	Seek approval of the structural calculations, as above.		
Action By:	Clerk	Target Date:	ASAP

F/18/168 - Chair's notices

None.

F/18/169 - Authorise payment listing

The committee received a schedule of invoices due for payment (see attached). These were approved by the committee.

It was noted that the National Insurance and pensions contributions are still being calculated and will be circulated to members.

F/18/170 - Items for discussion at the next Meeting on the 16th January 2019

None.

Meeting closed 16:07.

Signed:	Date:

Kings Worthy Parish Council

Management Accounts for the period ending 30th November 2018

Item/Description	Current Month Budget	Current Month Actual	Current Month Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD	Forecast Outturn	2019/20 Budget
Income									
FAR	£11,401	£12,375	£974	£138,356	£91,969	£106,145	£14,176	£153,190	£157,714
KWCC	£183	£183	£0	£8,249	£3,943	£1,464	-£2,479	£6,740	£6,087
P&H	£0	£0	£0	£0	£0	£0	£0	£0	£0
R&A	£342	£76	-£266	£6,300	£3,778	£6,324	£2,546	£8,424	£7,100
Total:	£11,926	£12,634	£708	£152,905	£99,690	£113,934	£14,244	£168,354	£170,900

Expenditure									
FAR	£4,204	£9,382	-£5,178	£64,264	£42,956	£46,355	-£3,398	£63,355	£68,004
KWCC	£736	£367	£369	£15,024	£5,727	£4,665	£1,062	£18,957	£13,548
P&H	£0	£2,743	-£2,743	£6,250	£3,125	£2,743	£382	£8,441	£7,221
R&A	£12,007	£3,340	£8,667	£75,893	£51,956	£49,334	£2,622	£95,112	£75,890
Total:	£16,946	£15,831	£1,115	£161,431	£103,764	£103,096	£668	£185,865	£164,662

Current Position									
Net Surplus / Deficit	-£5,020	-£3,197	£1,824	-£8,526	-£4,074	£10,837	£14,911	-£17,511	£6,238

Balance Sheet - Period ending 30th November 2018

Current Assets	
Bank accounts	
Unity Trust current account	£ 5,655
Unity Trust tailored deposit account	£ 85,403
Investments/Deposits	
Hampshire Trust Bank variable deposit (90 day notice)	£ 69,632
United Trust Bank variable deposit (100 day notice)	£ 31,500
Other	
Procurement card (**** * 2261)	£ 32
Debtors control account	£ 1,200
Prepayments	£ -
Total:	£ 193,423
Current Liabilities (inc. Precept received in advance)	£ 52,551
Current Assets minus Liabilities	£ 140,872
Earmarked Funds in Reserve	
Church Green fund	£ 16,061
CIL Reserve	£ 55,614
Total:	£ 71,675
Net Assets	
Profit & loss account brought forward	£ 20,678
General reserves	£ 39,050
Profit & loss year to date	£ 9,469
Total:	£ 69,197