

Kings Worthy Parish Council

**Minutes of the Finance, Administration & Remuneration committee meeting
held on Tuesday, 11 August 2020 at 19:30**

Due to COVID-19 this meeting was held electronically via Zoom

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

Attendees:	Apologies:
Clr Ian Gordon Clr Matthew Miller-Hall	Clr Signe Biddle Clr Emily Fish

Members of the public:	
	None

F/20/082 – Public question time

None.

F/20/083 – Agree and sign the minutes of the meeting held on the 14 July 2020

The minutes were agreed as a true record of the meeting and it was agreed that the Chair will sign the minutes after the meeting via the post.

F/20/084 – Matters arising from the meeting held on the 14 July 2020

None.

F/20/085 – Proposed new expenditure for Finance approval

Planning and Highways (P&H) – None.

Finance, Administration & Remuneration (FAR) – None.

Recreation and Amenities (R&A) –

Eviction costs for unauthorised traveller encampment – A group of travellers arrived at Eversley Park on the 30th July at approximately 4pm. The Clerk, Chair and Vice-Chair agreed to follow the common law eviction process using bailiffs. The total cost for this was £2,145.00 (ex. VAT).

The Clerk had liaised with rradar (who handle these types of claims for AXA). The advisor stated that whilst the policy has changed, requiring rradar to instruct the bailiffs, we had followed the correct process and thus not prejudiced the decision. The Clerk made the advisor aware that we had not been informed of any change of process. Costs were provided and whilst the advisor cannot confirm the claim, he is confident that it would be paid given that they were similar to their bailiff company.

It was agreed that if the insurance company will not pay the claim, that the Parish Council will cover the cost of the eviction.

The Clerk has also arranged for the Winchester City Council special maintenance team to attend the site Monday morning to clear rubbish and check for human waste. The maximum cost quoted for this service will be £450.00 but less work was required thus will likely be less. It was agreed to cover this cost.

Given the number of encampments in the surrounding area, it was agreed to hire a temporary gate to secure Eversley Park car park from another encampment. The cost for this had been agreed by Councillors via email and would cost £1,055.00 (based on 4-weeks hire).

Communications –

Parish Council newsletter –

It was agreed to accept the quotation from John Dollin Printing Services for printing our newsletters at a cost of £436.00.

Due to the issues with delivering the newsletters during COVID-19, it was agreed to have them delivered using the postal system. It was therefore agreed to accept the quotation from John Dollin Printing Services Ltd to prepare the newsletters for mailing (including enveloping) at a cost of £472.00.

It was also agreed to send them via 3rd class mail at an approximate cost of £1,092.00.

Grants –

Kings Worthy Parents, Teachers and Friends Association – A request had been received from the Kings Worthy primary school PTFA for £2,000.00 towards the cost of installing composting toilets in the woodland area at the school. Members discussed the amount requested and felt it was high given the likelihood of grants applications from other organisations, particularly in relation to COVID-19. It was agreed to grant £500.00 payable on the receipt of invoices.

F/20/086 – To receive the statement of accounts and management reports for period ended 31 July 2020 (see attached)

The Clerk/RFO gave a presentation of the accounts for the month ending 31 July 2020 . This included showing the balance sheet, bank reconciliations and bank data. The Clerk noted that the interest rate on the 45-day deposit account had been reduced from 0.75 to 0.25%.

Current position – The Clerk highlighted spend in July had been low due to COVID-19.

It was agreed that the Chair will sign the accounts after the meeting via the post.

F/20/087 – Remuneration and Staffing

Overtime – The Clerk had accrued 13 hours overtime dealing with the recent traveller encampment. It was agreed to pay this as overtime.

Non-statutory holiday – The Clerk currently has 8-days non-statutory holiday (4 days from the previous year). Given the COVID-19 situation, it was requested that this holiday was bought back by the Parish

Council. He has concerns that given the current workload (plus COVID-19), it would be difficult to take this extra holiday.

It was agreed to purchase back 7-days of non-statutory leave at the usual hourly rate.

F/20/088 – Tubbs Hall Landlord’s Responsibilities

Recharge of building rent – Chase a meeting with the Tubbs Hall management committee.

Action	To be actioned by:	Target date:
Chase meeting above.	Clerk	ASAP

F/20/089 – Legal issues

None.

F/20/090 – RFO/Clerk’s Notices

None.

F/20/091 – Chairman’s Notices

None.

