

**Minutes of the Finance, Administration & Remuneration committee meeting
held on Thursday, 27 January 2022 at 19:30
in Kings Worthy Community Centre, Fraser Road, Kings Worthy**

Attendees

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

Clerk(s)

Christopher Read

Apologies

Cllr Signe Biddle

Members of the public

None

F/22/001 – Public question time

None.

F/22/002 – Impact of COVID-19

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

F/22/003 – Agree and sign the minutes of the meeting held on the 08 December 2021

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

F/22/004 – Matters arising from the meeting held on the 08 December 2021

None.

F/22/005 – Proposed new expenditure for Finance approval

Planning and Highways (P&H) – None.

Finance, Administration & Remuneration (FAR) –

Society for Local Council Clerks subscription – It was unanimously agreed to ratify the decision made by email to proceed with the annual subscription for the Clerk at a cost of £270.00.

Electrical installation condition report (EICR) and lighting works – A quotation had been obtained to carry out the building 5-year EICR which is due in March, at a cost of £600.00 (ex. VAT). This can hopefully be undertaken over a weekend to minimise disruption.

A price had also been received to convert two of the emergency lights in the main hall to normal lights and to install two separate standalone emergency spotlights. The lights that require

conversion are no longer charging the emergency batteries properly and parts for these lights are very hard to source due to their age. The cost for this work is £120.00 (ex. VAT).

It was unanimously agreed to proceed with the quotation from Thomas Electrical Engineering Ltd at a total cost of £720.00 (exc. VAT).

Recreation and Amenities (R&A) –

- Grounds Contractor fuel costs– Due to a change in the law, grounds contractors are no longer allowed to use red diesel in their ride-on mowers. Green Smile have requested an additional £315.90 for April 2022 – March 2023 to cover the increase in fuel costs. It was unanimously agreed to pay this additional cost.

Action: Send this cost increase to Parish Council for ratification.

- Repair to fence at Lower Broadview – It was agreed to accept a quotation from M.R.S. Services, at a cost of £246.36. to repair the fence at Lower Broadview.
- Hedge cutting on Church Lane – Quotations had been requested to trim back the vegetation from the highway in Church Lane. Only one company was able to provide a quotation at a cost of £400.00 (ex. VAT) which included traffic management. Due to logistical reasons, this company were only able to undertake the work before the end of next week. Thus, it was agreed to proceed with the quotation to ensure this work is carried out before the end of the nesting season. This had also been agreed by the Chair of the Council and Recreation & Amenities committee.

Communications – None.

Grants –

- Worthy Runners – They will be attending the February committee meeting.
- Worthies Sports & Social Club (in conjunction with Worthys Youth Football Club) –

A grant application had been received from the Worthies Sports & Social Club (in conjunction with Worthys Youth Football Club) for the renovation of the storage shed at Eversley Park which is used by the Worthys Youth Football Club. This will include rendering, guttering and painting. It will also include repairs to the changing room doors.

The total cost of the project is £4,120.00 and they have requested a grant of £1,500.00.

It was unanimously agreed to grant them the full amount.

Action: Send this to Parish Council for ratification.

F/22/006 – To receive the statement of accounts and management reports for the period ended 31 December 2021

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

F/22/007 – Draft forecast outturn 2021/22 and budget 2022/23

CLLrs reviewed the draft outturn 2021/22 and budget 2022/23 (see attached); no changes were made.

The proposed precept figure for ratification at the January Parish Council meeting is £174,863.00.

F/22/008 – Authorise the payment listing

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

The Clerk noted that there had been a duplicate payment made to Vita Play Ltd for 3 of the recent invoices (£3,054.00 [inc. VAT]). This had occurred due to human error as whilst the Clerk had checked the bank account to see if they'd been paid (which they hadn't), they were in fact waiting for authorisation. An additional check has been put in place to prevent this occurring in the future.

Having contacted the company via telephone they have agreed to refund this which has been followed up by an email request.

F/22/009 – Remuneration and Staffing

None.

F/22/010 – Review of Grievance & Disciplinary policies

It was agreed to ask our HR service for templates and information on the review of these policies.

