



## **Kings Worthy Parish Council**

### **Minutes of the Finance, Administration & Remuneration committee meeting held on Wednesday, 13 July 2022 at 19:30 held in Kings Worthy Community Centre, Fraser Road**

#### **Attendees**

Councillors Ian Gordon (Chair), Julia Archer & Emily Fish.

#### **Clerk(s)**

Parish Clerk (Christopher Read)

#### **Apologies**

Cllr Matthew Miller-Hall

The reason was noted and approved.

#### **Members of the public**

None.

#### **F/22/089 – Election of Vice-Chair**

It was agreed to defer this item until more committee members are in attendance.

#### **F/22/090 – Public Question Time [Please note that this is the only time that the public are able to speak and is limited to 5 minutes per subject]**

None.

#### **F/22/091 – Impact of COVID-19**

It was agreed to keep the current recommendations on the agenda particularly given the large increase in cases.

#### **F/22/092 – To agree and sign the Minutes of the Meeting held on 15 June 2022**

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

#### **F/22/093 – Matters arising from the Parish Council meeting on the 15 June 2022**

None.

#### **F/22/094 – Proposed new expenditure for Finance approval**

- Planning & Highways (P&H) – None.
- Finance, Administration & Remuneration (FAR) –
  - Electrical works in Kings Worthy Community Centre – One of the illuminated emergency exit signs had malfunctioned. Given the age of two similar units, it was agreed by the Clerk & Chair to replace all 3 units of this type.

It had also been agreed by the Clerk and Chair to install an additional emergency

light testing switch as the toilet sensors make the regular monthly testing more complicated and thus time consuming.

As this work was only undertaken the day before the meeting, the final cost was not yet known but would be less than £650.00.

It was unanimously agreed to ratify this decision and expenditure.

- Office laptop – One of the office laptops had developed a fault. It was agreed by the Chair, Vice-Chair, Chair of Finance and the Clerk to procure a replacement laptop as a matter of urgency. A budget of £750.00 was agreed.

To ensure it would arrive in time for the Clerk's return from annual leave, this laptop was ordered by the Clerk with the cost to be reclaimed. This may affect our ability to reclaim the VAT, but the cost (including VAT) was £705.97.

It was unanimously agreed to ratify this decision and expenditure.

- Recreation & Amenities (R&A) –

- Replacement of play equipment at Eversley Park –

Cllr Fish raised the budget available for the replacement of equipment at Eversley Park. R&A had requested a provisional £100,000.00 budget to undertake this work.

The Clerk advised that due to the amount of expenditure required, this work would need to be formally tendered including publication on the government's contract finder website.

After discussion, it was agreed to grant a provisional budget of £100,000.00 which will include the funds in the play area reserve, with the remainder coming from the Council's Community Infrastructure Levy (CIL) reserve.

- Communications (Comms) – The Clerk will obtain an updated newsletter quotation for approval at the July Parish Council meeting.
- Grants – None.

### **F/22/095 – To receive the statement of accounts and management reports for period ended 30 June 2022**

The Clerk/RFO gave a presentation of the accounts for the month end 30<sup>th</sup> June 2022 (see attached). No changes were made and the accounts were agreed.

Football pitch bookings – One of the pitch hirers who had block booked for the 2021/22 season, had played fewer adult games but more junior games than originally booked. It was agreed to refund them for the games booked that were not played and charge them for any games with VAT if necessary.

The Clerk had been contacted by a member of the public asking to come in and ask some questions about the Council's accounts. It was agreed for Cllr Gordon would also attend this meeting also as Finance committee Chair.

### **F/22/096 – To authorise the payment listing**

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

### **F/22/097 – Office arrangements**

Work on this is ongoing.

### **F/22/098 – Co-option policy**

The Clerk is drafting a policy for sending to all Councillors before the July full council meeting.

### **F/22/099 – Remuneration & Staffing**

- Office workload – This meeting is to be arranged once the Planning & Highways Chair is in place.
- Updated grievance and disciplinary policies – Cllr Miller-Hall is looking into this.
- HR Annual Review – See above.

