

**Minutes of the Finance, Administration & Remuneration committee meeting  
held on Wednesday, 13 January 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**

Ian Gordon (Vice-Chair), Signe Biddle,

**Members of the public**

None.

**F/21/001 – Public question time**

**F/21/002 – Agree and sign the minutes of the meeting held on the 08 December 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/21/003 – Matter arising from the meeting held on the 08 December 2020**

None.

**F/21/004 – Proposed new expenditure for Finance approval**

**Planning and Highways (P&H) –**

None.

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

None.

**Recreation and Amenities (R&A) –**

None.

**Communications –**

None.

**Grants –**

None.

**F/21/005 – To receive the statement of accounts and management reports for the period ended 31 December 2020 (see attached) including authorisation of payments**

The Clerk/RFO gave a presentation of the accounts for the month ending 31 December 2020. 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.

**F/21/006 – 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/21/007 – Remuneration and Staffing**

Assistant Clerk additional hours – It was agreed to temporarily increase the Assistant Clerk's hours from 20 hours to 27 hours per week. This will be reviewed at the March committee meeting.

**F/21/008 – Tubbs Hall – landlord's responsibilities**

Sub Lease on Tubbs Hall – This is with Winchester City Council for comment/approval.

**F/21/009 – Legal issues**

Vandalism – The Clerk is to arrange a Zoom meeting with Cllrs Gordon and Miller-Hall to discuss the report.

**Action:** Arrange for Zoom meeting as above.

**F/21/010 – RFO/Clerk's notices**

None.

**F/21/011 – Chairman's notices**

None.

**F/21/012 – Items for discussion at the next meeting on the 10 February 2021**

None.

**Meeting Closed at 19:58.**

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**Signed:**

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**Date:**

**Management Accounts for the period ending 31<sup>st</sup> 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	<b>-£1,709.36</b>	£5,553.91	£4,313.94
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£6,060.00	£5,335.49	£5,633.00	£297.51	£4,393.33	£5,560.00
<b>Totals:</b>	<b>£233,376.22</b>	<b>£134,191.73</b>	<b>£144,930.42</b>	<b>£10,738.69</b>	<b>£214,972.69</b>	<b>£201,929.53</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	£73,517.28	£57,011.92	£61,177.51	<b>-£4,165.59</b>	£79,571.30	£78,211.69
Kings Worthy Community Centre	£9,685.00	£7,707.86	£8,316.50	<b>-£608.64</b>	£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	<b>-£6,571.88</b>	£76,951.34	£74,513.29
<b>Totals:</b>	<b>£179,971.28</b>	<b>£111,477.85</b>	<b>£122,792.97</b>	<b>-£11,315.12</b>	<b>£174,697.44</b>	<b>£179,044.87</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>£53,404.94</b>	<b>£22,713.89</b>	<b>£22,137.45</b>	<b>-£576.44</b>	<b>£40,275.25</b>	<b>£22,884.66</b>

**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
<b>Revised Position (excluding CIL receipts):</b>	<b>£6,298.92</b>	<b>£22,713.89</b>	<b>£13,925.80</b>	<b>-£8,788.09</b>	<b>£6,053.75</b>	<b>£10,000.15</b>

<b>Play area reserve transfer</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>
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**Final memorandum position – Excluding CIL receipts and including play area reserve transfer**

<b>Final memorandum position</b>	<b>-£3,701.08</b>	<b>£12,713.89</b>	<b>£3,925.80</b>	<b>-£8,788.09</b>	<b>-£3,946.25</b>	<b>£0.15</b>
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Precept required for balanced budget: £164,656.00

Forecast net asset level at the end of 2020/21: £51,797.96

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

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

  

<b>Investments/Deposits</b>	
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
<b>Sub-Total:</b>	<b>£90,213.92</b>

  

<b>Other</b>	
B4B Procurement Card	£4.94
Debtors	£2,928.41
Prepayments	£0.00
<b>Sub-Total:</b>	<b>£2,933.35</b>

  

<b>Total Current Assets:</b>	<b>£166,102.89</b>
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<b>Current Liabilities</b>	
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	£173.13
VAT to be Reclaimed	-£7,617.55
VAT that has been Reclaimed but not received	£0.00
<b>Total Current Liabilities:</b>	<b>£38,626.75</b>

  

<b>Current Assets Minus Liabilities:</b>	<b>£127,476.14</b>
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<b>Earmarked Funds in Reserve</b>	
Church Green Reserve	£8,573.49
Play area maintenance reserve	£24,053.22
CIL Reserve	£16,967.77
<b>Total Current Liabilities:</b>	<b>£49,594.48</b>

  

<b>Net Assets</b>	
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	<b>£22,137.45</b>
<b>Total Net Assets:</b>	<b>£77,881.66</b>