F/22/011 – Tubbs Hall – landlord's responsibilities

Proposed new-sub lease including VAT advice – a meeting is being arranged with the Chair and Treasurer of Tubbs Hall Management Committee (THMC).

It was agreed to wait until this meeting has taken place so we have an idea of the future arrangement before getting a quotation for VAT advice.

F/22/012 – Office arrangements including COVID-19

We are awaiting a quotation from M.R.S. Services for the removal of party wall. He has been to measure up and noted that one section of floor will require screeding as it's a different height.

Action: It was agreed to book all Council meetings in Tubbs Hall until the end of April.

F/22/013 – Legal issues

- Lovedon Fields Site – No update.

F/22/014 – Alternative accounting packages

It was agreed to setup a demonstration of the software with all members being invited to attend.

Action: Setup demonstration.

F/22/015 – RFO/Clerk’s notices

None.

F/22/016 – Chairman’s notices

None.

F/22/017 – Items for discussion at the next meeting on the 16 February 2022

None.

Meeting Closed at 20:18.

Signed:

Date:

Management Accounts for the period ending 31st December 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	£130,557.99	£129,785.09	-£772.90	£172,795.00	£172,768.00
Kings Worthy Community Centre	£4,399.44	£3,299.58	£1,647.00	-£1,652.58	£4,399.44	£4,022.00
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£5,560.00	£4,842.45	£4,841.70	-£0.75	£7,243.70	£6,450.00
Totals:	£205,577.03	£148,363.39	£186,603.75	£38,240.36	£234,768.10	£192,240.00

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	£63,326.50	£61,999.70	£1,326.80	£85,841.97	£84,426.00
Kings Worthy Community Centre	£10,315.89	£8,108.82	£5,748.91	£2,359.91	£7,672.25	£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	£49,671.61	£49,817.38	-£145.77	£82,775.44	£71,571.00
Totals:	£189,454.11	£124,396.79	£120,805.36	£3,591.43	£183,788.94	£184,885.00

	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	£23,966.60	£65,798.39	£41,831.79	£50,979.15	£7,355.00

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	£14,303.22	£15,468.43	£1,165.21	£649.19	£7,355.00

Memorandum position – including play area transfer reserve

	2022/23 Budget
Memorandum Position (as above):	£7,355.00
Play area reserve transfer:	£10,000.00
Revised position:	-£2,645.00
Precept required for balanced budget (including projects):	£174,863.00

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:		£11,112.00

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

Balance Sheet for period ending 31st December 2021

Bank Accounts	
Unity Trust Bank Current Account	£9,412.11
Unity Trust Tailored Deposit Account	£94,555.20
Sub-Total:	£103,967.31

Investments/Deposits	
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

Other	
B4B Procurement Card	£328.60
Debtors	£250.29
Prepayments	£0.00
Sub-Total:	£578.89

Total Current Assets:	£249,806.47
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Current Liabilities	
Trade Creditors	£7,479.66
Received on Account (inc. Precept)	£0.00
PAYE Payments Due	£43,054.50
NI Payments Due	£261.60
Pension Payments Due	£516.57
VAT to be Paid	£933.26
VAT to be Reclaimed	£35.96
VAT that has been Reclaimed but not received	-£4,261.58
Total Current Liabilities:	£48,019.97

Current Assets Minus Liabilities:	£201,786.50
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Earmarked Funds in Reserve	
Church Green Reserve	£4,979.49
Play area maintenance reserve	£34,053.22
CIL Reserve	£25,179.42
Total Current Liabilities:	£64,212.13

Net Assets	
Profit & Loss Accounts Brought Forward	-£8,558.49
General Reserves (inc. £19,297.65 for tree works)	£80,334.47
Profit & Loss Year to Date	£65,798.39
Total Net Assets:	£137,574.37

Finance, Administration & Remuneration Forecast Outturn 2021/22 & Budget 2022/23

<u>Income</u>	<u>2021/22 Forecast Outturn</u>	<u>2022/23 Budget</u>
Precept	£172,218.00	£172,218.00
Meeting Room Hire	£0.00	£0.00
Bank interest received	£514.50	£550.00
Other income & donations	£62.50	£0.00
Website advertising	£0.00	£0.00
Church Green transfer to general reserves	£0.00	£0.00
Income Total:	£172,795.00	£172,768.00

