



**Minutes of the Finance, Administration & Remuneration committee meeting
held on Wednesday, 15 June 2022 at 19:30
in Kings Worthy Community Centre, Fraser Road, Kings Worthy**

Attendees

Councillors (Cllrs) Emily Fish, Ian Gordon and Matthew Miller-Hall.

Clerk(s)

Christopher Read

Apologies

Cllrs Biddle & Stannard

Members of the public

None.

F/22/070 – Election of Chair

Cllr Ian Gordon was proposed by Cllr Miller-Hall and seconded by Cllr Fish. A vote was held and Councillor Gordon received 3 votes for with 0 abstentions.

F/22/071 – Election of Vice-Chair

It was unanimously agreed to defer this until the next committee meeting.

F/22/072 – Public question time

None.

F/22/073 – Impact of COVID-19 including office arrangements

It was agreed for the current recommendations to remain for meetings.

F/22/074 – Agree and sign the minutes of the meeting held on the 13 April 2022

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

F/22/075 – Matters arising from the meeting held on the 13 April 2022

None.

F/22/076 – Proposed new expenditure for Finance approval (continued)

Planning and Highways (P&H) – None.

Finance, Administration & Remuneration (FAR) –

- Prices increases – The Clerk reported the following price increases:

- XLN – The price for the telephone & broadband contract has increased from £63.49 to £69.46 per month (ex. VAT). It was agreed to accept this price increase but now that we are out of contract, the Clerk will negotiate a lower price with XLN.

Action – Agree a lower price with XLN.

- Sage software – The accounting package has increased from £22 to £26 per month (ex. VAT). This price increase was agreed.
- Business Waste – The per lift cost (weekly) had increased by £2.84 (ex. VAT). This price increase was agreed.
- Office phone – The earpiece on the current office mobile phone had stopped working. It was agreed to procure a new mobile phone with a maximum budget of £250.00 (ex. VAT).
- Storage at Eversley Park – The Clerk raised the suggestion of a storage unit, perhaps a shipping container, for the storage of larger items and/or Eversley Park specific items. It was agreed for this to be discussed at the next Recreation & Amenities committee meeting.
If the answer is yes provisionally, Cllr Gordon will ask for advice on the security of said container.

Recreation and Amenities (R&A) –

- Middle pitch renovation – The Clerk noted that the pitch renovation required less top dressing and thus a £1,175 saving was made.
However, the level of arisings was such that a skip/grab lorry would be required to remove the remaining arisings. It was agreed for a budget of £500.00 for the removal of the arisings.

Communications – None.

Grants –

StrangeTime Quest – It was agreed to release this grant on receipt of a booking confirmation and quotation instead of invoices.

Wessex Cancer Trust – The Clerk had obtained advice from the Hampshire Association of Local Councils (HALC). It was agreed to clarify with the applicant as to who the service is open to and ask for a revised application form.

Worthys Local History Group –

A grant request had been received, and agreed by the R&A committee, for the installation of a Broadview history board. The grant request was for £908.00 which was unanimously agreed

subject to both the board being owned/maintained by the history group, and the inclusion of the note that it was funded by/partly by the Parish Council (including the PC logo).

F/22/077 – To receive the statement of accounts and management reports for the period ended 31 May 2022

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

The Clerk noted that the May pension payment had been paid too early in error and into the wrong bank account (correct payee). The payee offered to internally transfer the payment into the correct account but as a matter of procedure this money had instead been refunded and will be re-paid.

The Clerk will also be investigating using a journal to clear the P&L brought forward figure so that it is netted off against the general reserve.

F/22/078 – To review the internal auditor’s report

A copy of the internal auditor’s report had been circulated to members (see attached). All members reviewed it in the meeting.

F/22/079 – To review the end of year accounts and Annual Governance and Accountability Return (AGAR) for year ending 31 March 2022

Members reviewed a copy of the internal audited end of year accounts and the AGAR for the year ending 31 March 2022 (see attached).

All members agreed reviewed the Annual Governance Statement 2021/22 (Section 1) and answered yes (where applicable).

Members then reviewed and agreed the Accounting Statements 2021/22 (Section 2).

The Clerk noted that these questions and figures will be formally agreed at the Parish Council meeting on 27th June 2022.

F/22/080 – Authorise the payment listing

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

F/22/081 – Office arrangements

No update.

F/22/082 – Remuneration and Staffing

- Review of salaries – It was agreed that a review of the Clerks’ salaries will be undertaken in October 2022. The Clerk’s annual reviews will also be carried out separately in October 2022.

- Office workload – The Clerk noted that neither of the Clerks’ contract cover out of hours work other than additional Council meetings.

Action – Once elected, it was agreed to setup a working group consisting of the Council Chair and Vice-Chair, plus the committee Chairs.

The Council Chair and Clerk will also be having a weekly management meeting.

