

**Minutes of the Finance, Administration & Remuneration committee meeting
held on Wednesday, 15 September 2021 at 19:30
in Kings Worthy Community Centre, Fraser Road, Kings Worthy**

Attendees

Councillors (Cllrs) Stewart Newell (Chair), Signe Biddle and Ian Gordon.

Clerk(s) Louise Daniel and Christopher Read

Apologies

Cllr Emily Fish

Members of the public

None

The committee welcomed the Louise Daniel who had been appointed as Assistant Clerk.

F/21/065 – Public question time

None.

F/21/066 – Impact of COVID-19

Recommended restrictions for meeting – It was agreed for the current recommendations to remain for meetings.

F/21/067 – Agree and sign the minutes of the meeting held on the 11 August 2021

The minutes were agreed as a true record of the meeting and signed by the Chair.

F/21/068 – Matters arising from the meeting held on the 11 August 2021

VAT advice – Having approached Parkinson Partnership, they referenced previous advice they had given us which indicated that we very likely didn't need to be VAT registered. It was provisionally agreed to de-register subject to the agreement of the changes to the sub-lease.

F/21/069 – Proposed new expenditure for Finance approval

Planning and Highways (P&H) – None.

Finance, Administration & Remuneration (FAR) – None.

Replacement fire shutter battery backup Tubbs Hall – The Clerk noted that the fire shutter's battery backup requires replacing and a quotation is being obtained for this work. In the meantime, the shutter will be shut off and remain closed.

Training for new Assistant Clerk – It was agreed to book the new Assistant Clerk on the upcoming new Clerk training from the Hampshire Association of Local Councils, at a cost of £95.00.

It was also agreed for the Clerk to book her on further training courses subject to the £200 delegated authority limit.

Action: Book new Assistant Clerk on training courses as above.

Recreation and Amenities (R&A) –

Laurels at Upper Broadview – Three quotations had been received by R&A for the cutting back of the laurel trees along the edge of Upper Broadview to 6ft in height.

Quotation A = £2,925.00 (exc. VAT)

Quotation B= £3,500.00 (exc. VAT)

Quotation C= £2,600.00 (exc. VAT)

R&A had agreed to proceed with Quotation C. This decision was unanimously ratified subject to confirmation of the ownership of the trees.

Action: Check ownership of the trees as above.

Communications – None.

Grants – None.

F/21/070 – Parish Council insurance renewal

Quotations had been sought by our broker for the renewal of the Parish Council's insurance from AXA (Pen), Hiscox and Ecclesiastical. The Clerk noted that one of the companies were not providing quotations at present. It was agreed given the expertise needed to obtain quotations for appropriate cover, that the Council proceeds based on the two quotations received.

Quotation A = £5,758.53 per annum or £5,470.60 per annum with a 3-year long term agreement

Quotation B = £7,095.56 per annum

Having clarified with the broker, Quotation A covers costs towards the eviction of unauthorised encampments via the courts, but not via bailiffs under common law. Quotation B potentially provides some cover for the common law route but with a £2,500 excess.

It was agreed to proceed with recommending the Council accepts Quotation A, as per the recommendation from our brokers,

Action: Send recommendation to Parish Council for ratification.

F/21/071 – To receive the statement of accounts and management reports for the period ended 31 August 2021

The Clerk/RFO gave a presentation on the accounts for the month ending 31 August 2021 (see attached).

IT was noted that £18,339.20 of the CIL reserve (funds received in previous financial years) needs either have a plan to/or have been spent by April 2022.

It was agreed to deposit an initial £5,000 in the Nationwide 35-day savings account.

F/21/072 – Authorise the payment listing

All members reviewed and authorised a copy of the payment listing (see attached).

F/21/073 – Remuneration and Staffing

Items relating to the new Assistant Clerk – It was noted that the new Assistant Clerk has been employed on the salary of £22,500 (pro-rata). It was agreed that any additional hours worked (above the contracted 20 hours) by the new Assistant Clerk for training can be paid as overtime.

Pay Review –

The Clerk's annual review has yet to take place. It was also agreed that the Clerk's pay will be reviewed at the next committee meeting.

The previously agreed 34-hours of overtime owed to the Clerk had not yet been paid. It was agreed for the Clerk to be paid up to 55 hours of time owed (including the previously agreed 34 hours) as overtime.