Expenditure (Staff & Training)	<u>2021/22 Forecast Outturn</u>	<u>2022/23 Budget</u>
Employee Wages and Salaries	£45,938.36	£43,248.00
Employer's Pension	£9,041.22	£9,255.00
Employers NI	£3,881.57	£3,848.00
Staff & Councillor Training	£640.00	£500.00
Travel & Subsistence	£200.00	£150.00
Staff & Training Total:	£59,701.15	£57,001.00

Expenditure (Administration)	<u>2021/22 Forecast Outturn</u>	<u>2022/23 Budget</u>
Stationery	£315.00	£350.00
Computer Software	£1,041.42	£1,045.00
Computer Support	£0.00	£0.00
Postage and Carriage	£117.00	£100.00
Document Storage	£247.50	£254.00
Small Office Equipment (under £100)	£40.00	£75.00
Printing	£756.88	£700.00
Office - Capital Expenditure	£550.00	£0.00
Subscriptions	£1,373.94	£1,410.00
Public Consultations	£0.00	£0.00
Misc. / Sundry Expenditure	£2,121.26	£2,150.00
Events	£10.00	£0.00
Administration Total:	£6,573.00	£6,084.00

Expenditure (Professional Costs)	<u>2021/22 Forecast Outturn</u>	<u>2022/23 Budget</u>
Internal Auditor's Fees	£500.00	£510.00
External Auditor's Fees	£400.00	£410.00
Accountancy, Book-keeping and Payroll	£551.60	£360.00
Legal & Professional Fees	£2,674.00	£1,500.00

Insurance	£5,545.60	£5,546.00
Information Commissioner	£35.00	£35.00
Professional Costs Total:	£220.64	£220.00

Expenditure (Grants & Other)	2021/22 Forecast Outturn	2022/23 Budget
Bad Debt Write Off	£0.00	£0.00
Grants to Village Organisations	£5,000.00	£5,000.00
S137 Expenditure	£0.00	£0.00
Election Expenses	£0.00	£3,500.00
Grants & Other Total:	£5,000.00	£8,500.00

Expenditure (Communication)	2021/22 Forecast Outturn	2022/23 Budget
Publicity & Advertising	£249.00	£250.00
Leaflets & Publications	£3,570.00	£3,660.00
Newsletter Distribution	£0.00	£0.00
Website/Email Expenses	£821.98	£350.00
Total:	£4,640.98	£4,260.00

Expenditure (Communication)	2021/22 Forecast Outturn	2022/23 Budget
Publicity & Advertising	£249.00	£250.00
Leaflets & Publications	£3,570.00	£3,660.00
Newsletter Distribution	£0.00	£0.00
Website/Email Expenses	£821.98	£350.00
Total:	£4,640.98	£4,260.00

Expenditure (FAR Capital Projects)	2021/22 Forecast Outturn	2022/23 Budget
Capital Projects - Finance	£0.00	£0.00
Total:	£0.00	£0.00

	2021/22 Forecast Outturn	2022/23 Budget
Total:	£85,841.97	£84,426.00

Kings Worthy Community Centre (KWCC) Forecast Outturn 2021/22 & Budget 2022/23

<u>Income</u>	<u>2021/22 Forecast Outturn</u>	<u>2022/23 Budget</u>
THMC Management Fee	£2,773.00	£4,022.00
THMC Recharge	£1,626.44	£0.00
Income Total:	£4,399.44	£4,022.00

<u>Expenditure (40% Kings Worthy Parish Council)</u>	<u>2021/22 Forecast Outturn</u>	<u>2022/23 Budget</u>
Rent	£367.42	£377.00
Sanitary disposal	£432.48	£532.00
Waste collection charges	£779.40	£960.00
Maintenance Contracts	£0.00	£0.00
Electrical infrastructure & PAT testing	£917.08	£204.00
Fire safety	£1,215.00	£633.00
Pest Control	£755.90	£384.00
Loft Space	£0.00	£0.00
40% Kings Worthy Parish Council Expenditure Total:	£4,467.28	£3,090.00

