

Kings Worthy Parish Council

Minutes of the Finance, Administration & Remuneration committee meeting
held on Tuesday, 14 January 2020 at 09:30 in
Kings Worthy Community Centre, Fraser Road, Kings Worthy

Chair of the meeting:	Clerk(s):
Cllr Martin Taylor	Christopher Read Lucia Foster-Found

Attendees:	Apologies:
Cllr Stewart Newell, Cllr Ian Gordon, Cllr Emily Fish, Cllr Tracey Anderson	None

Members of the public:	
	None

F/20/001 – Public question time

None.

F/20/002 – Agree and sign the minutes of the meeting held on the 10 December 2019

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

F/20/003 – Matters arising from the meeting held on the 10 December 2019

New photocopier contract – The new photocopier will be delivered at the end of February to coincide with the end of the current contract.

P/20/004 – Proposed new expenditure for Finance approval

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

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

[Recreation and Amenities \(R&A\)](#) – Tree works to Broadview – quote of £4,187.50 approved. Works to be awarded to Worthy Tree Care providing start date acceptable.

Discussing tree works, Clerk informed Councillors that it was not possible to have a reserve for this as it is capital expenditure. Councillors agreed that it would be useful to have an ‘earmarked’ figure for tree works in General Reserves, if possible.

Communications – None. Newsletter has been held back in order to advertise the Parish Councillor Vacancy that has arisen. Also note to add Annual Parish Meeting to newsletter.

Councillor Newell joined the meeting at 10:00

Grants – None. Clerk suggested a separate grants' sheet to track awards. Also consider a restricted timescale within the financial year for grant applications.

F/20/005 – To receive the statement of accounts and management reports for period ended 31st December 2019 (see attached)

The Clerk/RFO gave a presentation of the accounts for the month ending 31st December 2019.

Points of note:

Bailiffs – They had not yet been paid by the insurance company and were making demands, so they have been paid directly by Kings Worthy Parish Council. These funds will be reimbursed by the insurance company.

Tubbs Hall – half of the costs of the repairs to the doors and cleaning supplies will be recharged.

Clerk/RFO confirmed that £31,945.32 can be removed from United Trust Bank and transferred to a 30 day deposit with Hampshire Trust Bank, to give more flexibility.

F/20/006 – Forecast Outturn for 2020/21 and Budget for 2020/21 (see attached)

The Clerk presented these figures and members agreed these as a draft, including the potential precept increase which will be passed on to Winchester City Council (WCC). The final budget and precept requirement will be agreed at the January Parish Council meeting, and subsequently submitted WCC the day after.

It was noted that the Kings Worthy Parish tax base has reduced slightly. Clerk to try to obtain Banding figure from WCC and enquire why the tax is not paid pro rata.

F/20/007– Remuneration and Staffing

None.

F/20/008 – Tubbs Hall Landlord's Responsibilities

VAT for Tubbs Hall – Clerk is awaiting dates for professional advice.

F/20/009 – Legal issues

Ramsay Road – Clerk has asked Parish solicitors to indicate the cost of legal advice on how best to resolve the issue of the strip of Parish Council land that has been appropriated. Cllr Gordon asked permission to write to the Land Registry to inform them that the land belongs to KWPC. All agreed.

Action	To be actioned by:	Target date:
Write to Land Registry.	Cllr Gordon	ASAP

F/20/010 – RFO/Clerk’s Notices

Security – Clerk has researched padlocks and there is evidence that ones with keys are stronger and therefore more secure than the ones with codes. Clerk to find out costs to replace current padlocks where appropriate.

F/20/011 – Chairman’s Notices

CLLr Taylor advised that he will be away for the next Parish Council meeting and gave apologies.

F/20/012 – Authorise Payments Listing (see attached).

Payments authorised.

Dog bins – It was suggested to look at potential sites where the dog bins can be replaced with green bins from WCC. To be raised at R&A meeting on 6th February.

F/20/013 – Items for discussion at the next meeting on the 11 February 2020

Dog Bins – after R&A meeting.

