

**Minutes of the Finance, Administration & Remuneration committee meeting
held on Wednesday, 13 October 2021 at 19:30
in Kings Worthy Community Centre, Fraser Road, Kings Worthy**

Attendees

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

Clerk(s)

Christopher Read

Apologies

None

Members of the public

None

F/21/079 – Public question time

None.

F/21/080 – Impact of COVID-19

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

F/21/081 – Agree and sign the minutes of the meeting held on the 15 September 2021

The following amendment was made:

Removed the word “the” from the sentence referring Louise Daniel’s appointment.

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

F/21/082 – Matters arising from the meeting held on the 15 September 2021

None.

F/21/083 – 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 had received a quotation from an alternative supplier. It was agreed to proceed with this quotation from Doorgear Ltd at cost of £358.00+VAT.

Boiler maintenance plan – A price had been received for a maintenance plan for the heating system at a cost of £146.67 (exc. VAT). It was agreed to proceed with this plan as long as it includes the annual service of the boiler.

Society for Local Council Clerks virtual training – It was agreed for both the Clerk and Assistant Clerk to attend the SLCC virtual training seminar on the 10th November, at a cost of £45 per person (exc. VAT).

Action: Book places on the SLCC course as above.

Recreation and Amenities (R&A) – None.

Communications – None.

Grants – None.

F/21/084 – To receive the statement of accounts and management reports for the period ended 30 September 2021

The Clerk/RFO gave a presentation on the accounts for the month ending 30 September 2021 (see attached).

It was noted that the figure for CIL to be spent was incorrect and the correct balance that needs to be spent by April 2022 is £3,560.22.

After reviewing available funds, it was agreed to deposit an additional £50,000 into the Nationwide 35-day savings account.

F/21/085 – Draft forecast outturn 2021/22 and budget 2022/23

Cllrs reviewed the draft outturn 2021/22 and budget 2022/23; no changes were made.

Due to lack of invoices received for this financial year, it was agreed to review the contract and terms for the Maintenance Contractor.

Action: Arrange for review of Maintenance Contractor's terms and contract.

Asset valuation – It was agreed to investigate the potential for an asset revaluation given the age of the some of the assets and the recent increases in costs.

Action: Investigate an asset revaluation.

F/21/086 – Authorise the payment listing

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

Action: It was agreed to confirm with the auditor regarding the need to print off paper invoices given the quantity that are now provided electronically.

F/21/087 – Remuneration and Staffing

Pay Review –

The Clerk was asked to leave the room whilst Councillors discussed this and a proposal will be put to Councillors for agreement at the next Parish Council meeting.

The Clerk returned to the meeting at this point.

F/21/088 – Tubbs Hall – landlord’s responsibilities

Sub Lease on Tubbs Hall – This meeting is still to be organised and it was agreed for Cllr Haswell & Newell to attend on behalf on the Parish Council.

F/21/089 – Review of Grievance & Disciplinary polices

It was agreed that the current policies are to be separated from the contracts and put into separate standalone polices to make easier to review in the future.

F/21/090 – Legal issues

Lovedon Fields – Following receipt of legal advice and as agreed by Councillors via email, a reply had been submitted to the liquidators of the HAB at Lovedon Fields.

Play area complaint – Our insurance company have now closed this case thus it was agreed to take no further action on the matter.

F/21/091 – RFO/Clerk’s notices

External audit – The Clerk reported that the external audit report had been received with no comments raised.

F/21/092 – Chairman’s notices

None.

F/21/093 – Items for discussion at the next meeting on the 17 November 2021

Office arrangements including COVID-19

Meeting Closed at 20:55.

Signed:

Date:

Management Accounts for the period ending 30th September 2021

Income

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2021/22 Forecast Outturn	2022/23 Budget
Community Infrastructure Levy	£12,884.51	£6,442.26	£35,609.37	£29,167.12	£35,609.37	£0.00
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	£0.00	£9,000.00
Finance, Administration & Remuneration	£173,733.08	£86,478.38	£86,633.79	£155.41	£173,405.50	£173,418.00
Kings Worthy Community Centre	£4,399.44	£2,199.72	£1,098.00	-£1,101.72	£4,399.44	£3,927.11
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£5,560.00	£2,397.97	£2,428.65	£30.68	£5,650.00	£5,650.00
Totals:	£205,577.03	£97,518.33	£125,769.81	£28,251.48	£219,064.31	£191,995.11

Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2021/22 Forecast Outturn	2022/23 Budget
Community Infrastructure Levy	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	£0.00	£9,000.00
Finance, Administration & Remuneration	£81,705.67	£44,610.67	£45,983.62	-£1,372.95	£83,352.34	£85,517.72
Kings Worthy Community Centre	£10,315.89	£5,827.93	£3,618.27	£2,209.66	£8,646.65	£8,309.27
Planning & Highways	£7,175.00	£0.00	£0.00	£0.00	£7,175.00	£7,318.50
Recreation & Amenities	£81,257.55	£33,611.70	£28,109.14	£5,502.56	£75,751.74	£75,985.00
Totals:	£189,454.11	£84,050.30	£77,711.03	£6,339.27	£174,925.73	£186,130.49

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2021/22 Forecast Outturn	2022/23 Budget
Actual Year to Date Position	£16,122.92	£13,468.03	£48,058.78	£34,590.75	£44,138.58	£5,864.62

Memorandum position - Excluding Community Infrastructure Levy receipts and expenditure

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2021/22 Forecast Outturn	2022/23 Budget
Memorandum Year to Date Position:	£3,238.41	£7,025.78	£12,449.41	£5,423.63	£8,529.21	£5,864.62

Balance Sheet for period ending 30th September 2021

Bank Accounts	
Unity Trust Bank Current Account	£12,448.29
Unity Trust Tailored Deposit Account	£176,456.34
Sub-Total:	£188,904.63
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	£3.24
Debtors	£275.00
Prepayments	£0.00
Sub-Total:	£278.24
Total Current Assets:	£279,396.79
Current Liabilities	
Trade Creditors	£10,014.74
Retentions	£0.00
Received on Account (inc. Precept)	£86,109.00
PAYE Payments Due	£407.80
NI Payments Due	£654.57
Pension Payments Due	£1,061.76
VAT to be Paid	£42.83
VAT to be Reclaimed	-£2,940.80
VAT that has been Reclaimed but not received	£0.00
Total Current Liabilities:	£95,349.90
Current Assets Minus Liabilities:	£184,046.89
Earmarked Funds in Reserve	
Church Green Reserve	£5,877.99
Play area maintenance reserve	£34,053.22
CIL Reserve	£25,179.42
Total Current Liabilities:	£65,110.63
Net Assets	
Profit & Loss Accounts Brought Forward	-£8,558.49
General Reserves (inc. £19,297.65 for tree works)	£79,435.97
Profit & Loss Year to Date	£48,058.78
Total Net Assets:	£118,936.26

Payment Authorisation Listing – October 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
13/09/2021	FAR (KWCC)	Britannia Fire Shutters	Service of fire shutter and battery backup	Fire Safety	£330.00	£0.00
17/09/2021	FAR	Surrey Hill Solicitors	Legal advice on S106 agreement	Legal and Professional Fees	£600.00	£0.00
19/09/2021	FAR	PKF Littlejohn	External audit 2021	External Auditors Fees	£480.00	£0.00
28/09/2021	FAR	Arthur J. Gallagher Insurance Brokers Ltd (Came & Company)	Parish Council annual insurance (01/01/2021 - 30/09/2022)	Business Insurance	£5,545.60	£0.00
				Total (all):	£6,955.60	£0.00

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
01/09/2021	R&A	Kedel Ltd	Plastic wood for bench, play area and open spaces	Playground Maintenance / Seats / Open Spaces Maintenance	£491.62	£0.00

