

**Minutes of the Finance, Administration & Remuneration committee meeting  
held on Tuesday, 08 September 2020 at 19:30  
Due to COVID-19 this meeting was held electronically via Zoom**

**Attendees**

Councillors Stewart Newell (Chair), Signe Biddle, Emily Fish, Ian Gordon (Vice-Chair) and Matthew Miller-Hall.

**Clerk(s)**

Parish Clerk (Christopher Read)  
Assistant Clerk (Lucia Foster-Found)

**Apologies**

None.

**Members of the public**

None.

**F/20/094 – Public question time**

None.

**F/20/095 – Agree and sign the minutes of the meeting held on the 11 August 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/20/096 – Matter arising from the meeting held on the 11 August 2020**

None.

**F/20/097 – Proposed new expenditure for Finance approval  
Planning and Highways (P&H) – None.**

**Finance, Administration & Remuneration (FAR) –**

Insurance cover – Members had reviewed the comparison documentation for the 3 quotations received for insurance renewal from our broker Came & Company.

- Hiscox – £5,353.22 per annum (based on 3-year long term agreement)
- Pen/Axa – £5,376.40 per annum (based on 3-year long term agreement)
- Ecclesiastical – £5,448.53 per annum (based on 3-year long term agreement)

**Action:** It was agreed to clarify what the Crisis management and Internet & email sections cover but the provisional recommendation is to go with Hiscox.

Website Accessibility – The Clerk stated that this may require some expenditure to bring the website into compliance by the 23<sup>rd</sup> September 2020. He has asked our website provider to confirm what work would be needed but had not received a reply.

**Action:** It was agreed for the Clerk to spend a day auditing the website and making the statutory pages of the website compliant. He will report back if any further expenditure will be required.

**Recreation and Amenities (R&A)** – None.

**Communications** – None.

**Grants** –

Kings Worthy Pre-School – A grant of £500.00 had been requested towards the costs for cleaning supplies and long-term storage of items, due to COVID-19. Cllr Biddle declared and interest and abstained from the vote and discussion. It was agreed to grant the full amount.

Worthys Youth Football Club – A grant had been requested for the cost of running the club, kit and equipment. No specific amount had been specified.

**Action:** It was agreed to request clarification on how much is being requested, what it is for and whether discounted pitch fees would be more appropriate.

**F/20/098 – To receive the statement of accounts and management reports for the period ended 31 August 2020 (see attached)**

The Clerk/RFO gave a presentation of the accounts for the month ending 31 August 2020. This included showing the balance sheet, bank reconciliations and bank data.

The Clerk also presented a first draft forecast outturn (2020/21) and budget for 2021/22.

**F/20/099 – Remuneration and Staffing**

The Clerk has asked our HR service provided through the Hampshire Association of Local Councils to confirm that buying back non-statutory holiday is permitted.

**F/20/100 – Tubbs Hall – landlord's responsibilities**

Jackie Porter has proposed meeting to discuss the new sub-lease on the 21<sup>st</sup> September 2020, at noon.

**Action:** Cllr Newell is to confirm he can attend and let the Clerk know.

**F/20/101 – Legal issues**

None.

**F/20/102 – RFO/Clerk's notices**

None.

**F/20/103 – Chairman's notices**

None.

**F/20/104 – Authorise payments listing (see attached)**

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

**F/20/105 – Items for discussion at the next meeting on the 13 October 2020**

None.

**Meeting Closed at 20:48.**

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**Signed:**

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**Date:**

## Management Accounts for the period ending 31<sup>st</sup> August 2020

### Income

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2020/21 Forecast Outturn	2021/22 Budget
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	£0.00	£9,000.00
Finance, Administration & Remuneration (inc. CIL receipts)	£214,135.02	£69,367.23	£72,386.15	£3,018.92	£203,056.11	£178,974.11
Kings Worthy Community Centre	£4,181.20	£1,742.17	£694.54	<b>-£1,047.63</b>	£3,599.74	£4,024.16
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£6,060.00	£1,742.92	£2,713.00	£970.08	£4,810.00	£6,060.00
<b>Totals:</b>	<b>£233,376.22</b>	<b>£72,852.32</b>	<b>£75,793.69</b>	<b>£2,941.37</b>	<b>£211,465.85</b>	<b>£198,058.27</b>
<b>Revised Totals (excluding CIL receipts):</b>	<b>£186,270.20</b>	<b>£72,852.32</b>	<b>£75,793.69</b>	<b>£2,941.37</b>	<b>£177,244.34</b>	<b>£185,173.76</b>

### Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2020/21 Forecast Outturn	2021/22 Budget
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	£0.00	£9,000.00
Finance, Administration & Remuneration (inc. CIL receipts)	£73,517.28	£34,705.14	£30,805.60	£3,899.54	£76,182.65	£76,758.01
Kings Worthy Community Centre	£9,685.00	£4,705.72	£2,708.83	£1,996.89	£6,961.42	£9,381.40
Planning & Highways	£6,500.00	£0.00	£0.00	£0.00	£6,500.00	£6,500.00
Recreation & Amenities	£81,269.00	£23,930.16	£23,597.41	£332.75	£72,113.17	£68,293.12
<b>Totals:</b>	<b>£179,971.28</b>	<b>£63,341.03</b>	<b>£57,111.84</b>	<b>£6,229.19</b>	<b>£161,757.24</b>	<b>£169,932.54</b>

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2020/21 Forecast Outturn	2021/22 Budget
<b>Actual Year to Date Position:</b>	<b>£6,298.92</b>	<b>£9,511.28</b>	<b>£18,681.85</b>	<b>£9,170.57</b>	<b>£15,487.10</b>	<b>£15,241.22</b>

### Memorandum to show transfer to revised position (including budget & outturn)

Play area reserve transfer	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00
<b>Revised Year to Date Position (including transfer to internal play area reserve):</b>	<b>-£3,701.08</b>	<b>-£488.72</b>	<b>£8,681.85</b>	<b>£9,170.57</b>	<b>£5,487.10</b>	<b>£5,241.22</b>

## Balance Sheet for period ending 31<sup>st</sup> August 2020

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£13,716.28
Unity Trust Tailored Deposit Account	£44,956.34
<b>Sub-Total:</b>	<b>£58,672.62</b>
<u>Investments/Deposits</u>	
Hampshire Trust Bank Variable (45 day notice)	£42,313.17
Hampshire Trust Bank Variable (90 day notice)	£42,686.83
United Trust Bank Variable (100 day notice)	£5,000.00
<b>Sub-Total:</b>	<b>£90,000.00</b>
<u>Other</u>	
B4B Procurement Card	£69.57
Debtors	£3,524.32
Prepayments	£0.00
<b>Sub-Total:</b>	<b>£3,593.89</b>
<b>Total Current Assets:</b>	<b>£152,266.51</b>
Current Liabilities	
Trade Creditors	£121.02
Retentions	£377.20
Received on Account (inc. Precept)	£13,714.90
PAYE Payments Due	£251.20
NI Payments Due	£509.86
Pension Payments Due	£839.09
VAT to be Paid	-£9.22
VAT to be Reclaimed	-£2,337.06
VAT that has been Reclaimed but not received	£0.00
<b>Total Current Liabilities:</b>	<b>£13,466.99</b>
<b>Current Assets Minus Liabilities:</b>	<b>£138,799.52</b>
Earmarked Funds in Reserve	
Church Green Reserve	£9,771.49
Play area maintenance reserve	£24,053.22
CIL Reserve	£31,746.75
<b>Total Current Liabilities:</b>	<b>£65,571.46</b>
Net Assets	
Profit & Loss Accounts Brought Forward	£12,582.28
General Reserves (inc. £7,364.59) for tree works)	£41,963.93
Profit & Loss Year to Date	<b>£18,681.85</b>
<b>Total Net Assets:</b>	<b>£73,228.06</b>