F/21/074 – Tubbs Hall – landlord's responsibilities

Sub Lease on Tubbs Hall – Due to the timings of meeting this item is yet to be sent to the full council.

F/21/075 – Legal issues

Under the provisions of the Public Bodies [Admissions to Meetings] Act 1960 [as extended by S100A of the Local Government Act 1972] the public were excluded from the discussion on this item due to the confidential nature of the business to be considered, namely to discuss the status of the Lovedon Fields site and a complaint received relating to one of our play areas.

Lovedon Fields site – Councillors discussed correspondence that had been received regarding the Lovedon Fields site.

Action: It was agreed to obtain legal advice from our solicitors.

Play area complaint – Councillors discussed a complaint that been received.

Action: It was agreed to respond to the person who submitted the complaint, subject to agreement by our Insurer.

The meeting re-opened to the public at this point.

F/21/076 – RFO/Clerk’s notices

External audit comment – A comment had been received from the external auditor relating to the Parish Council’s role as a trustee on the Annual Governance return (AGAR). The internal audit report and Section 1 of the AGAR differ. The Clerk had discussed this with the internal auditor who has replied to the external auditor to clarify the reason for the difference and that the Parish Council’s answer in Section 1 is correct.

F/21/077 – Chairman’s notices

None.

F/21/078 – Items for discussion at the next meeting on the 13 October 2021

Forecast Outturn & Budget 2022/23

Review of Grievance & Disciplinary policy

Meeting Closed at 20:57.

Signed: _____

Date: _____

Management Accounts for the period ending 31st August 2021

Income

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date
Community Infrastructure Levy	£12,884.51	£6,442.26	£35,609.37	£29,167.12

Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£173,733.08	£72,040.63	£72,219.79	£179.16
Kings Worthy Community Centre	£4,399.44	£1,833.10	£915.00	-£918.10
Planning & Highways	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£5,560.00	£1,733.55	£1,252.00	-£481.55
Totals:	£205,577.03	£82,049.54	£109,996.16	£27,946.62

Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date
Community Infrastructure Levy	£0.00	£0.00	£0.00	£0.00
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£81,705.67	£38,767.72	£33,041.42	£5,726.30
Kings Worthy Community Centre	£10,315.89	£4,902.71	£2,915.26	£1,987.45
Planning & Highways	£7,175.00	£0.00	£0.00	£0.00
Recreation & Amenities	£81,257.55	£27,150.99	£23,409.39	£3,741.60
Totals:	£189,454.11	£70,821.42	£59,366.07	£11,455.35

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date
Actual Year to Date Position	£16,122.92	£11,228.12	£50,630.09	£39,401.97

Memorandum position - Excluding Community Infrastructure Levy receipts and expenditure

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date
Memorandum Year to Date Position:	£3,238.41	£4,785.86	£15,020.72	£10,234.86

Balance Sheet for period ending 31st August 2021

Bank Accounts	
Unity Trust Bank Current Account	£8,491.51
Unity Trust Tailored Deposit Account	£103,306.34
Sub-Total:	£111,797.85

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	£5.24
Debtors	£200.00
Prepayments	£0.00
Sub-Total:	£582.79

Total Current Assets:	£202,217.01
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Current Liabilities	
Trade Creditors	£594.17
Retentions	£377.20
Received on Account (inc. Precept)	£14,351.50
PAYE Payments Due	£460.00
NI Payments Due	£832.36
Pension Payments Due	£1,010.27
VAT to be Paid	-£1,646.49
VAT to be Reclaimed	-£3.00
VAT that has been Reclaimed but not received	£0.00
Total Current Liabilities:	£15,976.01

Current Assets Minus Liabilities:	£186,241.00
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Earmarked Funds in Reserve	
Church Green Reserve	£6,177.49
Play area maintenance reserve	£34,053.22
CIL Reserve	£25,179.42
Total Current Liabilities:	£65,410.13

Net Assets	
Profit & Loss Accounts Brought Forward	-£8,558.49
General Reserves (inc. £19,297.65 for tree works)	£78,759.27
Profit & Loss Year to Date	£50,630.09
Total Net Assets:	£120,830.87

