

Kings Worthy Parish Council

**Minutes of the Finance, Administration & Remuneration committee meeting
held on Tuesday, 10 March 2020 at 09:30 in
Kings Worthy Community Centre, Fraser Road, Kings Worthy**

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

Attendees:	Apologies:
Cllr Ian Gordon, Cllr Tracey Anderson, Cllr Emily Fish	

Members of the public:	None
-------------------------------	------

F/20/027 – Election of Chair

Cllr Stewart Newell was nominated for Chair by Cllr Gordon, seconded by Cllr Anderson and elected unanimously by a show of hands.

F/20/028 – Election of Vice-Chair

Cllr Ian Gordon was nominated by Cllr Stewart Newell, seconded by Cllr Anderson and elected unanimously by a show of hands.

F/20/029 – Public question time

None.

F/20/030 – Agree and sign the minutes of the meeting held on the 11 February 2020

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

F/20/031 – Matters arising from the meeting held on the 11 February 2020

None.

P/20/032 – Proposed new expenditure for Finance approval

Planning and Highways (P&H) – None.

Finance, Administration & Remuneration (FAR) –

£75.00 each for Clerk and Cllr Gordon to attend HALC Annual Conference in Southampton. Agreed.

£250.00 for 1 day's pre-audit work for former Clerk, Adrian Reeves. Agreed.

£100.00 maximum approved for cleaning of windows, skylights and solar panels at Tubbs Hall. Agreed with proviso that the contractor is approved/insured for solar panel cleaning.

Recreation and Amenities (R&A) –

Hinton Park – £85.00 for Worthy Trees to clear around, feed and stake the fruit trees. Agreed.

Bollards on Church Green – £2500.00 for purchase and installation of 2 x fixed, 2 x removable and 1 x collapsible. These are in a style suitable/acceptable in the conservation area. Agreed.

Dog Poo Bag dispenser – £350.00 for purchase and installation in Eversley Park. Agreed.

Communications – None.

Grants – Recycling initiative (crisp packets etc). Request for £589.00 for storage containers/bins. Councillors requested more information and suggested an invitation be extended to the next FAR meeting.

F/20/033 – To receive the statement of accounts and management reports for period ended 29th February 2020 (see attached)

The Clerk/RFO gave a presentation of the accounts for the month ending 29th February 2020.

Points of note:

Outturn – Clerk highlighted that there are still bills to come in for Streetlighting, Play Areas, Bat Inspection, Broadview Vegetation Management and Tree Inspections. It was agreed that any underspend from 2019/2020 will be transferred into the Play Area fund.

Tubbs Hall VAT – A VAT expert was consulted and has indicated that next year's annual expenditure should be divided by 12 as a monthly recharge. Advice had also been given on what items in the recharge will be needed to have VAT applied.

Tubbs Hall Business rates – It was agreed a simple sublease will be drawn up between the Parish Council and Tubbs Hall Management Committee.

F/20/034 – Review of Financial Regulations, Risk Register, Standing Orders and Investment Policy

Financial regulations and investment policy – Members have received a copy before the meeting and it was agreed to adopt them without any further changes.

F/20/035– Remuneration and Staffing

None.

F/20/036 – Tubbs Hall Landlord’s Responsibilities

VAT for Tubbs Hall – See F/20/033 above.

F/20/037 – Legal issues

Ramsay Road – Solicitors had been instructed to proceed.

F/20/038 – RFO/Clerk’s Notices

Coronavirus action plan - Clerk presented his plan for a staged response for the Parish Council.

F/20/039 – Chairman’s Notices

None.

F/20/040 – Authorise Payments Listing (see attached)

Members were given a copy of the listing and the payments authorised.

F/20/041 – Items for discussion at the next meeting on the 07 April 2020

None.

Meeting Closed:	10:43
------------------------	-------

Signed:

Date:

Coronavirus action plan

This action plan covers the recent outbreak of Coronavirus (Covid 19).

If a person with a suspected case of Coronavirus has been confirmed as entering the building at any stage of this plan, Tranche Four will be activated.

Tranche One

- ❖ Set up a hand sanitizing station by the front door. Also include advice on effective control measures for visitors.
- ❖ Clerks to clean door handles for office and meeting room once they have arrived at work

Tranche Two

- ❖ Office to remain open but members of the public are not be allowed in. Window is to be used for communication.
- ❖ Clerks to sanitise desks, phones, keyboards, mice, door handles and any other items that regularly come into contact with your hands daily.