F/20/092 – Authorise Payments Listing (see attached)

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

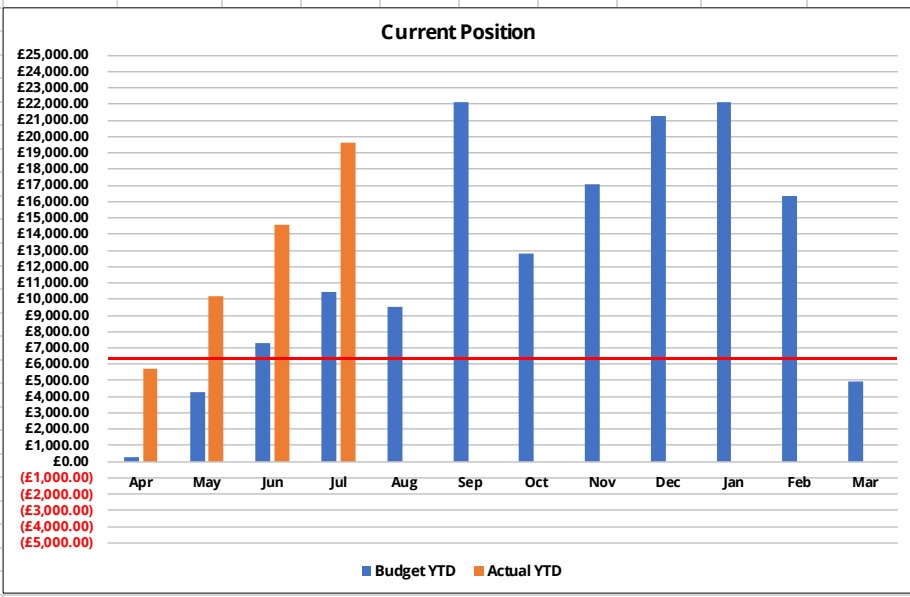
F/20/093 – Items for discussion at the next meeting on the 14 July 2020

None.

Meeting Closed:	20:16.
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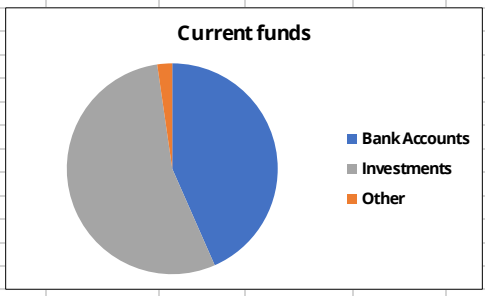
Signed:

Date:

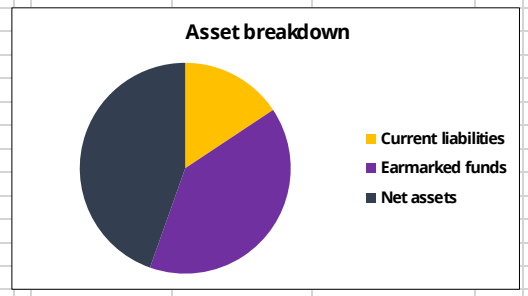


Note - Values above £0.00 constitute a surplus, those below £0.00 constitute a deficit.

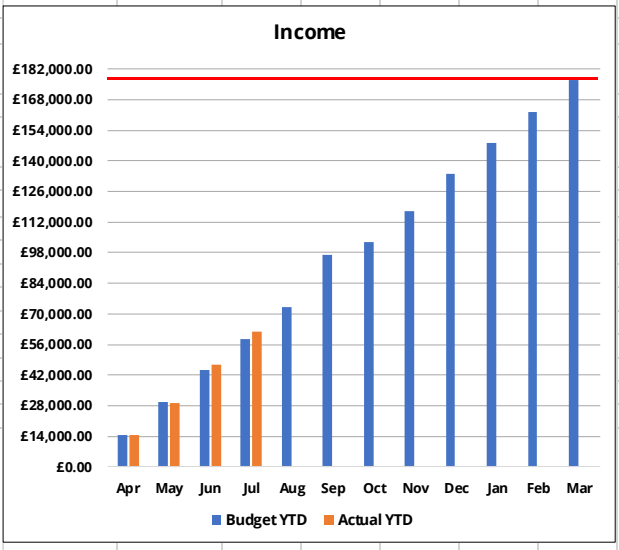
Budget YTD	This is the budgeted target for variance by that date.
Actual YTD	This is the actual variance accumulated by that date.
Red Line	Annual budget for variance



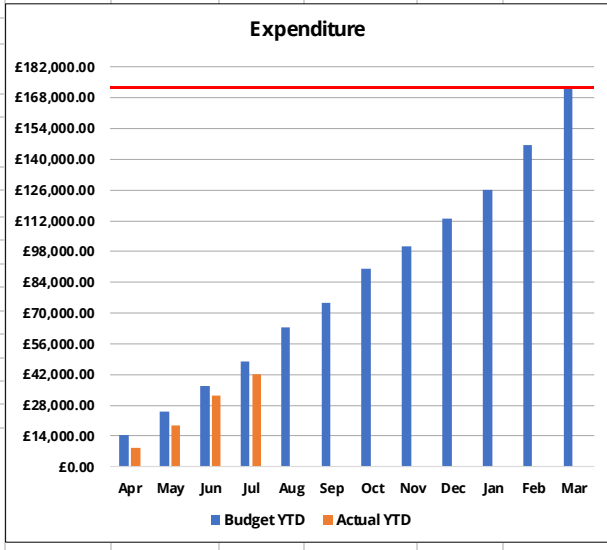
Bank Accounts	Money held in our current & direct access reserve accounts.
Investments	Money held in fixed term deposits with restricted access.
Other	Money held on our procurement card, owed to us or we have prepaid.