Meeting Closed:	11:00
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Signed:

Date:

Management Accounts for the period ending 31st December 2019

Income	Current Month			2019/20 Financial Year				2019/20	2020/21	
	Budget	Actual	Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD	Income Outturn	Income Budget	
	Finance, Administration & Remuneration (inc. CIL receipts)	£12,945.93	£12,924.16	-£21.77	£195,011.90	£137,123.01	£118,096.51	-£19,026.50	£165,631.24	£204,271.02
Kings Worthy Community Centre	£183.00	£183.00	£0.00	£6,086.71	£4,240.81	£1,647.00	-£2,593.81	£5,366.10	£5,103.00	
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Recreation & Amenities	£827.11	£3,235.06	£2,407.95	£7,100.00	£5,149.31	£6,251.94	£1,102.63	£5,954.12	£6,060.00	
Totals:	£13,956.04	£16,342.22	£2,386.18	£208,198.61	£146,513.12	£125,995.45	-£20,517.67	£176,951.45	£215,434.02	
Revised Totals (excluding CIL receipts):	£13,956.04	£16,342.22	£2,386.18	£170,198.61	£127,513.12	£125,995.45	-£1,517.67	£168,734.81	£168,328.00	
Expenditure	Current Month			2019/20 Financial Year				2019/20	2020-21	
	Budget	Actual	Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD	Expenditure Outturn	Budget Outturn	
	Finance, Administration & Remuneration	£4,599.57	£7,196.84	-£2,597.27	£67,328.76	£53,164.42	£54,931.56	-£1,767.14	£72,096.21	£69,447.24
Kings Worthy Community Centre	£1,362.28	£841.18	£521.10	£15,680.45	£9,856.94	£8,131.52	£1,725.42	£9,936.36	£9,535.00	
Planning & Highways	£0.00	£0.00	£0.00	£6,750.00	£3,028.79	£2,852.41	£176.38	£6,352.32	£6,500.00	
Recreation & Amenities	£5,560.56	£6,353.38	-£792.82	£88,300.00	£51,508.25	£41,958.95	£9,549.30	£83,055.25	£79,889.00	
Totals:	£11,522.41	£14,391.40	-£2,868.99	£178,059.21	£117,558.40	£107,874.44	£9,683.96	£171,440.14	£165,371.24	
Current Position										
Net Surplus / Deficit	£2,433.63	£1,950.82	-£482.81	-£7,860.60	£9,954.72	£18,121.01	£8,166.29	-£2,705.33	£2,956.76	
								Transfers into ringfenced 15 year play area maintenance fund	£7,860.00	£10,000.00
								Revised position (including transfers above)	-£10,565.33	-£7,043.24

Precept Calculator (2020/21)

Total Income (Exc. Precept)	£ 14,013.00
Total Expenditure + Transfers	£ 165,371.24
Total Transfers to ringfenced funds	£ 10,000.00
Precept requirement	£ 161,358.24
Increase	£ 7,043.24

Balance Sheet - 31st December 2019

Current Assets	
<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£10,362.86
Unity Trust Tailored Deposit Account	£48,949.30
Sub-Total:	£59,312.16
<u>Investments/Deposits</u>	
Hampshire Trust Bank Variable (90 day notice)	£69,632.15
United Trust Bank Variable (100 day notice)	£31,945.32
Sub-Total:	£101,577.47
<u>Other</u>	
B4B Procurement Card	£23.37
Debtors	£2,881.01
Prepayments	£0.00
Sub-Total:	£2,904.38
Total Current Assets:	£163,794.01
Current Liabilities	
Trade Creditors	£2,858.81
Retentions	£377.20
Received on Account (inc. Precept)	£38,578.74
PAYE Payments Due	£181.00
NI Payments Due	£394.74
Pension Payments Due	£920.10
VAT to be Paid	£252.21
VAT to be Reclaimed	(£3,944.53)
VAT that has been Reclaimed but not received	£0.00
Total Current Liabilities:	£39,618.27
Current Assets Minus Liabilities:	£124,175.74
Earmarked Funds in Reserve	
Church Green Reserve	£12,167.49
CIL Reserve	£30,659.81
Total Current Liabilities:	£42,827.30
Net Assets	
Profit & Loss Accounts Brought Forward	£20,284.40
General Reserves	£42,943.03
Profit & Loss Year to Date	£18,121.01
Total Net Assets:	£81,348.44

Payment Authorisation Listing - December 2019

Payments previously authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
					Total:	£ - £ -