Tranche Three

- ❖ Office is to close and all non-essential meetings are to be postponed. Consideration will be given to exclude the public from Parish Council meetings (if possible).
- ❖ Clerks to work from home.

Tranche Four

- ❖ Deep clean to be carried out.

Management Accounts for the period ending 29th February 2020

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. CL receipts)	£12,887.35	£12,859.58	-£27.77	£195,011.90	£162,938.58	£145,105.02	-£17,833.56	£165,676.24	£214,135.02
Kings Worthy Community Centre	£183.00	£183.00	£0.00	£6,086.71	£4,964.78	£2,013.00	-£2,951.78	£5,366.10	£4,181.20
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£1,041.47	£130.93	-£910.54	£7,100.00	£6,398.98	£6,564.87	£165.89	£6,679.87	£6,060.00
Totals:	£14,111.82	£13,173.51	-£938.31	£208,198.61	£174,302.35	£153,682.89	-£20,619.46	£177,722.20	£224,376.22
Revised Totals (excluding CIL receipts):	£14,111.82	£13,173.51	-£938.31	£170,198.61	£155,302.35	£152,416.04	-£2,886.31	£169,505.56	£177,270.20
Expenditure	Current Month			2019/20 Financial Year				2019/20	2020-21
	Budget	Actual	Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD	Expenditure Outturn	Expenditure Budget
Finance, Administration & Remuneration	£4,597.51	£5,243.13	-£645.62	£67,328.76	£62,584.77	£64,991.32	-£2,406.55	£70,743.58	£73,517.28
Kings Worthy Community Centre	£532.23	£297.95	£234.28	£15,680.45	£14,418.13	£9,884.82	£4,533.31	£10,771.16	£9,685.00
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	£3,659.30	£8,729.81	-£5,070.51	£88,300.00	£75,118.54	£56,967.81	£18,150.73	£77,339.65	£81,269.00
Totals:	£8,789.04	£14,270.89	-£5,481.85	£178,059.21	£155,150.23	£134,696.36	£20,453.87	£165,206.71	£170,971.28
Current Position									
Net Surplus / Deficit	£5,322.79	-£1,097.38	-£6,420.17	-£7,860.60	£152.11	£17,719.68	£17,567.57	£4,298.85	£6,298.92
								£7,860.00	£10,000.00
Revised position (including transfers above)								-£3,561.15	-£3,701.08

Balance Sheet - 29th February 2020

Current Assets	
<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£11,488.33
Unity Trust Tailored Deposit Account	£29,205.30
Sub-Total:	£40,693.63
<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	£139.96
Debtors	£2,687.50
Prepayments	£0.00
Sub-Total:	£2,827.46
Total Current Assets:	£145,098.56
Current Liabilities	
Trade Creditors	£8,616.70
Retentions	£377.20
Received on Account (inc. Precept)	£12,859.58
PAYE Payments Due	£181.00
NI Payments Due	£394.74
Pension Payments Due	£920.10
VAT to be Paid	(£138.94)
VAT to be Reclaimed	(£3,153.08)
VAT that has been Reclaimed but not received	£0.00
Total Current Liabilities:	£20,057.30
Current Assets Minus Liabilities:	£125,041.26
Earmarked Funds in Reserve	
Church Green Reserve	£11,568.49
CIL Reserve	£31,926.66
Total Current Liabilities:	£43,495.15
Net Assets	
Profit & Loss Accounts Brought Forward	£20,284.40
General Reserves (inc. £8,500.00 for tree works)	£43,542.03
Profit & Loss Year to Date	£17,719.68
Total Net Assets:	£81,546.11

