

**Minutes of the Finance, Administration & Remuneration committee meeting
held on Wednesday, 10 February 2021 at 19:30
Due to COVID-19 this meeting was held electronically via Zoom**

Attendees

Councillors Stewart Newell (Chair), Emily Fish, and Matthew Miller-Hall.

Clerk(s) Christopher Read (Clerk) & Lucia Foster-Found (Assistant Clerk)

Apologies

Matthew Miller-Hall

Members of the public

None

F/21/013 – Public question time

Cllr Gordon

F/21/014 – Agree and sign the minutes of the meeting held on the 13 January 2021

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/21/015 – Matter arising from the meeting held on the 13 January 2021

None.

F/21/016 – Proposed new expenditure for Finance approval

Planning and Highways (P&H) –

None.

Finance, Administration & Remuneration (FAR) –

McCloud Pension data information – EKS accounting have submitted a price of £150.00 (ex. VAT) to prepare the return with the requested McCloud pension data.

(Cllr Biddle arrived at this point)

It was agreed to accept this quotation.

Recreation and Amenities (R&A) –

Kerb and drainage works at Eversley Park – Two quotations had been received for amendments to the kerb and drain at the bottom of Eversley Park car park.

- Quotation A = £2,947.50
- Quotation B = £5,060.00.

Quotations had been requested from two other companies; one did not reply, and another did not wish to quote despite indicating they would do so. Given the need for this work to proceed being completed quickly, it was agreed to proceed with quotation A.

Action: Send this quotation to Parish Council for ratification.

Burial Ground gate – It was agreed for R&A to purchase a gate for the burial ground at a cost of £364.35 (ex. VAT). This will be stored at Kings Worthy Community Centre whilst an installer is found.

Bollards at Church Green (including 4 additional fixed bollards)

- Bollards cost: £1,206.47
- Installation quotation A = £1,424.00
- Installation quotation B = £1,840.00

It was agreed to proceed with this project with quotation A as installer at a total cost of £2,630.47. It was agreed that this work needs to be completed as soon as possible and to proceed based on two quotations.

Action: Send this quotation to Parish Council for ratification.

It was agreed to contact the management company that administer the land adjacent to the entrance to Church Green to obtain permission to install 4x additional bollards and request a contribution towards the cost of the additional bollards.

Communications –

None.

Grants –

Worthys Youth Football Club – More information had been received relating to the previous grant request from Worthys Youth Football Club. Unfortunately, the information provided is not specific enough for this to be considered further.

Action: Request more specific information relating to this grant.

F/21/017 – To receive the statement of accounts and management reports for the period ended 31 January 2021 (see attached) including authorisation of payments

The Clerk/RFO showed an amended 31st December 2020 management report to include the removal of pre-booked pitch bookings for early 2021. These bookings were cancelled due to COVID-19 subsequent to the January Parish Council meeting. The invoice had been cancelled to ensure the VAT return was accurate. This did not effect on the outturn or budget. Members unanimously agreed this revised management report.

The Clerk/RFO gave a presentation of the accounts for the month ending 31 January 2021. This included showing the balance sheet, bank reconciliations and bank data.

- Authorise Payment Listing (see attached) – Members reviewed a list of payments due and authorised them for payment. The revised salaries figures are to be agreed at the February Parish Council meeting.

F/21/018 – To consider the draft forecast outturn (2020/21) and draft budget (2021/22)

Members reviewed the draft outturn and budget and did not make any changes.

F/21/019 – Remuneration and Staffing

None.

F/21/020 – Tubbs Hall – landlord’s responsibilities

Sub Lease on Tubbs Hall – Winchester City Council have revised the sub-lease and have suggested that the Parish Council take legal advice before proceeding.

Action: The Clerk is to obtain a quotation for legal advice from our solicitors.

F/21/021 – Legal issues

Vandalism – The Clerk has arranged to meet with Cllrs Gordon and Miller-Hall on Monday 15th February.

F/21/022 – RFO/Clerk’s notices

Insurance for COVID-19 – Following the recent high court announcement, the Clerk had checked our insurance cover and it does not provide cover costs/loss of income related to COVID-19.

F/21/023 – Chairman’s notices

None.

F/21/024 – Items for discussion at the next meeting on the 10 March 2021

None.

Meeting Closed at 20:27.

Signed:

Date:

Management Accounts for the period ending 31st December 2020 (including precept recommendation)

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	£125,720.34	£137,870.88	£12,150.54	£205,025.46	£183,055.59
Kings Worthy Community Centre	£4,181.20	£3,135.90	£1,426.54	-£1,709.36	£5,553.91	£4,399.44
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£6,060.00	£5,335.49	£4,118.00	-£1,217.49	£4,393.33	£5,560.00
Totals:	£233,376.22	£134,191.73	£143,415.42	£9,223.69	£214,972.69	£202,015.03

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	£73,517.28	£57,011.92	£61,177.51	-£4,165.59	£79,571.30	£78,211.69
Kings Worthy Community Centre	£9,685.00	£7,707.86	£8,316.50	-£608.64	£10,797.85	£10,144.89
Planning & Highways	£6,500.00	£2,980.37	£2,949.38	£30.99	£7,376.95	£7,175.00
Recreation & Amenities	£81,269.00	£43,777.70	£50,349.58	-£6,571.88	£76,951.34	£74,513.29
Totals:	£179,971.28	£111,477.85	£122,792.97	-£11,315.12	£174,697.44	£179,044.87