<u>Expenditure (50% KWPC)</u>	<u>2021/22 Forecast Outturn</u>	<u>2022/23 Budget</u>
Electricity	£660.60	£1,050.00
Gas	£65.66	£998.00
Water	£360.00	£720.00
Telephone & Broadband	£871.68	£875.00
Repairs to entrance hall (inc. flooring)	£0.00	£0.00
External doors	£140.00	£174.00
Repairs in toilet area	£0.00	£0.00
Heating repairs	£250.84	£327.00
Solar Panels	£160.00	£192.00
50% Kings Worthy Parish Council Expenditure Total:	£2,508.78	£4,336.00

<u>Expenditure (Split on an individual basis)</u>	<u>2021/22 Forecast Outturn</u>	<u>2022/23 Budget</u>
Kitchen & Equipment	£0.00	£0.00
Insurance Excess	£0.00	£0.00
CCTV / Security	£91.80	£100.00
Individually Split Expenditure Total:	£91.80	£100.00

<u>Expenditure (100% Kings Worthy Parish Council)</u>	<u>2021/22 Forecast Outturn</u>	<u>2022/23 Budget</u>
Business rates	£304.39	£457.00
External repairs	£200.00	£400.00

Window cleaning (external)	£100.00	£100.00
100% KWPC Total:	£604.39	£957.00

<u>Expenditure (100% Tubbs Hall Management Committee)</u>	<u>2021/22 Forecast Outturn</u>	<u>2022/23 Budget</u>
Cleaning Supplies	£0.00	£0.00
Internal repairs	£0.00	£0.00
Other Tubbs Hall costs	£0.00	£0.00
Window cleaning (internal)	£0.00	£0.00
100% KWPC Total:	£0.00	£0.00

	2021/22 Forecast Outturn	2022/23 Budget
Total KWCC Expenditure	£7,672.25	£8,483.00

Cost Breakdown for Kings Worthy Community Centre	2021/22 Forecast Outturn	2022/23 Budget
Total Kings Worthy Parish Council Expenditure	£3,737.49	£4,461.00
Total Tubbs Hall Management Committee Expenditure	£3,934.76	£4,022.00

	2021/22 Forecast Outturn	2022/23 Budget
KWCC net cost to Kings Worthy Parish Council	£464.68	£0.00

Payment Authorisation Listing - January 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
14/12/2021	FAR (KWCC)	Brooks Electrical Services Ltd	Replacement external lights for Kings Worthy Community Centre	Electrical Infrastructure, installations and PAT testing	£313.20	£0.00
20/12/2021	R&A	Vita Play Ltd	Repairs to the surfacing at Tubbs Hall play area	Playground Maintenance	£702.00	£0.00
20/12/2021	R&A	Vita Play Ltd	Rhyno scrub deep cleaning at Tubbs Hall play area	Playground Maintenance	£852.00	£0.00
20/12/2021	R&A	Vita Play Ltd	Sand blasting of toddler play unit in Tubbs Hall play area	Playground Maintenance	£1,500.00	£0.00
20/12/2021	R&A	Vita Play Ltd	Painting of the toddler play unit at Tubbs Hall play area	Playground Maintenance	£570.00	£0.00
22/12/2021	R&A	ID Verde Ltd	Emptying of 7 bins weekly and 2 bin twice weekly (01/10/21 - 31/12/21)	Dog Bins	£1,225.22	£0.00
31/12/2021	FAR	EKS Accounting Ltd	Payroll services (including pensions & HMRC) for the quarter Oct - Dec 2021	Accountancy, book keeping and Payroll	£60.00	£0.00
01/01/2022	FAR	Society for Local Council Clerks	Annual membership fee 2022	Subscriptions	£270.00	£0.00
08/01/2022	R&A	M.R.S. Services	Monthly inspections of all play areas, open spaces and defibrillators (December 2021)	Maintenance Technician - General repairs	£302.50	£0.00

08/01/2022	R&A	M.R.S. Services	Replacement crocodile post at Eversley Park	Maintenance Technician - General repairs	£58.75	£0.00
				Total (all):	£5,853.67	£0.00

