

Finance, Administration & Remuneration (FAR) Committee

14th November 2018 at 14:15

Kings Worthy Community Centre, Fraser Road, Kings Worthy

Chair of the Meeting	Cllr N. McCleery
Councillors Present	Cllrs T. Anderson & I. Gordon.
Clerk(s) Present	Christopher Read
	Adrian Reeves
Public	0

F/18/139 - Apologies for absence

Cllrs Newell & Taylor.

F/18/140 - Public question time

None.

F/18/141 - To agree and sign the minutes of the meeting held on 10th October 2018

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

F/18/142 - Matters arising from the meetings held on 10th October 2018

Grant to the Worthys Youth Football Club - Additional information has been requested but no reply has yet been received.

[41 Ramsay Road](#) - A potential lease/letter is still being investigated.

[Payment from HAB](#) - The payment included in the S106 agreement for Lovedon Fields from HAB housing, was upon reviewing, for the City Council not the Parish Council.

F/18/143 - Proposed new expenditure

[Planning & Highways \(P&H\)](#) - Speed Limit Reminder Sign - It was agreed to purchase a Speed Limit Reminder sign with a budget of £3,300.00, to be taken from CIL.

Action:	Send the above to Parish Council for ratification.		
Action By:	Clerk	Target Date:	19/11/2018

[Finance, Administration & Remuneration \(FAR\)](#) - It was agreed to proceed with the replacement of the worn emergency lights/batteries in Kings Worthy Community Centre, at cost of £242.11 plus fitting.

Action:	Proceed with the above fire safety works.		
Action By:	Clerk	Target Date:	ASAP

Recreation & Amenities (R&A) - It was agreed to accept R&A's recommendation to install an outdoor drinking fountain (with bottle filler) outside Kings Worthy Community Centre, at a cost of £1,329.00 which to be taken from CIL.

Action:	Send the above to Parish Council for ratification.		
Action By:	Clerk	Target Date:	19/11/2018

Communications - None.

Grants - The Girl Guides had requested £860.20 to purchase new programme resources for all Brownies, Guides, Rainbows and Rangers and it was agreed to grant the full amount.

Action:	Send the above to Parish Council for ratification.		
Action By:	Clerk	Target Date:	19/11/2018

Grants - Victim Support had requested £200.00 to purchase security items that are provided free of charge to victims and it was agreed to grant the full amount.

Action:	Send the above to Parish Council for ratification.		
Action By:	Clerk	Target Date:	19/11/2018

Grants - Citizens Advice Winchester District had requested £1,000.00 towards the running cost of their service. It was stated that they had provided help to 137 parishioners and it was agreed to grant them the full amount.

Action:	Send the above to Parish Council for ratification.		
Action By:	Clerk	Target Date:	19/11/2018

F/18/144 - To receive the statement of accounts and management reports for period ended 31st October 2018 with draft budget for 2019/20 (see attached).

The Clerks gave a presentation of the accounts for the month ending 31st October 2018. The year to date figure showed a surplus of £14,034.00 against a budgeted surplus of £946.00.

The Clerks gave a presentation on the proposed 2019/20 budget, which included a proposed increase of the precept of £10.90, to £81.04 per Band D average. This would allow for a balanced budget and increase reserves to the recommended level. Comparatively this would place Kings Worthy as having the 11th highest precept per Band D average, whilst being the 4th largest Parish Council by tax base, in the Winchester District. It was noted that the average Band D precept in 2018/19 was £81.80.

F/18/145 - Remuneration & staffing

The staffing situation was discussed relating to the Clerk's absence due to sickness. The Assistant Clerk is performing the Clerk's duties and will be remunerated at that rate and a temporary Assistant Clerk has been employed.

F/18/146 - Tubbs Hall - landlord's responsibilities

None.

F/18/147 - Burial Ground capacity

The Burial Ground capacity analysis is still ongoing.

F/18/148 - Procurement Card

We are awaiting an accessible form from Unity Trust Bank.

F/18/149 - Legal issues

None.