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2020/21 Forecast Outturn	2021/22 Budget
Actual Year to Date Position:	£53,404.94	£22,713.89	£20,622.45	-£2,091.44	£38,736.60	£19,322.68

Memorandum position – Excluding CIL receipts only

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2020/21 Forecast Outturn	2021/22 Budget
Revised Position (excluding CIL receipts):	£6,298.92	£22,713.89	£12,410.80	-£10,303.09	£4,515.10	£6,438.17

Play area reserve transfer	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00
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Final memorandum position – Excluding CIL receipts and including play area reserve transfer

Final memorandum position	-£3,701.08	£12,713.89	£2,410.80	-£10,303.09	-£5,484.90	-£3,561.83
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Precept required for balanced budget: £172,218.00

Forecast net asset level at the end of 2020/21: £50,259.31

Balance Sheet for period ending 31st December 2020

Bank Accounts	
Unity Trust Bank Current Account	£11,999.28
Unity Trust Tailored Deposit Account	£60,956.34
Sub-Total:	£72,955.62

Investments/Deposits	
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)	£5,213.92
Sub-Total:	£90,213.92

Other	
B4B Procurement Card	£4.94
Debtors	£1,352.35
Prepayments	£0.00
Sub-Total:	£2,933.35

Total Current Assets:	£164,521.89
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Current Liabilities	
Trade Creditors	£2,642.61
Retentions	£377.20
Received on Account (inc. Precept)	£41,144.72
PAYE Payments Due	£322.80
NI Payments Due	£608.93
Pension Payments Due	£974.91
VAT to be Paid	£107.13
VAT to be Reclaimed	-£7,617.55
VAT that has been Reclaimed but not received	£0.00
Total Current Liabilities:	£38,560.75

Current Assets Minus Liabilities:	£125,961.14
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Earmarked Funds in Reserve	
Church Green Reserve	£8,573.49
Play area maintenance reserve	£24,053.22
CIL Reserve	£16,967.77
Total Current Liabilities:	£49,594.48

Net Assets	
Profit & Loss Accounts Brought Forward	£12,582.28
General Reserves (inc. £7,364.59) for tree works)	£43,161.93
Profit & Loss Year to Date	£20,622.45
Total Net Assets:	£76,366.66

Management Accounts for the period ending 31st January 2021

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	£139,454.20	£151,585.80	£12,131.60	£205,025.46	£186,617.59
Kings Worthy Community Centre	£4,181.20	£3,484.33	£1,609.54	-£1,874.79	£5,553.91	£4,399.44
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£6,060.00	£5,488.76	£4,646.00	-£842.76	£4,393.33	£5,560.00
Totals:	£233,376.22	£148,427.29	£157,841.34	£9,414.05	£214,972.69	£205,577.03

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	£73,517.28	£62,338.06	£66,255.32	-£3,917.26	£81,102.88	£81,688.17
Kings Worthy Community Centre	£9,685.00	£8,267.74	£8,578.02	-£310.28	£10,797.85	£10,315.89
Planning & Highways	£6,500.00	£2,980.37	£2,949.38	£30.99	£7,376.95	£7,175.00
Recreation & Amenities	£81,269.00	£51,329.21	£53,621.95	-£2,292.74	£77,393.21	£74,513.29
Totals:	£179,971.28	£124,915.38	£131,404.67	-£6,489.29	£176,670.89	£182,692.35

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2020/21 Forecast Outturn	2021/22 Budget
Actual Year to Date Position:	£53,404.94	£23,511.91	£26,436.67	£2,924.76	£38,301.80	£22,884.68

Memorandum position – Excluding CIL receipts only

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2020/21 Forecast Outturn	2021/22 Budget
Revised Position (excluding CIL receipts):	£6,298.92	£23,511.91	£18,225.02	-£5,286.89	£4,080.30	£10,000.17

Play area reserve transfer	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00
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Final memorandum position – Excluding CIL receipts and including play area reserve transfer

Final memorandum position	-£3,701.08	£13,511.91	£8,225.02	-£5,286.89	-£5,919.70	£0.17
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Balance Sheet for period ending 31st January 2021

Bank Accounts	
Unity Trust Bank Current Account	£13,075.03
Unity Trust Tailored Deposit Account	£50,956.34
Sub-Total:	£64,031.37
Investments/Deposits	
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)	£5,213.92
Sub-Total:	£90,213.92
Other	
B4B Procurement Card	£4.94
Debtors	£1,347.41
Prepayments	£0.00
Sub-Total:	£1,352.35
Total Current Assets:	£155,597.64
Current Liabilities	
Trade Creditors	£2,491.97
Retentions	£377.20
Received on Account (inc. Precept)	£27,429.80
PAYE Payments Due	£251.20
NI Payments Due	£574.87
Pension Payments Due	£938.90
VAT to be Paid	-£27.60
VAT to be Reclaimed	-£703.64
VAT that has been Reclaimed but not received	-£7,510.42
Total Current Liabilities:	£23,822.28
Current Assets Minus Liabilities:	£131,775.36
Earmarked Funds in Reserve	
Church Green Reserve	£8,273.99
Play area maintenance reserve	£24,053.22
CIL Reserve	£16,967.77
Total Current Liabilities:	£49,294.48
Net Assets	
Profit & Loss Accounts Brought Forward	£12,582.28
General Reserves (inc. £7,364.59) for tree works)	£43,461.43
Profit & Loss Year to Date	£26,436.67
Total Net Assets:	£82,480.38