

**Minutes of the Finance, Administration & Remuneration committee meeting
held on Wednesday, 13 April 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 and Matthew Miller-Hall.

Clerk(s)

Christopher Read

Apologies

Cllr Fish

Members of the public

None.

F/22/054 – Public question time

None.

F/22/055 – Impact of COVID-19 including office arrangements

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

F/22/056 – Agree and sign the minutes of the meeting held on the 17 March 2022

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

F/22/057 – Matters arising from the meeting held on the 17 March 2022

None.

F/22/058 – Proposed new expenditure for Finance approval (continued)

Planning and Highways (P&H) – None.

Finance, Administration & Remuneration (FAR) –

High visibility (hi-vis) jackets and work boots– Due to the number of site visits required, it was agreed to procure some branded hi-vis jackets and work boots.

Recreation and Amenities (R&A) –

- **Middle pitch renovation –** The Parish Council agreed to award the renovation works to Company A (Southern Ground Care). It was agreed to ratify the R&A committee's recommendation for the works to proceed week commencing 16th May.

- Replacement cricket nets –

3 quotations had been received for replacement cricket nets to be installed before the nets are made available to the public.

Quotation A = £1,159.60 (excluding VAT) – excluding delivery

Quotation B = £370.83 (excluding VAT) – including delivery

Quotation C = 695.00 (excluding VAT) – including delivery

Due to urgency and lack of May committee meeting, R&A were contacted via email with a recommendation to proceed with Quotation B.

It was unanimously agreed to proceed with Quotation B subject to the corners being appropriately laced together to prevent splitting.

- Play area renewal plan – After discussion, it was agreed that the R&A committee must submit a request to the new Finance committee for a budget for the play area renewal plan.

Communications – None.

Grants –

The Clerk had contacted the Hampshire Association of Local Councils for advice on the grant request from the Wessex Cancer Trust.

F/22/059 – To receive the statement of accounts and management reports for the period ended 31 March 2022 (including draft end of year accounts)

The Clerk/RFO gave a presentation on the draft accounts for the month ending 31 March 2022 (see attached). The Clerk noted that due to expected invoices and a bank statement that had not arrived the accounts were not final and would be signed off at the Parish Council meeting.

The Clerk had investigated the £44.40 discrepancy on the balance sheet. Our accounting software provider Sage confirmed that this was due to a bug when dealing with reverse charge VAT and this has now been cleared.

The Committee expressed their thanks to the Chair and Clerk for their work on the Council's finances.

F/22/060 – Authorise the payment listing

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

F/22/061 – Office arrangements

No update.

F/22/062 – Alternative accounting packages

The Clerk attended a virtual meeting to discuss how the software work. However, he wanted to investigate the software further before making a recommendation and will feed this back to the April full council meeting.

F/22/063 – Remuneration and Staffing

- Review of salaries –

(The Clerk was asked to leave the meeting at this point.)

A proposal was shared with the Clerk and will be put before the Parish Council.

(The Clerk returned to the meeting at this point.)

- Updated grievance and disciplinary policies – No further update; waiting until HR review is held.
- HR annual review – To be arranged once the new committee is in place.

F/22/064 – Tubbs Hall – landlord’s responsibilities

Proposed new-sub lease including VAT advice – A reply is awaited from the Chair of Tubbs Hall Management Committee.

Building valuation – Considering the proposed changes and advice given a recent insurance webinar, it was agreed to obtain prices for a building revaluation.

Action: Clerk to obtain costs for a building revaluation.

F/22/065 – Legal issues – None.

F/22/066 – Date of the May committee meeting

Due to the election and movement of the Annual General Meeting, it was agreed to cancel the May committee meeting.

F/22/067 – RFO/Clerk’s notices

None.

F/22/068 – Chairman’s notices

Cllr Newell confirmed that he is standing down from the Council after the election and thanked the committee for their work.

Members agreed a vote gratitude for Cllr Newell for this work.

F/22/069 – Items for discussion at the next meeting on the 15 June 2022

None.

Meeting Closed at 20:52.