# Payment Authorisation Listing – January 2021

## Committees:

**FAR = Finance, Administration & Remuneration**

**KWCC = Kings Worthy Community Centre**

**PC = Parish Council**

**P&H = Planning & Highways**

**R&A = Recreation & Amenities**

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

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
09/12/2020	P&H	Hampshire County Council	Streetlighting (April - September 2020)	Street Lighting	£3,539.26	£0.00
10/12/2020	R&A	John Dollin Printing Services Ltd	COVID-19 signage and labels	Playground Maintenance	£231.60	£0.00
16/12/2020	R&A	Mint Signs and Graphics Ltd	3x Noticeboard headers	Noticeboards	£70.08	£0.00
17/12/2020	FAR	John Dollin Printing Services Ltd	Printing, fulfillment and postage of 2,100 newsletters	Leaflets and Publications / Newsletter Distribution	£1,962.00	£0.00
17/12/2020	R&A	Vita Play Ltd	Installation of a new play area fence at Eversley Park	CIL Projects (R&A)	£17,734.77	£0.00
22/12/2020	R&A	1A Autoheat Ltd	Power flush of full heating system	Heating Repairs	£1,040.00	£0.00
				<b>Total (all):</b>	<b>£24,577.71</b>	<b>£0.00</b>

## Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
11/12/2020	R&A	Environmental Hygiene Services	Cleaning of 6x bus shelters	Shelters	£72.00	£0.00
21/12/2020	FAR (KWCC)	Hampshire PAT Testing	PAT Testing of 78 items	Electrical Infrastructure, installations and PAT testing	£196.56	£0.00

21/12/2020	R&A	ID Verde Ltd	Weekly emptying of 12x dog faeces bins (01/10/20 - 31/12/20)	Dog Bins	£1,336.60	£0.00
31/12/2020	FAR	EKS Accounting	Payroll services (Oct, Nov and December 2020)	Accountancy, bookkeeping and Payroll	£72.00	£0.00
31/12/2020	FAR	BOX-IT UK Limited	Storage of 24x boxes (01/01/21 - 31/03/21)	Document Storage	£39.90	£0.00
31/12/2020	R&A	Worthy Plants	Planting of Cherry trees at the Burial Ground	Burial Ground - General Maintenance	£72.00	£0.00
05/01/2021	R&A	Kompan Ltd	Replacement of Sealion Head for Fraser Road play area	Playground Maintenance	£132.00	£0.00
11/01/2021	R&A	Glasdon UK Ltd	Bio-degradable dog faeces bags	Dog Bins	£126.44	£0.00
12/01/2021	FAR	DOMU Brands Ltd	Dual monitor mount	Miscellaneous Expenditure	£29.99	£0.00
12/01/2021	FAR	OT Group Ltd	A4 Paper	Printing	£19.38	£0.00
				<b>Total (all):</b>	<b>£2,096.87</b>	<b>£0.00</b>

### Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
01/12/2020	FAR (KWCC)	EDF Energy	Gas -Tubbs Hall	Gas	£87.00	£0.00
07/12/2020	FAR (KWCC)	Business Stream	Water rates for Kings Worthy Community Centre (monthly)	Water Rates - Tubbs Hall	£21.00	£0.00
08/12/2020	R&A	Business Stream	Water rates for Eversley Park	Water Rates - Eversley Park	£36.62	£0.00
10/12/2020	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£87.17	£0.00
14/12/2020	R&A	Business Waste Ltd	Emptying of	Open Space Maintenance	£74.40	£0.00
15/12/2020	FAR	TLC Online	Website support and maintenance services	Website/Email Expenses	£20.00	£0.00
16/12/2020	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£26.40	£0.00
21/12/2020	FAR (KWCC)	British Gas Lite	Electricity for Kings Worthy Community Centre	Electricity	£104.87	£0.00

21/12/2020	FAR (KWCC)	Rentokil UK Ltd	Pest control services	Pest Control	£87.96	£0.00
21/12/2020	FAR (KWCC)	Biffa Waste Services	Bin Emptying at Kings Worthy Community Centre	Waste collection charges	£185.01	£0.00
29/12/2020	R&A	Green Smile Ltd	Grounds maintenance service	Grounds maintenance	£3,594.00	£0.00
31/12/2020	R&A	PHS Group	Sanitary disposal services	Sanitary disposal	£4.10	£0.00
				<b>Total:</b>	<b>£4,328.53</b>	<b>£0.00</b>

### Remuneration costs

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Notes
25/01/2021	FAR	C Read	Salary	Employee Wages and Salaries	£1,847.42	
25/01/2021	FAR	Lucia Foster Found	Salary	Employee Wages and Salaries	£950.92	
19/02/2021	FAR	HMRC	National Insurance	NI	£509.86	
19/02/2021	FAR	HMRC	PAYE	PAYE	£251.20	
19/02/2021	FAR	Hampshire County Council	Pensions	Pensions	£877.56	
				<b>Total:</b>	<b>£4,436.96</b>	<b>£0.00</b>

### Procurement card payments

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
14/12/2020	FAR	House of Windows	Replacement internal window for the parish office	Office Capital Expenditure	£230.00	£0.00
02/12/2020	FAR	Giffgaff	Goodybag of Minutes, Data and Texts (Office Mobile)	Miscellaneous Expenditure	£6.00	£0.00
02/12/2020	FAR	Giffgaff	Goodybag of Minutes, Data and Texts (Emergency Mobile)	Miscellaneous Expenditure	£6.00	£0.00
02/12/2020	FAR	1&1 IONOS	Basic fee (06/10/20 - 06/10/21)	Website/Email Expenses	£35.86	£0.00
02/12/2020	FAR	Zoom Video Communications Inc.	Standard Pro subscription	Computer Software	£11.99	£0.00
				<b>Total:</b>	<b>289.85</b>	<b>£0.00</b>