### **F/22/100 – Tubbs Hall – landlord’s responsibilities**

- Building revaluation – The Clerk is obtaining quotations for a revaluation.
- Proposed new sub-lease including VAT advice – Nothing further has been heard from Tubbs Hall Management Committee (THMC) on this item.

**Action** – Clerk to chase THMC including meeting to discuss bills.

### **F/22/101 – Legal issues**

S106 agreement for Lovedon Fields – Cllrs Miller-Hall, Smith and the Clerk had met with Winchester City Council. Information and costings for the maintenance of the open space is being prepared by WCC. This will be discussed at the August Finance meeting and subsequently at an August full council meeting.

### **F/22/102 – Items for inclusion in council communications**

None.

### **F/22/103 – Responsible Finance Officer / Clerk’s Notices**

None.

### **F/22/104 – Chairman’s Notices**

Procurement cards – Cllr Gordon raised the issue of the current procurement card setup which consists of 3 cards from two different supplier. After discussion, it was agreed for the Clerk to investigate reducing our current setup to one supplier, preferably a pre-funded card.

**Action** – Investigate alternative procurement cards.

### **F/22/105 – Items for discussion at the next meeting on 17 August 2022**

None.

Meeting Closed at 20:44.

Signed:

Date:

**Management Accounts for the period ending 30 June 2022**

**Income**

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date
Community Infrastructure Levy	£0.00	£0.00	£6,639.43	£6,639.43
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£176,413.00	£44,644.36	£43,930.05	-£714.31
Kings Worthy Community Centre	£4,022.00	£1,005.50	£549.00	-£456.50
Planning & Highways	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£6,116.70	£1,263.23	£1,852.00	£588.77
<b>Totals:</b>	<b>£195,551.70</b>	<b>£46,913.09</b>	<b>£52,970.48</b>	<b>£6,057.39</b>

**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	£89,596.00	£27,890.63	£22,396.59	£5,494.04
Kings Worthy Community Centre	£8,483.00	£3,416.32	£2,440.02	£976.30
Planning & Highways	£11,405.00	£330.00	£0.00	£0.00
Recreation & Amenities	£85,048.89	£23,674.64	£21,539.32	£2,135.32
<b>Totals:</b>	<b>£203,532.89</b>	<b>£55,311.60</b>	<b>£46,375.93</b>	<b>£8,605.67</b>

	Annual Budget	Budget Year to Date*	Actual Year to Date	Variance Year to Date
Actual Year to Date Position	-£7,981.19	-£8,398.51	£6,594.55	£14,996.06

**Memorandum Position - Excluding CIL Income and Expenditure**

Memorandum Year to Date Position:	-£7,981.19	-£8,398.51	-£44.88	£8,353.63
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## Balance Sheet for period ending 30 June 2022

Bank Accounts	
Unity Trust Bank Current Account	£11,390.90
Unity Trust Tailored Deposit Account	£96,722.44
<b>Sub-Total:</b>	<b>£108,113.34</b>
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
<b>Sub-Total:</b>	<b>£145,260.27</b>
Other	
B4B Procurement Card	£8.06
Debtors	£1,810.75
Prepayments	£0.00
<b>Sub-Total:</b>	<b>£1,818.81</b>
<b>Total Current Assets:</b>	<b>£255,192.42</b>
Current Liabilities	
Trade Creditors	£2,014.09
Received on Account (inc. Precept)	£43,715.74
PAYE Payments Due	£285.00
NI Payments Due	£603.67
Pension Payments Due	£1,024.45
VAT to be Paid	£13.14
VAT to be Reclaimed	-£5,900.74
VAT that has been Reclaimed but not received	£0.00
<b>Total Current Liabilities:</b>	<b>£41,755.35</b>
<b>Current Assets Minus Liabilities:</b>	<b>£213,437.07</b>
Earmarked Funds in Reserve	
Church Green Reserve	£3,182.49
Play area maintenance reserve	£44,053.22
CIL Reserve	£75,509.38
<b>Total Current Liabilities:</b>	<b>£122,745.09</b>
Net Assets	
Profit & Loss Accounts Brought Forward	£62,673.12
General Reserves (inc. £19,297.65 for tree works)	£21,424.31
Profit & Loss Year to Date	<b>£6,594.55</b>
<b>Total Net Assets:</b>	<b>£90,691.98</b>