Current Liabilities	Money that has been allocated for example income received on account.
Earmarked funds	Pots of money that is earmarked for a specific purpose such as CIL.
Net Assets	Remaining assets after the liabilities and earmarked funds are removed.



Budget YTD	This is the budgeted target for total income by that date
Actual YTD	This is the actual total income received by that date
Red Line	Annual budget for income



Budget YTD	This is the budgeted target for total income by that date
Actual YTD	This is the actual total income received by that date
Red Line	Annual budget for expenditure

Management Accounts for the period ending 31st July 2020

2020/21 Financial Year					Balance Sheet	
Income	Annual Budget	Budget YTD	Actual YTD	Variance YTD	Bank Accounts	
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	Unity Trust Bank Current Account	£11,969.05
Finance, Administration & Remuneration (inc. CIL receipts)	£214,135.02	£55,664.43	£58,594.44	£2,930.01	Unity Trust Tailored Deposit Account	£59,956.34
Kings Worthy Community Centre	£4,181.20	£1,393.73	£511.54	-£882.19	Sub-Total:	£71,925.39
Planning & Highways	£0.00	£0.00	£0.00	£0.00	Investments/Deposits	
Recreation & Amenities	£6,060.00	£1,542.83	£2,551.00	£1,008.17	Hampshire Trust Bank Variable (45 day notice)	£42,313.17
	£233,376.22	£58,600.99	£61,656.98	£3,055.99	Hampshire Trust Bank Variable (90 day notice)	£42,686.83
	£186,270.20	£58,600.99	£61,656.98	£3,055.99	United Trust Bank Variable (100 day notice)	£5,000.00
					Sub-Total:	£90,000.00
Expenditure	Annual Budget	Budget YTD	Actual YTD	Variance YTD	Other	
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	B4B Procurement Card	£31.54
Finance, Administration & Remuneration	£73,517.28	£25,409.69	£22,590.69	£2,819.00	Debtors	£3,760.15
Kings Worthy Community Centre	£9,685.00	£4,106.77	£2,345.11	£1,761.66	Prepayments	£0.00
Planning & Highways	£6,500.00	£0.00	£0.00	£0.00	Sub-Total:	£3,791.69
Recreation & Amenities	£81,269.00	£18,647.89	£17,098.42	£1,549.47	Total Current Assets: £165,717.08	
	£179,971.28	£48,164.34	£42,034.22	£6,130.12	Current Liabilities	
Position - Actual (excluding transfer to play area reserve)						
Net Surplus / Deficit	£6,298.92	£10,436.65	£19,622.76	£9,186.11	Trade Creditors	£361.45
					Retentions	£377.20
Transfer to play area maintenance reserve at 30/04/2020				£10,000.00	Received on Account (inc. Precept)	£27,429.82
Memorandum - Revised Position (including transfer to play area)					PAYE Payments Due	£251.20
Net Surplus / Deficit	-£3,701.08	£436.65	£9,622.76	£9,186.11	NI Payments Due	£509.86
					Pension Payments Due	£839.09
					VAT to be Paid	(£15.60)
					VAT to be Reclaimed	(£957.77)
					VAT that has been Reclaimed but not received	(£2,818.60)
					Total Current Liabilities:	£25,976.65
					Current Assets Minus Liabilities: £139,740.43	
					Earmarked Funds in Reserve	
					Church Green Reserve	£10,070.99
					Play area maintenance reserve	£24,053.22
					CIL Reserve	£31,746.75
					Total Current Liabilities:	£65,870.96
					Net Assets	
					Profit & Loss Accounts Brought Forward	£12,582.28
					General Reserves (inc. £7,364.59) for tree works)	£41,664.43
					Profit & Loss Year to Date	£19,622.76
					Total Net Assets:	£73,869.47

Payment Authorisation Listing - for August 2020 meeting

Payments previously authorised on the bank (paid to meet payment deadlines)