Payment Authorisation Listing – September 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
16/08/2021	R&A	Imperative Training (Defibshop)	Replacement set of defibrillator pads	Defibrillators	£57.00	£0.00
18/08/2021	R&A	C&D Trees Ltd	Agreed tree works at Upper Broadview	Tree Works	£250.00	£0.00
31/08/2021	FAR	Lucia Foster Found	Travel expenses (April 2020 - March 2021)	Travel and Subsistence	£90.81	£0.00
31/08/2021	FAR	Lucia Foster Found	Travel expenses (April - August 2021)	Travel and Subsistence	£27.00	£0.00
				Total (all):	£424.81	£0.00

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
04/08/2021	FAR	Konica Minolta Business Solutions (UK) Ltd	Printer rental (07/09/21 - 06/11/21)	Printing	£76.07	£0.00
11/08/2021	FAR	Henry Squire & Sons Ltd	High security padlock	Miscellaneous Expenditure	£42.29	£0.00

14/08/2021	R&A	Worthy Tree Care	Clearance of fallen limb at Eversley Park	Tree Works	£108.00	£0.00
02/09/2021	FAR	Tubbs Hall Management Committee	Hire of the hall for extra ordinary Parish Council meeting	Miscellaneous Expenditure	£10.00	£0.00
02/09/2021	FAR	Tubbs Hall Management Committee	Hire of the hall for Planning & Highways committee meeting and interviews	Miscellaneous Expenditure	£100.00	£0.00
				Total (all):	£336.36	£0.00

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
02/08/2021	R&A	Business Waste Ltd	Excess weight charge	Open Space Maintenance	£20.75	£0.00
05/08/2021	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water rates - Tubbs Hall	£12.00	£0.00
10/08/2021	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£87.17	£0.00
13/08/2021	R&A	Business Waste Ltd	Water supply for Eversley Park recreation ground	Water rates - Eversley Park	£13.20	£0.00
16/08/2021	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park	Open Space Maintenance	£133.05	£0.00
16/08/2021	FAR (KWCC)	Winchester City Council	Business rates	Business rates	£61.00	£0.00
16/08/2021	FAR	TLC Online	Website support and maintenance services	Website/Email Expenses	£20.00	
17/08/2021	FAR (KWCC)	Octopus Energy	Electricity & gas charges (1/7/21 - 5/8/21)	Electricity & Gas	£36.04	£0.00
17/08/2021	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£26.40	£0.00
27/08/2021	R&A	Green Smile	Monthly grounds maintenance contract	Grounds Maintenance	£3,594.00	£0.00
31/08/2021	R&A	Business Waste Ltd	Excess weight charge	Open Space Maintenance	£0.23	£0.00

				Total:	£4,003.84	£0.00
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Remuneration costs

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Notes
25/08/2021	FAR	C Read	Salary - August	Employee Wages and Salaries	£1,849.22	£0.00
25/08/2021	FAR	Lucia Foster Found	Salary - August	Employee Wages and Salaries	£1,812.44	£0.00
19/09/2021	FAR	HMRC	National Insurance - August	NI	£832.36	£0.00
19/09/2021	FAR	HMRC	PAYE - August	PAYE	£460.00	£0.00
19/09/2021	FAR	Hampshire County Council	Pensions - August	Pensions	£1,010.27	£0.00
				Total:	£5,964.29	£0.00

Procurement card payments

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
02/08/2021	FAR	Giffgaff	Monthly Goodybag of data, mins and texts	Miscellaneous Expenditure	£6.00	£0.00
02/08/2021	FAR	Giffgaff	Monthly Goodybag of data, mins and texts	Miscellaneous Expenditure	£6.00	£0.00
02/08/2021	FAR	Giffgaff	Top-up of £10.00	Miscellaneous Expenditure	£10.00	£0.00
02/08/2021	FAR	Stagecoach bus	Bus ticket to Winchester (for fire marshal training)	Travel and Subsistence	£2.85	£0.00
02/08/2021	FAR	Component Shop	Battery charge indicator	Miscellaneous Expenditure	£11.74	£0.00
02/08/2021	FAR	Microsoft	Office 365 subscription	Computer Software	£18.96	£0.00
02/08/2021	FAR	Zoom Video Communications Inc.	Standard Pro subscription	Computer Software	£11.99	£0.00

02/08/2021	FAR	Lloyds Bank	Monthly card charges	Bank Interest & Charges	£6.00	£0.00
				Total:	£73.54	£0.00

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