## Payment Authorisation Listing – July 2022

### Committees:

**FAR** = Finance, Administration & Remuneration

**FAR (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
27/06/2022	R&A	CLlr Steve Waters	Expenses reclaim for skip hire (for Eversley Park)	Pitch Maintenance	£203.50	£33.92
				<b>Total:</b>	<b>£203.50</b>	<b>£33.92</b>

### Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
04/05/2022	FAR	Hampshire Association of Local Councils	Annual Hampshire Association of Local Councils & National Association of Local Councils levy 2022/23	Subscriptions	£924.95 (correction)	£0.00
13/06/2022	R&A	Colour Graphics	2x A4 adhesive vinyl stickers, 10x A4 dibond signs, 2x A4 PVC signs & 1x 360 x 120mm sign	Signs	£79.91	£0.00
16/06/2022	FAR	StrangeTimesQuest	Grant towards cost of hall hire & Grant towards cost of community display boards	Grants to Village Organisations	£500.00	£0.00

17/06/2022	FAR	Green Smile Ltd	An additional cut of Church Green for the Jubilee. Carried out on 1/6/22	Contract Maintenance	£84.00	£0.00
17/06/2022	FAR	Electrical World Limited	Gardena CleverRoll L Easy Hose trolley with up to 100 m capacity	Miscellaneous Expenditure	£76.19	£0.00
17/06/2022	FAR	Integration Design 2000 Ltd	3x Hozelock Pro Metal AquaStop Connector (12.5mm & 15mm)	Miscellaneous Expenditure	£32.73	£0.00
17/06/2022	FAR	Wirral Discount Supplies Limited	Dust Bags for Karcher CV30 CV38 CV48 Upright Vacuum Cleaner (Pack of 10 + Fresheners)	Miscellaneous Expenditure	£13.74	£0.00
19/06/2022	FAR	Amazon EU UK	150 & 300mm stainless steel rulers	Miscellaneous Expenditure	£2.30	£0.00
20/06/2022	FAR	Amazon EU UK	Hozelock Pro Metal Double Male Hose End Connector	Miscellaneous Expenditure	£7.00	£0.00
20/06/2022	FAR	FONETEK DIRECT LTD	5x Clear Plastic PET LCD Screen Protector Cover Guards	Miscellaneous Expenditure	£2.49	£0.00
21/06/2022	FAR	Amazon EU UK	Samsung Galaxy M33 5G Mobile Phone & Case	Office - Capital Expenditure / Miscellaneous Expenditure	£304.16	£0.00
21/06/2022	FAR	DISCOUNT IN LIMITED	2x Hozelock Ultimate Hose 50m	Miscellaneous Expenditure	£135.30	£0.00
21/06/2022	FAR	Amazon EU UK	Duct tape, gorilla tape & post-it notes (pack of 6)	Miscellaneous Expenditure / Office Stationery	£22.78	£0.00
22/06/2022	FAR	Amazon EU UK	4x 32gb USB flash drives, Gorilla tape (27m), permanent markers	Miscellaneous Expenditure /	£43.81	£0.00