F/18/150 - Provisions of Internal Audit Services

A list of 5 quotations was presented to members and shortlist of 3 was decided. It was agreed to obtain further information from companies B, C, D which is to be sent to all members, along with the quotation documentation in an anonymised format, for a decision at the next FAR committee meeting.

Action:	Obtain information and disseminate to members, as above.		
Action By:	Clerk	Target Date:	ASAP

F/18/151 - RFO/Clerk's notices

Christmas Trees on Parish Land - It was agreed to allow the sale of Christmas Trees at Kings Worthy Green (located outside Kings Worthy Community Centre). The charge for this will be 10% of the sale price of each tree with a minimum of £50 per day.

Action:	Inform company as above.		
Action By:	Clerk	Target Date:	ASAP

F/18/152 - Chair's notices

None.

F/18/153 - Authorise payment listing

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

F/18/154 - Items for discussion at the next Meeting on the 14 November 2018

None.

Meeting closed 16:47.

Signed:	Date:

Kings Worthy Parish Council

Management Accounts for the period ending 31st October 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	£11,605	£11,654	£49	£138,356	£80,568	£93,770	£13,202	£153,190	£144,976
KWCC	£2,662	£183	-£2,479	£8,249	£3,760	£1,281	-£2,479	£6,740	£6,087
P&H	£0	£0	£0	£0	£0	£0	£0	£0	£0
R&A	£342	£590	£248	£6,300	£3,436	£6,248	£2,812	£8,424	£7,100
Total:	£14,609	£12,427	-£2,182	£152,905	£87,764	£101,299	£13,535	£168,354	£158,162
Expenditure									
FAR	£4,704	£4,883	-£180	£64,264	£38,753	£36,973	£1,780	£63,355	£61,504
KWCC	£780	£751	£29	£15,024	£4,991	£4,298	£693	£18,957	£13,548
P&H	£3,125	£0	£3,125	£6,250	£3,125	£0	£3,125	£8,441	£7,221
R&A	£5,642	£4,046	£1,596	£75,893	£39,949	£45,994	-£6,045	£95,112	£75,890
Total:	£14,251	£9,681	£4,570	£161,431	£86,818	£87,266	-£448	£185,865	£158,162
Current Position									
Net Surplus / Deficit	£358	£2,746	£2,388	-£8,526	£946	£14,034	£13,088	-£17,511	£0

Balance Sheet - Period ending 31st October 2018

Current Assets	
<u>Bank accounts</u>	
Unity Trust current account	£ 7,399
Unity Trust tailored deposit account	£ 127,903
<u>Investments/Deposits</u>	
Hampshire Trust Bank variable deposit (90 day notice)	£ 69,632
Hampshire Trust Bank 12 month deposit (to 27/09/2018)	£ -
<u>Other</u>	
Procurement card (**** * 2261)	£ 206
Debtors control account	£ 327
Prepayments	£ -
Total:	£ 205,467
Current Liabilities (inc. Precept received in advance)	£ 61,137
Current Assets minus Liabilities	£ 144,330
<u>Earmarked Funds in Reserve</u>	
Church Green fund	£ 16,360
CIL Reserve	£ 54,508
Total:	£ 70,868
<u>Net Assets</u>	
Profit & loss account brought forward	£ 20,678
General reserves	£ 38,750
Profit & loss year to date	£ 14,034
Total:	£ 73,462