- Updated grievance and disciplinary policies – No further update; waiting until HR review is held (see below).
- HR annual review – It was agreed to organise this review with our Human Resources service. It will be attended by the Chair and another member of the committee.

Action – Organise HR annual review.

Action – Once the date is known, email members to request a volunteer to attend the review.

F/22/083 – Review of CCTV policy

A copy of the revised policy had been circulated and was agreed by members.

F/22/084 – Tubbs Hall – landlord’s responsibilities

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

Building valuation – Quotations for the valuation of the building are being sought.

F/22/085 – Legal issues

None.

F/22/086 – RFO/Clerk’s notices

None.

F/22/087 – Chairman’s notices

None.

F/22/088 – Items for discussion at the next meeting on the 13 July 2022

None.

Meeting Closed at 21:07.

Signed:

Date:

Management Accounts for the period ending 31st May 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	£30,442.47	£29,358.13	-£1,084.34
Kings Worthy Community Centre	£4,022.00	£670.33	£366.00	-£304.33
Planning & Highways	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£6,116.70	£496.87	£785.00	£288.13
Totals:	£195,551.70	£31,609.67	£37,148.56	£5,538.89

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	£21,271.01	£15,685.79	£5,585.22
Kings Worthy Community Centre	£8,483.00	£2,382.20	£1,789.28	£592.92
Planning & Highways	£11,405.00	£220.00	£0.00	£0.00
Recreation & Amenities	£85,048.89	£18,198.11	£17,413.61	£784.50
Totals:	£203,532.89	£42,071.32	£34,888.68	£6,962.64

	Annual Budget	Budget Year to Date*	Actual Year to Date	Variance Year to Date
Actual Year to Date Position	-£7,981.19	-£10,461.65	£2,259.88	£12,721.53

Memorandum Position - Excluding CIL Income and Expenditure

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date
Memorandum Year to Date Position:	-£7,981.19	-£10,461.65	-£4,379.55	£6,082.10

* Includes £3,500 of election expenses & £3,880.60 of grants (budget ytd figures are based on previous full non-covid year)

Balance Sheet for period ending 31st May 2022

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£11,130.31
Unity Trust Tailored Deposit Account	£122,379.54
Sub-Total:	£133,509.85

<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	£10.61
Debtors	£1,148.75
Prepayments	£1,204.80
Sub-Total:	£2,364.16

Total Current Assets:	£281,134.28
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Current Liabilities	
Trade Creditors	£16,414.63
Received on Account (inc. Precept)	£58,287.66
PAYE Payments Due	£397.00
NI Payments Due	£787.13
Pension Payments Due	£1,204.80
VAT to be Paid	£13.14
VAT to be Reclaimed	-£5,072.48
VAT that has been Reclaimed but not received	£0.00
Total Current Liabilities:	£72,031.88

Current Assets Minus Liabilities:	£209,102.40
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Earmarked Funds in Reserve	
Church Green Reserve	£3,481.99
Play area maintenance reserve	£44,053.22
CIL Reserve	£75,509.38
Total Current Liabilities:	£123,044.59

Net Assets	
Profit & Loss Accounts Brought Forward	£62,673.12
General Reserves (inc. £19,297.65 for tree works)	£21,124.81
Profit & Loss Year to Date	£2,259.88
Total Net Assets:	£86,057.81

Annual Internal Audit Report 2021/22

Kings Worthy Parish Council

www.kingsworthy-pc.org.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			NOT COVERED
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			N/A
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

7/6/22

Name of person who carried out the internal audit

Edward S. Grewel ICAI

Signature of person who carried out the internal audit



Date

7/6/22

*If the response is 'no' please state the reasons taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Management Accounts for the period ending 31st May 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	£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	£173,102.31	-£630.77	£172,839.59	£176,413.00
Kings Worthy Community Centre	£4,399.44	£4,399.44	£2,450.84	-£1,948.60	£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	£233,288.36	£27,711.33	£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	£78,338.21	£3,367.46	£79,683.51	£89,596.00
Kings Worthy Community Centre	£10,315.89	£10,315.89	£7,717.76	£2,598.13	£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	£68,319.03	£12,938.52	£70,541.58	£85,048.89
Totals:	£189,454.11	£189,454.11	£162,056.75	£9,397.36	£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	£71,231.61	£55,108.69	£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	£20,901.65	£17,663.24	£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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Major variances

- Finance, Admin & Remuneration - underspend mainly due two postponement of Winter/Spring newsletter and underspend on grants.
- Kings Worthy Community Centre - underspend mainly due to reduced usage thus costs owing to the pandemic and no spend on kitchen refurbishments
- Recreation & Amenities - mainly due to trees, pitch maintenance, planting and R&A capital. Most of this has been moved into the new financial year.