			& index flags	Office Stationery		
30/06/2022	R&A	Idverde Limited	Emptying of 7 bins weekly & 2 bins twice weekly (01/04/2022 - 30/06/2022)	Dog Bins	£1,225.22	£0.00
30/06/2022	FAR	Offsite Archive Storage & Integrated Services UK Ltd	Storage of 3x Size 1 & 21x Size 1 boxes (01/04/2022 - 30/09/2022)	Document Storage	£45.86	£0.00
04/07/2022	R&A	Environmental Hygiene Services	Steam Clean and Sanitation of 5x Bus Shelters	Shelters	£60.00	£0.00
07/07/2022	FAR	Tubbs Hall Management Committee	June council meetings	Miscellaneous Expenditure	£80.00	£0.00
13/07/2022	FAR	TLC Online	Website Maintenance (April, May & June 2022)	Website/Email expenses	£60.00	£0.00
<b>Total:</b>					<b>£3,700.44</b>	<b>£0.00</b>

#### Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
31/05/2022	R&A	Business Waste Ltd (Correction)	Excess weight charge	Open Spaces Maintenance	£4.56	£0.00
09/06/2022	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water - Tubbs Hall	£7.00	£0.00
10/06/2022	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£98.35	£0.00
15/06/2022	FAR (KWCC)	Winchester City Council	Business rates for Parish Office	Business Rates	£61.00	£0.00
15/06/2022	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£153.54	£0.00



15/06/2022	FAR (KWCC)	Octopus Energy	Electricity & Gas (01/04/22 - 30/04/22)	Electricity & Gas	£134.33	£0.00
16/06/2022	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£31.20	£0.00
20/06/2022	FAR (KWCC)	Biffa Municipal limited	Waste collection charges - (25/06/22 - 23/09/22)	Waste Collection Charges	£212.63	£0.00
20/06/2022	FAR (KWCC)	Rentokil	Pest control services - (01/04/22 - 30/06/22)	Pest Control	£100.51	£0.00
27/06/2022	R&A	Green Smile	Monthly grounds maintenance contract	Grounds Maintenance	£3,594.00	£0.00
30/06/2022	FAR	Unity Trust Bank	Manual handling charge	Bank Charges and Interest	£0.60	£0.00
30/06/2022	FAR	Unity Trust Bank	Service Charge	Bank Charges and Interest	£30.90	£0.00
30/06/2022	R&A	Business Waste Ltd	Excess weight charge	Open Spaces Maintenance	£13.92	£0.00
<b>Total:</b>					<b>4,442.54</b>	<b>£0.00</b>

### Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Notes
24/06/2022	FAR	C Read	Salary	Employee Wages and Salaries	£1,947.28	None.
24/06/2022	FAR	L Daniel	Salary	Employee Wages and Salaries	£973.70	
19/07/2022	FAR	HMRC	National Insurance	NI	£787.13	
19/07/2022	FAR	HMRC	PAYE	PAYE	£397.00	
19/07/2022	FAR	Hampshire County Council	Pensions	Pensions	£1,204.80	

**Total:****£5,309.91****Procurement Card Payments (including transaction fees where applicable)**

<b>Date</b>	<b>Committee</b>	<b>Beneficiary</b>	<b>Description</b>	<b>Category</b>	<b>Total (inc. VAT)</b>	<b>Unrecoverable VAT</b>
06/06/2022	FAR	Microsoft	Office 365 subscription	Computer Software	£18.96	£0.00
06/06/2022	FAR	Lloyds Bank	Monthly card charges	Bank Interest & Charges	£6.00	£0.00
06/06/2022	FAR	Giffgaff	Monthly Goodybag of data, mins and texts - emergency mobile	Miscellaneous Expenditure	£6.00	£0.00
06/06/2022	FAR	Giffgaff	Monthly Goodybag of data, mins and texts - office mobile (May)	Miscellaneous Expenditure	£6.00	£0.00
06/06/2022	FAR	Giffgaff	Monthly Goodybag of data, mins and texts - office mobile (June)	Miscellaneous Expenditure	£6.00	£0.00
06/06/2022	FAR	1&1 Ionos Ltd	PHP7.3 Extended Support monthly	Website/Email expenses	£8.44	£0.00
01/06/2022	FAR	Post Office	1st Class signed for postage (including transaction fee)	Postage	£2.55	£0.00
<b>Total:</b>					<b>£53.95</b>	<b>£0.00</b>