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
14/07/2020	R&A	Green Smile Ltd	Repair to dips at the top of the steps at Eversley Park	Open Space Maintenance	£ 60.00	£ -
16/07/2020	FAR	Amazon EU	Cyan printer cartridge and Ring binder	Printing / Office Stationery	£ 34.36	£ -
21/07/2020	FAR	Surrey Hills Solicitors	Advice relating to the boundary issues	Legal & Professional Fees	£ 420.00	£ -
03/08/2020	FAR	Constant & Co Ltd	Eviction of 7x caravans from Eversley Park	Legal & Professional Fees	£ 2,574.00	£ -
05/08/2020	FAR	Viking	A4 paper, batteries, Pads, dividers and tape	Printing / Miscellaneous Expenditure / Office Stationery	£ 36.97	£ -
07/08/2020	R&A	M.R.S. Services	Monthly inspections (April), supply and fitment of a security chain and change battery on speed sign	Maintenance Technician - General repairs	£ 349.49	£ -
07/08/2020	FAR (KWCC)	M.R.S. Services	Repair of ladies toilet in Kings Worthy Community Centre	Repairs in Toilet areas	£ 145.00	£ -
07/08/2020	R&A	M.R.S. Services	Monthly inspections (May), change battery and relocate speed sign	Maintenance Technician - General repairs	£ 368.50	£ -
07/08/2020	R&A	M.R.S. Services	Monthly inspections (June), change battery on speed sign	Maintenance Technician - General repairs	£ 316.25	£ -
07/08/2020	R&A	M.R.S. Services	Monthly inspections (July) and site meetings to agree COVID-19 signage	Maintenance Technician - General repairs	£ 445.50	£ -
07/08/2020	R&A	M.R.S. Services	Install dog faeces bag dispenser	Dog Bins	£ 68.75	£ -
07/08/2020	R&A	M.R.S. Services	Erection and removal of temporary fencing (including hire of the fencing) on Lower Broadview following tree works	Tree Works	£ 651.69	£ -
07/08/2020	R&A	M.R.S. Services	Laying of rubber mulch (50-60mm) around the 3-cycle roundabout (including equipment and skip hire)	Playground Maintenance	£ 1,146.57	£ -
10/08/2020	FAR	Hampshire Association of Local Councils	LCPD gold membership (HR service) for 2020/21	Subscriptions	£ 269.60	£ -
					Total (all):	£ 6,886.68

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
01/07/2020	FAR (KWCC)	EDF Energy	Gas - Tubbs Hall	Gas	£ 66.00	£ -
06/07/2020	FAR (KWCC)	Business Stream	Water rates for Kings Worthy Community Centre (monthly)	Water Rates - Tubbs Hall	£ 21.00	£ -
10/07/2020	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£ 57.77	£ -
15/07/2020	FAR (KWCC)	British Gas Lite	Electricity for Kings Worthy Community Centre	Electricity	£ 24.85	£ -
15/07/2020	FAR (KWCC)	Winchester City Council	Business rates for Parish Office	Business Rates - Tubbs Hall	£ 61.00	£ -
15/07/2020	FAR	TLC Online	Website support and maintenance services	Website/Email Expenses	£ 20.00	£ -
16/07/2020	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£ 26.40	£ -
23/07/2020	R&A	Business Stream	Burial Ground - Water Rates	Burial Ground - Water Rates	£ 44.35	£ -
27/07/2020	R&A	Green Smile Ltd	Grounds maintenance service	Grounds maintenance	£ 3,594.00	£ -
28/07/2020	R&A	Business Stream	Water Rates - Eversley Park	Water Rates - Eversley Park	£ 10.95	£ -
					Total:	£ 3,926.32

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
25/08/2020	FAR	C Read	Salary	Employee Wages and Salaries	£ 1,847.42	£ -
25/08/2020	FAR	Lucia Foster Found	Salary	Employee Wages and Salaries	£ 950.92	£ -
18/09/2020	FAR	HMRC	National Insurance	NI	£ 509.86	£ -
18/09/2020	FAR	HMRC	PAYE	PAYE	£ 251.20	£ -
18/09/2020	FAR	Hampshire County Council	Pensions	Pensions	£ 877.56	£ -
					Total:	£ 4,436.96

Procurement Card Payments (Total includes transaction fees)

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
01/07/2020	FAR	B4B	Card transaction fee	Bank Charges and Interest	£ 2.00	£ -
02/07/2020	FAR	GiffGaff	Monthly calls, text and data package for emergency mobile	Miscellaneous Expenditure	£ 6.00	£ -
02/07/2020	FAR	GiffGaff	Monthly calls, text and data package for office mobile	Miscellaneous Expenditure	£ 6.00	£ -
02/07/2020	FAR	Lloyds Bank	Monthly card charges	Bank Charges and Interest	£ 6.00	£ -
02/07/2020	FAR	Zoom Video Communications Inc.	Monthly subscription for Standary Pro service	Computer Software	£ 11.99	£ -
28/07/2020	FAR	PortalPlanQuest Ltd	Planning application fee	Legal & Professional Fees	£ 143.50	£ -
					Total:	£ 175.49

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