

**Minutes of the Finance, Administration & Remuneration committee meeting
held on Wednesday, 16 February 2022 at 19:30
in Kings Worthy Community Centre, Fraser Road, Kings Worthy**

Attendees

Councillors (Cllrs) Stewart Newell (Chair of the meeting), Signe Biddle, Ian Gordon, Matthew Miller-Hall.

Clerk(s)

Christopher Read

Apologies

Cllr Emily Fish

Members of the public

Two

F/22/018 – Public question time

None.

It was agreed to move the discussion of grants to the point in the meeting.

F/22/019 – Proposed new expenditure for Finance approval

Worthy Runners grant request – The Chair and President of the Worthy Runners gave a short presentation on their grant request including what the money will be used for. The main reason for this grant request was due to a lack of funding that would ordinarily be raised at the biennial Worthys Festival. Therefore, they wish to invest in their communications including the website etc. to promote the club.

Cllr Newell gave Cllr Biddle an update on what had been presented.

Cllr Miller-Hall stated that now has a better understanding on what the money is being spent on.

(Cllr Signe Biddle arrived at this point)

Cllr Gordon asked if the club includes the youth of the village. The representatives of Worthy Runners confirm they do allow under 18s.

It was unanimously agreed to grant them £150.00.

(Both members of the public left at this point)

Strange TimesQuest grant request – A grant request had been received for £500.00 from Strange TimesQuest. The group provides a network for support and creation of art by members which is shared with other members and displayed to the public at open studios. The money requested was to cover hall hire and a part contribution to the purchase of display boards.

It was agreed to invite to the next Finance committee meeting to provide a presentation for their grant proposal.

Action: Clerk to invite representative(s) to next Finance, Administration & Remuneration committee meeting.

F/22/020 – Impact of COVID-19 including office arrangements

Office arrangements – A quotation for the removal of the party wall is awaited.

Recommended restrictions for meeting – It was agreed for the current recommendations to remain for meetings, with an amendment asking for attendees to wear a mask if vulnerable.

This recommendation is in response to the very high case rates in the Winchester area.

F/22/021 – Agree and sign the minutes of the meeting held on the 27 January 2022

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

F/22/022 – Matters arising from the meeting held on the 27 January 2022

None.

F/22/023 – Proposed new expenditure for Finance approval (continued)

Planning and Highways (P&H) – None.

Finance, Administration & Remuneration (FAR) – None

Recreation and Amenities (R&A) –

- Defibrillator installation at Jubilee Hall – The Clerks had met and agreed a provisional location for the defibrillator cabinet to be installed o at Jubilee Hall.

Thomas Electrical Engineering Ltd had provided a quotation to install the defibrillator cabinet (including a new electrical circuit supply from the fuse board). This quotation also included the installation of new 3 sockets to show appreciation for allowing us to install our cabinet.

This quotation was for £650.00 (ex. VAT) and also includes the installation of an outside socket at the Cart & Horses pub once the cabinet has been removed. This is subject to confirm from the pub.

It was agreed to proceed with the quotation with Cllr Newell abstaining.

Action: Email the pub regarding the movement of the cabinet and the installation of a socket.

- Football pitch renovation – Four quotations had been received for the renovation of the middle pitch at Eversley Park. These quotations were based on a request to each company for the renovation of the pitch with no specification being given.

Company A = £6,903.00 (60-ton of top dressing); £8,753.00 (90-ton of top dressing)

Other works specified are the same for both quotations.

Company B = £7,317.73

Company C = £4,360.00

It was agreed to allow up to £9,000.00 of funding to allow R&A to choose any of the quotations received.

Communications –

Newsletter quotation – A quotation had been received from Culverlands Press Ltd for the printing, fulfillment (including enveloping) and postage.

Printing and fulfillment = £917.00

Postage = £990.00

It was agreed to accept the quotation at a total cost of £1,907.00 (exc. VAT).

F/22/024 – To receive the statement of accounts and management reports for the period ended 31 January 2022

The Clerk/RFO gave a presentation on the accounts for the month ending 31 January 2022 (see attached).