# Payment Authorisation Listing – September 2020

## Committees:

**FAR = Finance, Administration & Remuneration**

**KWCC = Kings Worthy Community Centre**

**PC = Parish Council**

**P&H = Planning & Highways**

**R&A = Recreation & Amenities**

## Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
12/08/2020	FAR	Konica Minolta Business Solutions	Printing charges (07/05/2020 - 06/08/2020)	Printing	£2.27	£0.00
13/08/2020	FAR	Konica Minolta Business Solutions	Copier rental (07/08/2020 - 06/11/2020)	Printing	£76.07	£0.00
17/08/2020	FAR	Constant & Co Ltd	Hire of temporary barrier for Eversley Park car park from 03/08/2020 - 31/08/2020 (including delivery & collection cost)	Legal & Professional Fees	£1,218.00	£0.00
18/08/2020	FAR	Viking Direct	Large letter stamps	Postage and Carriage	£63.31	£0.00
18/08/2020	FAR	Amazon EU	Padlock for barrier at Eversley Park	Miscellaneous Expenditure	£44.83	£0.00
19/08/2020	FAR	Amazon EU	Padlock for removable post at Eversley Park	Miscellaneous Expenditure	£40.54	£0.00
27/08/2020	R&A	Glasdon UK Ltd	Dog waste bags	Dog Bins	£46.91	£0.00
01/09/2020	R&A	Conja Ltd	Supply and install custom height restrictor barrier	Capital Projects (R&A)	£3,820.80	£0.00
01/09/2020	R&A	MH Goals Ltd	Groundscrews and installation tool for mobile goals	Football Pitch Maintenance	£154.80	£0.00

02/09/2020	FAR	Constant & Co Ltd	Hire of temporary barrier for Eversley Park car park from 31/08/2020 - 03/09/2020	Legal & Professional Fees	£42.00	£0.00
				<b>Total (all):</b>	<b>£5,509.53</b>	<b>£0.00</b>

### Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
03/08/2020	FAR (KWCC)	EDF Energy	Gas -Tubbs Hall	Gas	£66.00	£0.00
05/08/2020	FAR (KWCC)	Business Stream	Water rates for Kings Worthy Community Centre (monthly)	Water Rates - Tubbs Hall	£21.00	£0.00
07/08/2020	FAR	Freeola Ltd	Website and email hosting	Website/Email Expenses	£53.46	£0.00
10/08/2020	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£60.77	£0.00
17/08/2020	FAR (KWCC)	British Gas Lite	Electricity for Kings Worthy Community Centre	Electricity	£24.38	£0.00
17/08/2020	FAR (KWCC)	Winchester City Council	Business rates for Parish Office	Business Rates - Tubbs Hall	£61.00	£0.00
17/08/2020	FAR	TLC Online	Website support and maintenance services	Website/Email Expenses	£20.00	£0.00
17/08/2020	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£26.40	£0.00
27/08/2020	R&A	Green Smile Ltd	Grounds maintenance service	Grounds maintenance	£3,594.00	£0.00
				<b>Total:</b>	<b>£3,927.01</b>	<b>£0.00</b>

### Remuneration costs

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
25/09/2020	FAR	C Read	Salary	Employee Wages and Salaries	£2,471.51	£0.00

25/08/2020	FAR	Lucia Foster Found	Salary	Employee Wages and Salaries	£950.92	£0.00
18/10/2020	FAR	HMRC	National Insurance	NI	£765.79	£0.00
18/10/2020	FAR	HMRC	PAYE	PAYE	£437.00	£0.00
18/10/2020	FAR	Hampshire County Council	Pensions	Pensions	£1,129.92	£0.00
				<b>Total:</b>	<b>£5,755.14</b>	<b>£0.00</b>

### Procurement card payments

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
03/08/2020	FAR	Springvale Stores	16gb USB memory stick	Miscellaneous Expenditure	£12.99	£0.00
03/08/2020	FAR	Staples UK Ltd	Durable labels for Dymo printer	Stationery	£37.78	£0.00
03/08/2020	FAR	Giffgaff	Goodybag (minutes and data) for office mobile phone	Miscellaneous Expenditure	£6.00	£0.00
03/08/2020	FAR	Giffgaff	Goodybag (minutes and data) for emergency mobile phone	Miscellaneous Expenditure	£6.00	£0.00
03/08/2020	FAR	Zoom Video Communications Inc.	Monthly Pro subscription	Computer Software	£11.99	£0.00
03/08/2020	FAR	Land Registry	Land registry search	Legal and Professional Fees	£3.00	£0.00
03/08/2020	FAR	Land Registry	Land registry search	Legal and Professional Fees	£6.00	£0.00
03/08/2020	R&A	Sign Trade Supplies	Clips and sign channel for COVID-19 signs	Signs	£96.96	£0.00
07/08/2020	FAR	1&1 IONOS	Domain registration (08/20 - 07/08/2022)	Website/Email Expenses	£23.98	£0.00
				<b>Total:</b>	<b>£241.47</b>	<b>£0.00</b>