Payment Authorisation Listing - November 2018

Payments previously authorised							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
			None.				
				Total:	£ -	£ -	
Payments to be authorised							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
30/09/2018	FAR	EKS Accounting	Payroll services July - September	Accountancy, Book Keeping and Payroll	£ 82.32	£ -	
01/10/2018	FAR	Croma Security Solutions Group plc	Basic maintenance of CCTV system	CCTV and Security	£ 108.00	£ -	
01/10/2018	FAR	CommuniCorp	Local Councils Update December 2018 - November 2019	General Expenses	£ 75.00	£ -	
02/10/2018	FAR	Amazon Business	Cut flush A4 folders (100) and wirebound A4 notebooks (5)	Office Stationery	£ 23.08	£ -	
02/10/2018	FAR	Amazon Business	Cross cut paper shredder	Small Office Equipment	£ 99.34	£ -	
08/10/2018	R&A	Environmental Hygiene Services	Steam clean and sanitation of 8 bus shelters on 8th October	Shelters	£ 96.00	£ -	
09/10/2018	R&A	Green Smile Ltd	Weed kill new stones in Burial Ground	Open Spaces Maintenance	£ 30.00	£ -	
12/10/2018	R&A	Amazon Business	Self watering red self watering plant pot for memorial bench	Seats	£ 64.99	£ -	
12/10/2018	FAR	Amazon Business	Data traveler G4 USB 32 GB flash drive	Small Office Equipment	£ 9.42	£ -	
16/10/2018	R&A	Complete Weed Control	Supply/apply nematodes for chafer grubs at Eversley Park	Open Spaces Maintenance	£ 511.20	£ -	
18/10/2018	FAR	Amazon Business	Wireless mouse	Small Office Equipment	£ 3.99	£ -	
18/10/2018	FAR	Amazon Business	Rabbitgoo window film application kit	Repairs and Maintenance - Tubbs Hall	£ 6.78	£ -	
18/10/2018	FAR	Amazon Business	Rabbitgoo frosted window film	Repairs and Maintenance - Tubbs Hall	£ 16.50	£ -	
21/10/2018	FAR	Amazon Business	100 A6 ruled index cards	Office Stationery	£ 3.99	£ -	
21/10/2018	FAR	Amazon Business	Network installation maintenance repair tools set	Small Office Equipment	£ 17.99	£ -	

21/10/2018	FAR	Amazon Business	Wall filler, plugs, HDMI cable, grommets and joint knife	Sundry	£	28.59	£	-
29/10/2018	FAR	AES	EPC assessment	Energy Efficiency Surveys	£	414.00	£	-
30/10/2018	FAR	Amazon Business	20-Pack shielded RJ45 modular plugs	Sundry	£	12.89	£	-
30/10/2018	FAR	Amazon Business	Post-it Notes and index flags	Office Stationery	£	8.40	£	-
09/11/2018	R&A / FAR	Christopher Read	Plaques, milk, gift card & parking	Seats / Travel and Subsistence	£	443.90	£	-
08/11/2018	P&H	Centrewire Ltd	2 self closing gates	Cycle Chicanes	£	1,366.80	£	-
06/11/2018	FAR	Hampshire County Council	A4 recycled 80 gsm off-white paper	Office Stationery	£	29.26	£	-
				Total:	£	3,452.44	£	-

Direct debits & standing orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
01/10/2018	FAR	Sage UK	Sage Business Accounting (October 2018)	Computer Software	£ 24.00	£ -
01/10/2018	FAR	Sage UK	Sage 50c (October 2018)	Computer Software	£ 40.80	£ -
05/10/2018	FAR	Business Stream	Water charges (October)	Water Rates - Tubbs Hall	£ 90.30	£ -
10/10/2018	R&A	Green Smile Ltd	Ground Maintenance (October 2018)	Grounds Maintenance	£ 3,594.00	£ -
11/10/2018	FAR	British Gas Lite	Tubbs Hall electricity (Aug - Sept 18)	Electricity	£ 86.98	£ -
12/10/2018	FAR	Sharp Business Systems UK Plc	Photocopier rental & copies	Rental 01/09-30/11/18, copies to 31/05/18	£ 198.44	£ -
30/10/2018	FAR	PlusNet	Telephone & Broadband (October)	Telephone / Broadband	£ 53.93	£ -
31/10/2018	FAR	British Gas Lite	Tubbs Hall electricity (Sept - Oct 18)	Electricity	£ 127.08	£ -
				Total:	£ 4,215.53	£ -

Salary costs

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
Information to be available at Parish Council meeting on 19 November 2019						
				Total:	£ -	£ -

Payments from Procurement Cards

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
09/10/2018	FAR	HM Land Registry	Search fee	Legal Fees	£ 6.20	£ -
16/10/2018	FAR	Charella Gardens	Tree for memorial bench	Trees	£ 77.85	£ -
				Total:	£ 84.05	£ -

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