The Clerk noted that the overpayments to Vita Play Ltd had been repaid and reflected clearly on the bank reconciliation.

The Clerk also noted that the VAT did not appear to complete clear to £0 when the last VAT return was submitted.

Action: Investigate VAT clearance issue and report back to committee.

F/22/025 – Draft forecast outturn 2021/22 and budget 2022/23

Cllrs had been sent a copy of the revised outturn and budget before the meeting. The Clerk have a presentation of the draft outturn 2021/22 and budget 2022/23 (see attached); no changes were made.

F/22/026 – Authorise the payment listing

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

F/22/027 – Alternative accounting packages

It was agreed to arrange a demonstration for the afternoon of the 22nd or 24th February.

F/22/028 – Remuneration and Staffing

- Updated grievance and disciplinary policies – No further update.
- HR annual review – It was agreed to arrange this with our HR service.

F/22/029 – Tubbs Hall – landlord’s responsibilities

Proposed new-sub lease including VAT advice – a meeting had taken place on 16th February which was attended by the Chair of the Council, the Clerk and both Treasurer and Chair of Tubbs Hall Management Committee (THMC). The main points discussed were both the reasoning for this change had been requested and the logistics of how it could work. THMC will come back to the Parish Council with a costed proposal for discussion.

F/22/030 – Office arrangements including COVID-19

This item was accidentally included on the agenda twice (see F/22/020).

F/22/031 – Legal issues

Lovedon Fields Site – No update.

F/22/032 – RFO/Clerk’s notices

March committee meeting date – Due to a conflicting booking in Tubbs Hall it was agreed to move the March Finance committee meeting to the 17th March.

F/22/033 – Chairman’s notices

None.

F/22/034 – Items for discussion at the next meeting on the 17 March 2022

None.

Meeting Closed at 20:55.

Signed:

Date:

Management Accounts for the period ending 31st January 2022

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	£9,663.38	£50,329.96	£40,666.58	£50,329.96	£0.00
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	£0.00	£9,000.00
Finance, Administration & Remuneration	£173,733.08	£144,918.96	£144,136.59	£-782.37	£172,795.00	£175,413.00
Kings Worthy Community Centre	£4,399.44	£3,666.20	£1,830.00	£-1,836.20	£3,880.63	£4,022.00
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£5,560.00	£4,995.72	£5,475.70	£479.98	£6,643.70	£6,450.00
Totals:	£205,577.03	£163,244.25	£201,772.25	£38,528.00	£233,649.29	£194,885.00

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	£69,212.84	£67,256.04	£1,956.80	£85,988.52	£84,426.00
Kings Worthy Community Centre	£10,315.89	£8,660.79	£5,984.47	£2,676.32	£7,525.19	£8,483.00
Planning & Highways	£7,175.00	£3,289.87	£3,239.37	£50.50	£7,499.29	£11,405.00
Recreation & Amenities	£81,257.55	£57,797.11	£54,351.62	£3,445.49	£81,191.93	£74,425.89
Totals:	£189,454.11	£138,960.61	£130,831.50	£8,129.11	£182,204.92	£187,739.89

	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	£24,283.64	£70,940.75	£46,657.11	£51,444.36	£7,145.11

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	£14,620.26	£20,610.79	£5,990.53	£1,114.40	£7,145.11

Memorandum position – including play area transfer reserve

	2022/23 Budget
Memorandum Position (as above):	£7,145.11

Play area reserve transfer:	£10,000.00
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Revised position:	-£2,854.89
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Projects/Major Changes in 2022/23 Budget

Project	Funded From	Cost
Bus shelter refurbishment	R&A	£4,900.00
Election expenses*	FAR	£3,500.00
Change in sub-lease (estimate)	KWCC	£665.19
Speed Initiatives	P&H	£1,320.00
Streetlights (based on forecast outturn)	P&H	£2,910.00
	Total:	£13,295.19