Signed:

Date:

Management Accounts for the period ending 31st March 2022 (DRAFT)

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	£12,884.51	£50,329.96	£37,445.45	£50,329.96	£0.00
Neighbourhood Plan	£9,000.00	£9,000.00	£0.00	-£9,000.00	£0.00	£9,000.00
Finance, Administration & Remuneration	£173,733.08	£173,733.08	£172,939.06	-£794.02	£172,839.59	£176,413.00
Kings Worthy Community Centre	£4,399.44	£4,399.44	£4,816.13	£416.69	£4,188.19	£4,022.00
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£5,560.00	£5,560.00	£7,405.25	£1,845.25	£7,349.70	£6,116.70
Totals:	£205,577.03	£205,577.03	£235,490.40	£29,913.37	£234,707.44	£195,551.70

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	£9,000.00	£0.00	-£9,000.00	£0.00	£9,000.00
Finance, Administration & Remuneration	£81,705.67	£81,705.67	£78,183.21	£3,522.46	£79,683.51	£89,596.00
Kings Worthy Community Centre	£10,315.89	£10,315.89	£7,863.87	£2,452.02	£8,001.98	£8,483.00
Planning & Highways	£7,175.00	£7,175.00	£7,681.75	-£506.75	£7,499.29	£11,405.00
Recreation & Amenities	£81,257.55	£81,257.55	£68,161.37	£13,096.18	£70,541.58	£85,048.89
Totals:	£189,454.11	£189,454.11	£161,890.20	£9,563.91	£165,726.36	£203,532.89

	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	£16,122.92	£73,600.20	£57,477.28	£68,981.07	-£7,981.19

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	£3,238.41	£23,270.24	£20,031.83	£18,651.11	-£7,981.19

Memorandum position – including play area transfer reserve

	2022/23 Budget
Memorandum Position (as above):	-£7,981.19

Play area reserve transfer:	£10,000.00
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Revised position:	-£17,981.19
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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 March 2022 (DRAFT)

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£11,507.09
Unity Trust Tailored Deposit Account	£55,894.54
Sub-Total:	£67,401.63

<u>Investments/Deposits</u>	
Nationwide variable (35 day notice)	£55,060.13
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	£19.99
Debtors	£2,785.70
Prepayments	£373.26
Sub-Total:	£3,178.95

Total Current Assets:	£215,900.98
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Current Liabilities	
Trade Creditors	£2,126.06
Received on Account (inc. Precept)	£6,092.38
PAYE Payments Due	£0.00
NI Payments Due	£261.40
Pension Payments Due	£516.57
VAT to be Paid	£933.26
VAT to be Reclaimed	£110.02
VAT that has been Reclaimed but not received	-£3,727.02
Total Current Liabilities:	£0.00

Current Assets Minus Liabilities:	£209,588.31
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Earmarked Funds in Reserve	
Church Green Reserve	£4,080.99
Play area maintenance reserve	£34,053.22
CIL Reserve	£25,179.42
Total Current Liabilities:	£63,313.63

Net Assets	
Profit & Loss Accounts Brought Forward	-£8,558.49
General Reserves (inc. £19,297.65 for tree works)	£81,232.97
Profit & Loss Year to Date	£73,600.20
Total Net Assets:	£146,274.68

Payment Authorisation Listing – March 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
21/02/2022	R&A	Tom Fisher Tree Care	Cut down dangerous trees after storm on old railway line (Kim Bishop Walk)	Tree Works	£360.00	£0.00
28/02/2022	R&A	Tom Fisher Tree Care	Cut Hawthorn off of the boundary of two properties	Tree Works	£390.00	£0.00
				Total (all):	£750.00	£0.00

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
23/02/2022	R&A	KPCM Display Ltd	Footpath closed signs	Signs	£9.77	£0.00
24/02/2022	FAR	Street Solutions UK Ltd	Footpath closed ahead temporary road signs	Miscellaneous Expenditure	£89.98	£0.00
24/02/2022	FAR	Amazon EU UK	Stanley Fatmax 23W toolbox & sandbags (pack of 10)	Miscellaneous Expenditure	£33.92	£0.00
24/02/2022	FAR	Ram online Ltd	50x Galvanised ground pegs	Miscellaneous Expenditure	£6.89	£0.00
24/02/2022	FAR	Amazon EU UK	Cable ties (various sizes) and scotch tape	Miscellaneous Expenditure	£34.70	£0.00
28/02/2022	FAR	Worthy Runners	Grants towards communications and website	Grants to village organisations	£150.00	£0.00
01/03/2022	FAR	Amazon EU UK	Hex/Allen key set	Miscellaneous Expenditure	£10.70	£0.00