Payment Authorisation Listing - February 2020

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
09/02/2020	FAR	Fine Star UK Ltd	3x waste bins	Miscellaneous Expenditure	£ 29.95	£ -
10/02/2020	FAR	KPCM Display Ltd	Waste bin stickers	Miscellaneous Expenditure	£ 4.38	£ -
10/02/2020	R&A	HAGS SMP	Replacement parts for the rope tunnel at Eversley Park	Play Area Maintenance	£ 1,335.84	£ -
10/02/2020	FAR	Europens Ltd	Cartridge pens	Stationery	£ 7.68	£ -
11/02/2020	FAR	Amazon EU	Coffee (500g)	Travel & Subsistence	£ 16.99	£ -
11/02/2020	FAR	ManaKey Group LLC	Floor boot scrubber	Miscellaneous Expenditure	£ 16.40	£ -
11/02/2020	FAR	Brass Works Ltd	Door stop	Miscellaneous Expenditure	£ 4.98	£ -
11/02/2020	FAR/R&A	Amazon EU	A5 pads, combination padlock and 7x keyed padlocks	Stationery / Open Spaces Maintenance	£ 330.76	£ -
12/02/2020	FAR	Viking Direct	USB memory sticks, lever arch files, tea and plastic scoop	Small Office Equipment (under £100) / Stationery / Travel & Subsistence / Miscellaneous Expenditure	£ 41.95	£ -
13/02/2020	FAR	Culverlands	Printing of 2200 newsletters	Leaflets & Publications	£ 602.00	£ -
13/02/2020	FAR	Lighting and Mobile Accessories Ltd	Moisture absorber (for safe)	Miscellaneous Expenditure	£ 6.99	£ -
16/02/2020	FAR	Guangzhou Youtuo Network Technology Co. Ltd	40x key tags	Stationery	£ 9.69	£ -
16/02/2020	FAR	Amazon EU	Key cabinet	Miscellaneous Expenditure	£ 37.59	£ -
16/02/2020	FAR	Amazon EU	Refills for moisture absorber	Miscellaneous Expenditure	£ 5.00	£ -
25/02/2020	FAR	CutPriceDirect Ltd	Stick stuff remover	Miscellaneous Expenditure	£ 5.79	£ -
25/02/2020	FAR	Amazon EU	Drill bit, A4 snap frame and monitor stand	Miscellaneous Expenditure	£ 18.52	£ -
25/02/2020	FAR	Huizhoushierpangzikejijyouxiangongsi	Set of metal washers	Miscellaneous Expenditure	£ 7.99	£ 1.33
25/02/2020	FAR (KWCC)	CSS Total Security Ltd	Call out to look at front door malfunction (due to weather)	Doors	£ 96.00	£ -
25/02/2020	FAR	Hampshire Association of Local Councils Ltd	What you need to know training course (2 parts)	Staff & Councillor Training	£ 102.00	£ -
26/02/2020	R&A	Worthy Tree Care	Broadview tree works	Tree works	£ 5,025.00	£ -
26/02/2020	R&A	Worthy Plants	Supply and planting of 2x replacement fruit trees	Planting	£ 171.20	£ -
03/03/2020	R&A	Environmental Hygiene Services	Cleaning of 2x bus shelters	Shelters	£ 24.00	£ -
03/03/2020	R&A	HAGS SMP	Replacement parts for the Eco Basin equipment at Eversley Park	Play Area Maintenance	£ 1,433.12	£ -
				Total (all):	£ 9,333.82	£ 1.33

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
03/02/2020	FAR (KWCC)	EDF Energy	Gas -Tubbs Hall	Gas	£ 85.00	£ -
07/02/2020	FAR	Freeola Ltd	Hosting and Email services	Website/Email Expenses	£ 48.96	£ -
12/02/2020	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£ 57.77	£ -
17/02/2020	FAR (KWCC)	British Gas Lite	Electricity for Kings Worthy Community Centre	Electricity	£ 93.30	£ -
17/02/2020	FAR	Lloyds Bank Plc	Monthly card charges	Bank Charges and Interest	£ 12.00	£ -
17/02/2020	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£ 26.40	£ -
17/02/2020	FAR	TLC Online	Website support and maintenance services	Website/Email Expenses	£ 20.00	£ -
27/01/2020	R&A	Green Smile Ltd	Grounds maintenance service	Grounds maintenance	£ 3,594.00	£ -
				Total:	£ 3,937.43	£ -

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
25/02/2020	FAR	C Read	Salary	Employee Wages and Salaries	£ 1,603.35	£ -
25/02/2020	FAR	Lucia Foster Found	Salary	Employee Wages and Salaries	£ 815.34	£ -
19/03/2020	FAR	HMRC	National Insurance	NI	£ 394.74	£ -
19/03/2020	FAR	HMRC	PAYE	PAYE	£ 181.20	£ -
19/03/2020	FAR	Hampshire County Council	Pensions	Pensions	£ 920.10	£ -
Total:					£ 3,914.73	£ -

Procurement Card Payments (Total includes transaction fees)

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
03/02/2020	FAR	HM Land Registry	Land registry search	Professional & Legal Fees	£ 6.00	£ -
03/02/2020	FAR	Lloyds Bank	Monthly card charges	Bank Charges and Interest	£ 6.00	£ -
Total:					£ 12.00	£ -

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