

**Minutes of the Finance, Administration & Remuneration committee meeting
held on Tuesday, 10 November 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)

Christopher Read & Lucia Foster-Found

Apologies

None

Members of the public

None.

F/20/119 – Public question time

None.

F/20/120 – Agree and sign the minutes of the meeting held on the 13 October 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/20/121 – Matter arising from the meeting held on the 13 October 2020

None.

F/20/122 – Proposed new expenditure for Finance approval

Planning and Highways (P&H) – It was unanimously agreed to proceed with the recommendation to install a vandal-proof light in the Church Green bus stop (including metal conduit/armored cable), at a cost of £490.00.

Finance, Administration & Remuneration (FAR) –

None.

Recreation and Amenities (R&A) –

None.

Communications – None.

Grants –

Victim Support – A grant of £200.00 had been requested for help towards the cost of personal protection items for victims of crime. It was unanimously agreed to grant the full amount requested.

F/20/123 – To receive the statement of accounts and management reports for the period ended 31 October 2020 (see attached)

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

Action: It was agreed given the amount of CIL due and the dowry for Lovedon Fields, that the Clerk will open two variable rate deposits to further funds to be covered by the FSCS compensation scheme.

F/20/124 – To consider the draft forecast outturn (2020/21) and draft budget (2021/22)

Members reviewed the draft outturn and budget and made minor changes to the R&A budget.

Action: Send revised budget to R&A for consideration.

F/20/125 – Remuneration and Staffing

None.

F/20/126 – Tubbs Hall – landlord’s responsibilities

Gas Boiler – During the recent boiler service a fault was identified that requires repair. Given the age of the boiler it was deemed beyond economical repair and quotes are being sought for a replacement. The potential for a combi boiler to remove the need for a hot water tank is to be discussed with the companies quoting.

Action: Obtain 3 quotations for a replacement boiler.

F/20/127 – Legal issues

Vandalism – Still awaiting the identities of the perpetrators.

F/20/128 – RFO/Clerk’s notices

Clerks’ delegated authority limit – In July 2019, the delegated limit for the Clerks’ was raised to £200.00 for purchases by card. It was unanimously agreed to extend this to all purchases including those made via invoice.

External auditor comments–

The external auditor had queried why the Annual Return was approved at the June PC meeting, but the public rights notice had not been erected until early August. The Clerk will respond to state that including the additional workload related to COVID-19, we also had both 3 new Councillors to induct onto the Council and a traveler encampment to deal with. The notice was erected well before the statutory deadline of 1st September.

Action: Clerk to respond as above.

F/20/129 – Chairman’s notices

None.

F/20/130 - Items for discussion at the next meeting on the 08 December 2020

None.

Meeting Closed at 20:34.

Signed:

Date:

Management Accounts for the period ending 31st October 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	£97,890.31	£108,082.12	£10,191.81	£203,110.59	£179,028.59
Kings Worthy Community Centre	£4,181.20	£2,439.03	£1,060.54	-£1,378.49	£6,599.74	£3,957.54
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£6,060.00	£2,547.78	£2,813.00	£265.22	£3,560.00	£5,060.00
Totals:	£233,376.22	£102,877.13	£111,955.66	£9,078.53	£213,270.33	£197,046.13

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	£46,119.18	£47,535.01	-£1,415.83	£78,560.16	£77,964.77
Kings Worthy Community Centre	£9,685.00	£6,256.00	£3,470.99	£2,785.01	£13,094.31	£9,434.79
Planning & Highways	£6,500.00	£2,980.37	£0.00	£2,980.37	£6,500.00	£6,500.00
Recreation & Amenities	£81,269.00	£33,275.06	£38,773.46	-£5,498.40	£76,656.44	£75,095.64
Totals:	£179,971.28	£88,630.61	£89,779.46	-£1,148.85	£174,810.90	£177,995.20

	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	£14,246.51	£22,176.20	£7,929.69	£38,459.42	£19,050.93

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	£14,246.51	£13,964.55	-£281.96	£4,237.92	£6,166.42

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	£4,246.51	£3,964.55	-£281.96	-£5,762.08	-£3,833.58
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Balance Sheet for period ending 31st October 2020

Bank Accounts	
Unity Trust Bank Current Account	£16,662.07
Unity Trust Tailored Deposit Account	£103,956.34
Sub-Total:	£128,225.05
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)	£5,000.00
Sub-Total:	£90,000.00
Other	
B4B Procurement Card	£1.44
Debtors	£609.41
Prepayments	£31.00
Sub-Total:	£641.85
Total Current Assets:	£211,260.26
Current Liabilities	
Trade Creditors	£3,922.65
Retentions	£377.20
Received on Account (inc. Precept)	£68,574.56
PAYE Payments Due	£251.40
NI Payments Due	£509.86
Pension Payments Due	£877.56
VAT to be Paid	-£15.87
VAT to be Reclaimed	-£1,317.72
VAT that has been Reclaimed but not received	-£4,213.25
Total Current Liabilities:	£68,966.39
Current Assets Minus Liabilities:	£142,293.87
Earmarked Funds in Reserve	
Church Green Reserve	£9,172.49
Play area maintenance reserve	£24,053.22
CIL Reserve	£31,746.75
Total Current Liabilities:	£64,972.46
Net Assets	
Profit & Loss Accounts Brought Forward	£12,582.28
General Reserves (inc. £7,364.59) for tree works)	£42,562.93
Profit & Loss Year to Date	£22,176.20
Total Net Assets:	£77,321.41