***WCC Electoral Services have verbally confirmed this is a reasonable budget**

Balance Sheet for period ending 31st January 2022

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£12,811.77
Unity Trust Tailored Deposit Account	£75,555.20
Sub-Total:	£88,366.97
<u>Investments/Deposits</u>	
Nationwide variable (35 day notice)	£55,000.00
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)	£5,260.27
Sub-Total:	£145,260.27
<u>Other</u>	
B4B Procurement Card	£225.10
Debtors	£634.00
Prepayments	£0.00
Sub-Total:	£859.10
Total Current Assets:	£234,486.34
Current Liabilities	
Trade Creditors	£1,522.33
Received on Account (inc. Precept)	£28,703.00
PAYE Payments Due	£261.60
NI Payments Due	£516.57
Pension Payments Due	£933.26
VAT to be Paid	-£44.40
VAT to be Reclaimed	-£109.26
VAT that has been Reclaimed but not received	-£4,225.62
Total Current Liabilities:	£27,557.48
Current Assets Minus Liabilities:	£206,928.86
Earmarked Funds in Reserve	
Church Green Reserve	£4,679.99
Play area maintenance reserve	£34,053.22
CIL Reserve	£25,179.42
Total Current Liabilities:	£63,912.63
Net Assets	
Profit & Loss Accounts Brought Forward	-£8,558.49
General Reserves (inc. £19,297.65 for tree works)	£80,633.97
Profit & Loss Year to Date	£70,940.75
Total Net Assets:	£143,016.23

Payment Authorisation Listing – February 2022

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
20/12/2021	R&A	Vita Play Ltd	Rhyno scrub deep cleaning at Tubbs Hall play area	Playground Maintenance	£582.00	£0.00
The above is correction an incorrect figure was quoted on the January payment listing.						
				Total (all):	£582.00	£0.00

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
05/02/2022	R&A	Peter Yeates Arboriculture	Hedge cutting along Church Lane to provide highways clearance (including traffic control where needed)	Tree Works	£480.00	£0.00
07/02/2022	R&A	Merritt Tree Specialists Ltd	Removal of individual overhanging branch over footpath as required (including chipping and removal of arisings)	Tree Works	£144.00	£0.00
07/02/2022	R&A	Merritt Tree Specialists Ltd	Reduce laurels to 2 metres along Upper Broadview (including chipping and removal of arisings)	Tree Works	£3,120.00	£0.00
08/02/2022	FAR	Amazon EU UK	C cell batteries	Miscellaneous Expenditure	£7.00	£0.00
08/02/2022	FAR	Amazon EU UK	9m of Gorilla tape (x4)	Miscellaneous Expenditure	£11.00	£0.00

08/02/2022	FAR	Asif Ashraf Parekh	Staples (pack of 5000)	Office Stationery	£2.78	£0.00
				Sub-Total:	£3,764.78	£0.00
08/02/2022	R&A	M.R.S. Services	Monthly inspections of play areas, open spaces and defibrillators - January 2022	Maintenance Technician - General Repairs	£242.00	£0.00
08/02/2022	R&A	M.R.S. Services	Refit swing at Fryers Close	Maintenance Technician - General Repairs	£22.00	£0.00
08/02/2022	R&A	M.R.S. Services	Replace all parts back onto the Adult Exercise Area	Maintenance Technician - General Repairs	£38.50	£0.00
08/02/2022	R&A	M.R.S. Services	Remove rubbish from shed and place in bin at Eversley Park	Maintenance Technician - General Repairs	£16.50	£0.00
08/02/2022	R&A	M.R.S. Services	Remove broken slats at Vian Place and cut, drill and fit new slats (cut to size by 150mm each end)	Seats	£71.50	£0.00
08/02/2022	R&A	M.R.S. Services	Go to Eversley Park and put fly tipped rubbish in the bin	Maintenance Technician - General Repairs	£22.00	£0.00
08/02/2022	R&A	M.R.S. Services	Fit new parts to swings at Fraser Road	Playground Maintenance	£55.00	£0.00
08/02/2022	R&A	M.R.S. Services	Collect barrier fence from office and replace current fence at Church Green play area	Maintenance Technician - General Repairs	£33.00	£0.00
08/02/2022	R&A	M.R.S. Services	New nuts and bolts for Vian Place bench	Seats	£15.50	£0.00
				Sub-Total:	£516.00	£0.00
09/02/2022	FAR	Allcam Mobile Products Ltd	Mobile projector stand/trolley with shelf	Small Office Equipment (under £100)	£49.98	£0.00
10/02/2022	FAR	Amazon EU UK	Hazard warning tape (x2), Chainsaw protective gloves, AA batteries (pack of 4)	Miscellaneous Expenditure	£30.17	£0.00