01/03/2022	FAR	Amazon EU UK	No entry pedestrian sign (x4)	Miscellaneous Expenditure	£28.00	£0.00
01/03/2022	FAR	M.A.C. UK TRADING LTD	Roughneck fencing pins (pack of 10)	Miscellaneous Expenditure	£37.03	£0.00
02/03/2022	FAR	Tubbs Hall Management Committee	February Council meetings in Tubbs Hall	Miscellaneous Expenditure	£80.00	£0.00
03/03/2022	R&A	BHF Shops Ltd	Replacement batteries (x5) & pads (x9) for Council defibrillators	Defibrillators	£1,503.00	£0.00
14/03/2022	R&A	Environmental Hygiene Services	Cleaning of 5x bus shelters	Shelters	£60.00	£0.00
14/03/2022	R&A	Plane Arboriculture Ltd	Emergency call out attended at Eversley Park (04/03/2022) - For split in cherry tree	Tree Works	£120.00	£0.00
15/03/2022	R&A	M.R.Smith trading as M.R.S.Services	Collect fencing from Winchester, stakes from shed and make barriers around 10 trees at Hinton Park to stop them being eaten by Deer & Rabbits (Labour & Materials)	Maintenance Technician - General repairs	£169.70	£0.00
				Sub-Total:	£2,333.69	£0.00
15/03/2022	R&A	M.R.Smith trading as M.R.S.Services	Monthly inspections of play areas, open spaces and defibrillators	Maintenance Technician - General repairs	£242.00	£0.00
15/03/2022	R&A	M.R.Smith trading as M.R.S.Services	Go to Hinton Park and look to see what is needed to protect the trees that are being eaten by deer.	Maintenance Technician - General repairs	£22.00	£0.00
15/03/2022	FAR (KWCC)	M.R.Smith trading as M.R.S.Services	Repair hot water boiler in kitchen (fit new parts)	Kitchen and Equipment	£44.00	£0.00
15/03/2022	R&A	M.R.Smith trading as M.R.S.Services	Remove boards from the train at Fraser Road play area	Playground Maintenance	£22.00	£0.00
15/03/2022	FAR (KWCC)	M.R.Smith trading as M.R.S.Services	Callout for hall door that would not lock due to power cut, tested back up battery was okay. Drilled holes to fit chain and padlock	External Doors	£16.50	£0.00
				Sub-Total:	£346.50	£0.00

15/03/2022	R&A	R E Dawson Ltd	Black 240L wheelie bin (replacement for Burial Ground)	Burial Ground - General Maintenance	£59.99	£0.00
				Sub-Total:	£59.99	£0.00
				Total (all):	£2,740.18	£0.00

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
04/02/2022	FAR (KWCC)	Business Stream	Water supply at Lovedon Lane Burial Ground	Water (Burial Ground)	£19.77	£0.00
07/02/2022	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water - Tubbs Hall	£7.00	£0.00
10/02/2022	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£87.17	£0.00
14/02/2022	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park	Open Spaces Maintenance	£113.45	£0.00
15/02/2022	FAR (KWCC)	Octopus Energy	Electricity & Gas (01/01/22 - 31/1/22)	Electricity & Gas	£191.00	£0.00
17/02/2022	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£26.40	£0.00
28/02/2022	R&A	Green Smile	Monthly grounds maintenance contract	Grounds Maintenance	£3,594.00	£0.00
				Total:	4,038.79	£0.00

Remuneration costs

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Notes
25/02/2022	FAR	C Read	Salary	Employee Wages and Salaries	£1,887.88	£0.00
25/02/2022	FAR	L Daniel	Salary	Employee Wages and Salaries	£931.73	£0.00
19/03/2022	FAR	HMRC	National Insurance	NI	£516.57	£0.00
19/03/2022	FAR	HMRC	PAYE	PAYE	£261.60	£0.00
19/03/2022	FAR	Hampshire County Council	Pensions	Pensions	£933.26	£0.00

				Total:	£4,531.04	£0.00
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Procurement card payments

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
02/02/2022	FAR	Microsoft	Office 365 subscription	Computer Software	£18.96	£0.00
02/02/2022	FAR	Lloyds Bank	Monthly card charges	Bank Interest & Charges	£6.00	£0.00
02/02/2022	FAR	Giffgaff	Monthly Goodybag of data, mins and texts	Miscellaneous Expenditure	£6.00	£0.00
02/02/2022	FAR	Springvale Stores	Roll of duct tape	Miscellaneous Expenditure	£4.99	£0.00
				Total:	£35.95	£0.00