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
04/12/2021	FAR	Tubbs Hall Management Committee	November 2021 committee and full council meetings	Miscellaneous Expenditure	£95.00	£0.00
07/12/2021	R&A	Marshalls Mono Ltd	Telescopic bollard for Burial Ground	Burial Ground - Capital Expenditure	£524.39	£0.00
31/12/2021	FAR	Offsite Archive Storage & Integrated Services UK Ltd	Document storage (01/01/22 - 31/03/22) - 3x Size 1 & 21x Size 2 boxes	Document Storage	£41.90	£0.00
01/01/2022	FAR	Victim Support	Grant towards cost of running the service	Grants to Village Organisations	£250.00	£0.00
14/01/2022	R&A	Worthy Tree Care	Fell tree and cut back stem at Kim Bishop Walk. Remove fallen branch from Eversley Park	Tree Works	£196.00	£0.00
17/01/2022	R&A	Kompan Ltd	Replacement swing suspension units	Playground Maintenance	£293.04	£0.00
17/01/2022	R&A	Environmental Hygiene Services	Cleaning of 5x shelters	Shelters	£60.00	£0.00
18/01/2022	FAR	Tubbs Hall Management Committee	December 2021 committee meetings	Miscellaneous Expenditure	£50.00	£0.00
19/01/2022	FAR	Hampshire Association of Local Councils	What you need to know course (18th & 25th January 2022)	Staff & Councillors Training	£114.00	£0.00
				Total (all):	£1,624.33	£0.00

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
06/12/2021	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water rates -Tubbs Hall	£12.00	£0.00
10/12/2021	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£87.17	£0.00
13/12/2021	FAR (KWCC)	Rentokil Pest Control	Pest control services (01/10/21 - 31/12/21)	Pest Control	£94.02	£0.00
14/12/2021	FAR (KWCC)	Octopus Energy	Electricity & Gas (01/11/21 - 01/12/21)	Electricity & Gas	£192.32	£0.00
14/12/2021	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park	Open Spaces Maintenance	£96.00	£0.00
16/12/2021	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£26.40	£0.00
20/12/2021	FAR (KWCC)	Biffa Municipal Ltd	Waste collection charge for KWCC (25/12/21 - 25/03/22)	Waste Collection Charges	£201.09	£0.00
29/12/2021	R&A	Green Smile	Monthly grounds maintenance contract	Grounds Maintenance	£3,594.00	£0.00
31/12/2021	R&A	Business Waste Ltd	Charge for excess weight on large commercial bin at Eversley Park	Open Spaces Maintenance	£5.02	£0.00
31/12/2021	FAR	Unity Trust Bank	Manual handling charge	Bank Charges and Interest	£0.60	£0.00
31/12/2021	FAR	Unity Trust Bank	Service charge (04/09/21 - 04/12/21)	Bank Charges and Interest	£32.55	£0.00
				Total:	£4,341.17	£0.00

Remuneration costs

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Notes
22/12/2021	FAR	C Read	Salary	Employee Wages and Salaries	£1,887.88	£0.00
22/12/2021	FAR	L Daniel	Salary	Employee Wages and Salaries	£931.73	£0.00

19/01/2022	FAR	HMRC	National Insurance	NI	£516.57	£0.00
19/01/2022	FAR	HMRC	PAYE	PAYE	£261.60	£0.00
19/01/2022	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
02/12/2021	FAR	Lloyds Bank	Monthly card charges	Bank Interest & Charges	£6.00	£0.00
02/12/2021	FAR	Giffgaff	Monthly Goodybag of data, mins and texts	Miscellaneous Expenditure	£6.00	£0.00
02/12/2021	FAR	Giffgaff	Monthly Goodybag of data, mins and texts	Miscellaneous Expenditure	£6.00	£0.00
02/12/2021	FAR	Post Office	1st Class postage (signed for)	Postage and Carriage	£2.69	£0.00
20/12/2021	FAR	Beaver Tool Hire	Hire of CAT 4 C-SCOPE cable detector (including damage waiver and payment transaction fee)	Miscellaneous Expenditure	£36.16	£0.00
				Total:	£94.22	£0.00