10/02/2022	FAR	Amazon EU UK	Scissors (20cm), tipp-ex correction tape, metal file set (150mm pack of 2), Gorilla duct tape, folding pruning saw, AAA batteries (pack of 12) & Bolle safety spectacles	Miscellaneous Expenditure / Office Stationery	£55.77	£0.00
10/02/2022	FAR	Ether Worldwide Ltd	Keyboard cleaner (2 pack)	Miscellaneous Expenditure	£5.69	£0.00
14/02/2022	FAR	Tubbs Hall Management Committee	Monthly meetings (January 2022)	Miscellaneous Expenditure	£80.00	£0.00
15/02/2022	FAR	Konica Minolta Business Solutions (UK) Ltd	Copier rental (07/02/22 - 08/05/2022)	Printing	£76.07	£0.00
				Sub-Total:	£267.68	£0.00
				Total (all):	£4,578.46	£0.00

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
07/01/2021	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water rates -Tubbs Hall	£12.00	£0.00
10/01/2022	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£87.17	£0.00
14/01/2022	FAR (KWCC)	Octopus Energy	Electricity & Gas (01/11/21 - 01/12/21)	Electricity & Gas	£156.36	£0.00
14/01/2022	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park	Open Spaces Maintenance	£110.14	£0.00
17/01/2022	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£26.40	£0.00
24/01/2022	R&A	Business Stream	Water supply for Eversley Park	Water (Eversley Park)	£10.37	£0.00
27/01/2022	R&A	Green Smile	Monthly grounds maintenance contract	Grounds Maintenance	£3,594.00	£0.00
28/01/2021	R&A	Business Waste Ltd	Charge for excess weight on large commercial bin at Eversley Park	Open Spaces Maintenance	£11.17	£0.00
				Total:	£4,007.61	£0.00

Remuneration costs

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Notes
25/01/2022	FAR	C Read	Salary	Employee Wages and Salaries	£1,887.88	£0.00
25/01/2022	FAR	L Daniel	Salary	Employee Wages and Salaries	£931.73	£0.00
19/02/2022	FAR	HMRC	National Insurance	NI	£516.57	£0.00
19/02/2022	FAR	HMRC	PAYE	PAYE	£261.60	£0.00
19/02/2022	FAR	Hampshire County Council	Pensions	Pensions	£933.26	£0.00
				Total:	£4,531.04	£0.00

Procurement card payments

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
02/12/2021	FAR	Microsoft	Office 365 subscription	Computer Software	£18.96	£0.00
04/01/2022	FAR	Microsoft	Office 365 subscription	Computer Software	£18.96	£0.00
04/01/2022	FAR	Lloyds Bank	Monthly card charges	Bank Interest & Charges	£6.00	£0.00
04/01/2022	FAR	Giffgaff	Monthly Goodybag of data, mins and texts	Miscellaneous Expenditure	£6.00	£0.00
04/01/2022	FAR	Giffgaff	Monthly Goodybag of data, mins and texts	Miscellaneous Expenditure	£6.00	£0.00
02/02/2022	FAR(KWCC)	Lincat Ltd	Parts to repair the water boiler in the kitchen (including pipe, elbows and filter)	Kitchen & Equipment	£102.00	£0.00
14/02/2022	FAR	Scan Computers International Ltd T/A Scan International	Benq MH5005 projector	Office - Capital Expenditure	£626.96	£0.00
				Total:	£765.92	£0.00