05/09/2021	R&A	Leancode, Inc DBA Pluggable Technologies (Amazon Seller)	Laptop dock	Miscellaneous Expenditure	£159.95	£26.66
16/09/2021	R&A	Glasdon UK Ltd	Dog faeces bags for dispenser	Dog Bins	£125.28	£0.00
17/09/2021	FAR	TLC Online	Annual domain renewal	Website/Email Expenses	£9.20	£0.00
22/09/2021	FAR	Viking Payments	A4 paper and batteries	Printing / Miscellaneous Expenditure	£59.59	£0.00
22/09/2021	FAR	Amazon EU UK	Mouse mats, pens and wrist rest	Miscellaneous Expenditure / Office Stationery	£45.39	£0.00
23/09/2021	R&A	ID Verde Ltd	Emptying of 7 dog bins (01/07/21 - 30/09/2021)	Dog Bins	£1,225.22	£0.00
24/09/2021	FAR	Amazon EU UK	Wireless mouse	Small Office Equipment (under £100)	£29.39	£0.00
29/09/2021	FAR	Konica Minolta Business Solutions (UK) Ltd	Copying charges (07/05/21 - 06/08/2021)	Printing	£12.66	£0.00
30/09/2021	FAR	BOX-IT UK Limited	Document storage (01/10/21 - 31/12/2021)	Document Storage	£42.84	£0.00
30/09/2021	FAR	Citizens Advice Winchester District	Grant towards training and cost of running the service	Grants to Village Organisations	£750.00	£0.00
01/10/2021	FAR (KWCC)	Croma Locksmiths & Security Solutions	Basic maintenance of CCTV system - annual charge	CCTV and security	£120.00	£0.00
01/10/2021	R&A	Green Smile Ltd	Extra bin emptying (01/07/21 - 30/09/2021)	Open Spaces Maintenance	£504.00	£0.00
06/10/2021	FAR	Tubbs Hall Management Committee	Hall hire for Council meetings (September 2021)	Miscellaneous Expenditure	£110.00	£0.00
12/10/2021	R&A	Plane Arboriculture Ltd	Emergency inspection of trees at Eversley Park (fallen branch) and Upper Broadview (sagging branch)	Tree Works	£240.00	£0.00
				Total (all):	£3,925.14	£26.66

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
06/09/2021	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water rates -Tubbs Hall	£12.00	£0.00
09/09/2021	FAR (KWCC)	Octopus Energy	Electricity & gas charges (6/8/21 - 31/08/21)	Electricity & Gas	£35.27	£0.00
10/09/2021	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£87.17	£0.00
14/09/2021	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park	Open Space Maintenance	£90.76	£0.00
15/09/2021	FAR	TLC Online	Website support and maintenance services	Website/Email Expenses	£20.00	£0.00
15/09/2021	FAR	Information Commissioners Office	Annual ICO subscription	Information Commissioner	£35.00	£0.00
16/09/2021	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£26.40	£0.00
20/09/2021	FAR (KWCC)	Biffa Municipal Ltd	Waste collection charges - 25/9/21 to 24/12/2021	Waste collection charges	£185.01	£0.00
20/09/2021	FAR (KWCC)	Rentokil Pest Control	Pest control services (01/07/21 - 30/09/2021)	Pest Control	£94.02	£0.00
27/09/2021	R&A	Green Smile	Monthly grounds maintenance contract	Grounds Maintenance	£3,594.00	£0.00
28/09/2021	FAR (KWCC)	PHS Group Plc	Annual duty of care (01/10/2021 - 30/09/2022)	Sanitary Disposal	£92.70	£0.00
				Total:	£4,272.33	£0.00

Remuneration costs

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Notes
24/09/2021	FAR	C Read	Salary including overtime	Employee Wages and Salaries	£2,378.48	£0.00
24/09/2021	FAR	L Daniel	Salary	Employee Wages and Salaries	£662.82	£0.00
19/10/2021	FAR	HMRC	National Insurance	NI	£654.57	£0.00
19/10/2021	FAR	HMRC	PAYE	PAYE	£407.80	£0.00

19/10/2021	FAR	Hampshire County Council	Pensions	Pensions	£1,061.76	£0.00
				Total:	£5,165.43	£0.00

Procurement card payments

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
02/09/2021	FAR	Giffgaff	Monthly Goodybag of data, mins and texts	Miscellaneous Expenditure	£6.00	£0.00
02/09/2021	FAR	Giffgaff	Monthly Goodybag of data, mins and texts	Miscellaneous Expenditure	£6.00	£0.00
02/09/2021	FAR	Sign Trade Supplies Ltd	Purchase of sign channel and clips	Signs	£71.93	£0.00
02/09/2021	FAR	Colour Frog (J&A International Ltd)	Dibond sign (800 x 400mm)	Signs	£40.88	£0.00
02/09/2021	FAR	Microsoft	Office 365 subscription	Computer Software	£18.96	£0.00
02/09/2021	FAR	Lloyds Bank	Monthly card charges	Bank Interest & Charges	£6.00	£0.00
				Total:	£149.77	£0.00