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
01/12/2019	FAR	Box-It Ltd	Adminstration Charge	Document Storage	£ 6.00	£ -
03/12/2019	FAR	Amazon EU	Box of A4 paper (5 reams)	Printing	£ 26.85	£ -
03/12/2019	FAR	Amazon EU	Sticky tape (pack of 3)	Office Stationery	£ 2.99	£ -
03/12/2019	FAR	ColorCoral Inc.	Keyboard cleaner	Miscellaneous Expenditure	£ 5.34	£ -
04/12/2019	R&A	H.S. Jackson & Son (Fencing) Ltd	12x 1.2m (150mm) bollards	Open Spaces Maintenance	£ 186.62	£ -
06/12/2019	FAR	Constant & Co Ltd	Service of notice and attendance to evict for travellers on Eversley Park	Legal & Professional Fees	£ 3,294.00	£ -
12/12/2019	R&A	Plane Arboriculture Ltd	Site investigation and site report for Church Green, Hinton Park and Fryers Close	Tree Works	£ 400.00	£ -
17/12/2019	FAR (KWCC)	Hampshire County Council	Toilets olls, hand towles, refused sacks and other cleaning materials	Cleaning supplies	£ 251.38	
19/12/2019	FAR (KWCC)	Hampshire PAT Testing	Annual PAT testing	Electrical infrastructure & PAT testing	£ 183.24	£ -
19/12/2019	FAR	Lucia Foster Found	Expenses (May - Dec 2019)	Travel and Subsistance / Events	£ 112.28	£ -
19/12/2019	R&A	Plane Arboriculture Ltd	Site meeting to discuss Kim Bishop Walk	Tree Works	£ 80.00	£ -
20/12/2019	R&A	Inspirascapes	Installation of Burial Ground screening and additional gravelling of the centre circlce of the cremation area.	Burial Ground - Capital Expenditure	£ 1,083.00	£ -
20/12/2019	R&A	ID Verde LTd	Emptying of 12x dog bins (Oct - Dec 2019)	Dog Bins	£ 1,276.63	£ -
08/01/2020	R&A	Kompan Ltd	Replacement ropes and accessories for basket swing	Play Area Maintenance	£ 426.24	£ -
				Total (all):	£ 7,334.57	£ -

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
02/12/2019	FAR (KWCC)	EDF Energy	Gas -Tubbs Hall	Gas	£ 85.00	£ -
03/12/2019	R&A	Business Stream	Water - Tubbs Hall	Water	£ 57.00	£ -
12/12/2019	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£ 57.77	£ -
16/12/2019	FAR (KWCC)	Rentokil	Pest control services	Pest Control	£ 82.28	£ -
16/12/2019	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£ 26.40	£ -
16/12/2019	FAR	Lloyds Bank Plc	Monthly card charges	Bank Charges and Interest	£ 100.06	£ -
16/12/2019	FAR	TLC Online	Website and email support	Website/Email Expenses	£ 20.00	£ -
23/12/2019	FAR (KWCC)	Biffa	Emptying of recycling and general refused bins	Waste collection charges	£ 156.47	£ -
27/12/2019	R&A	Green Smile Ltd	Grounds maintenance service	Grounds maintenance	£ 3,594.00	£ -
30/12/2019	FAR (KWCC)	British Gas Lite	Electricity for Kings Worthy Community Centre	Electricity	£ 94.27	£ -
				Total:	£ 4,273.25	£ -

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
24/01/2019	FAR	C Read	Salary	Employee Wages and Salaries	£ 1,603.35	£ -
24/01/2019	FAR	Lucia Foster Found	Salary	Employee Wages and Salaries	£ 815.34	£ -
19/02/2020	FAR	HMRC	National Insurance	NI	£ 394.74	£ -
19/02/2020	FAR	HMRC	PAYE	PAYE	£ 181.00	£ -
19/02/2020	FAR	Hampshire County Council	Pensions	Pensions	£ 920.10	£ -
				Total:	£ 3,914.53	£ -

Procurement Card Payments (Total includes transaction fees)

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
11/11/2019	FAR	B4B	Replacement card (left of December listing)	Bank Charges and Interest	£ 7.50	£ -
02/12/2019	FAR	ZofaxWorld	Refillable Pen (Green)	Office Stationery	£ 2.99	£ -
02/12/2019	FAR	Evergreen Goods Ltd	10x A4 Neon sticker sheets	Office Stationery	£ 3.48	£ -
02/12/2019	FAR	Europens Ltd	Refillable Pen (Blue) with 3 refills	Office Stationery	£ 3.30	£ -
02/12/2019	FAR	HM Land Reistry	Land registry searches	Legal and Professional Fees	£ 21.00	£ -
02/12/2019	FAR	Springvale Stores	USB cable for mobile phone	Phone USB cable	£ 5.99	£ -
02/12/2019	FAR (KWCC)	Croma Locksmiths & Security Solutions	Key cut for bin store	CCTV and security	£ 5.00	£ -
02/12/2019	FAR	SLCC Enterprises Ltd	Copy of the Clerks' Manual 2019	Miscellaneous Expenditure	£ 52.30	£ -
02/12/2019	FAR	Lloyds Bank	Monthly card charges	Bank Charges and Interest	£ 6.00	£ -
				Total:	£ 107.56	£ -

Committees:	FAR	Finance, Administration & Remuneration (KWCC= Kings Worthy Community Centre)
	PC	Parish Council
	P&H	Planning & Highways
	R&A	Recreation & Amenities