Net Assets (Reserve) Target

Reserve Target 2021/22	£75,447.52
Current forecast for end of 2021/22 (excluding CIL)	£90,948.39

Reserve Target 2022/23 (excludes play area budget)**	£80,076.50
Forecast for the end of 2022/23 (based on budget)	£72,967.20

Recommendation from internal auditor (in 2015 report) is to hold 3-6 months of revenue expenditure. Above targets are based on 6 months of core expenditure.

**Assumes play area maintenance reserve could be used if needed.

Balance Sheet for period ending 31st March 2022

<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:	£145,320.40
<u>Other</u>	
B4B Procurement Card	£19.99
Debtors	£558.29
Prepayments	£519.37
Sub-Total:	£1,097.65
Total Current Assets:	£213,819.68
Current Liabilities	
Trade Creditors	£2,750.93
Retentions	£6,136.43
Received on Account (inc. Precept)	£0.00
PAYE Payments Due	£261.40
NI Payments Due	£516.57
Pension Payments Due	£933.26
VAT to be Paid	£120.60
VAT to be Reclaimed	-£3,742.03
VAT that has been Reclaimed but not received	£0.00
Total Current Liabilities:	£6,977.16
Current Assets Minus Liabilities:	£206,842.52
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)	£80,855.77
Profit & Loss Year to Date	£71,231.61
Total Net Assets:	£143,528.89

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Kings Worthy Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

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Section 2 – Accounting Statements 2021/22 for

Kings Worthy Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	120,118	135,611	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	164,579	172,218	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	24,491	61,070	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	55,914	58,861	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	117,683	103,196	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	135,611	206,843	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	143,667	212,742	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	801,072	808,530	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
	✓		

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Payment Authorisation Listing – June 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
01/06/2022	R&A	Imperative Training (Defibshop)	Service of 4x defibrillators on 20th June 2022	Defibrillators	£794.40	£0.00
07/06/2022	FAR	Do The Numbers Ltd	Internal Audit for the year ended 31 March 2022 (Income over £200,000) including discount for exemplary records	Internal Audit Fee	£500.00	£0.00
				Total (all):	£1,294.40	£0.00

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	£1,109.94	£0.00
10/05/2022	R&A	M.R.S. Services	Monthly inspections on play areas, burial ground, all open spaces and defibrillators (April 2022)	Maintenance Technician - General repairs	£302.50	£0.00
10/05/2022	R&A	M.R.S. Services	Check plug on defibrillator box at Jubilee Hall	Defibrillators	£11.00	£0.00

10/05/2022	R&A	M.R.S. Services	Sweep MUGA to sweep and remove all broken glass	Maintenance Technician - General repairs	£44.00	£0.00
10/05/2022	R&A	M.R.S. Services	Remove play equipment at Eversley Park (basket swing, wobble board and taped up climbing net)	Playground Maintenance	£44.00	£0.00
10/05/2022	R&A	M.R.S. Services	Remove two child swings, one wobble board and fixings (taped off posts and made safe)	Playground Maintenance	£49.50	£0.00
10/05/2022	R&A	M.R.S. Services	Report padlock missing at Eversley Park, went to office to collect one but had to go to Winchester to buy, had to order for collection next day	Maintenance Technician - General repairs	£22.00	£0.00
10/05/2022	R&A	M.R.S. Services	Collect padlock from Winchester, record and place on gate at Eversley Park	Maintenance Technician - General repairs	£22.00	£0.00
10/05/2022	R&A	M.R.S. Services	Materials - New padlock for Eversley Park (5-bar gate)	Maintenance Technician - General repairs	£42.78	£0.00
10/05/2022	R&A	M.R.S. Services	Materials - WD40 and spray grease	Maintenance Technician - General repairs	£11.50	£0.00
10/05/2022	R&A	M.R.S. Services	Materials - pack of saw blades	Maintenance Technician - General repairs	£4.50	£0.00
				Sub-Total:	£553.78	£0.00
30/05/2022	FAR	Konica Minolta Business Solutions (UK) Ltd	Printing charges [black & white + colour] (07/2/22 - 06/5/22)	Printing	£13.60	£0.00
31/05/2022	FAR	Pear Technology Services Ltd	Asset Manager Technical Support & Updates until 31/05/2023	Computer Software	£84.00	£0.00
01/06/2022	FAR (KWCC)	Croma Locksmiths & Security Solutions	Annual Test and Inspection for Auto Doors (For the period 02/07/22 to 01/07/23)	External Doors	£168.00	£0.00

07/06/2022	FAR	Tubbs Hall Management Committee	May meetings (including Annual General, Annual Parish meetings & Local Plan consultation events)	Miscellaneous Expenditure	£157.50	£0.00
15/06/2022	FAR	Cllr Ian Gordon	Reimbursement for the disposal of batteries (emergency light & defibrillator)	Miscellaneous Expenditure	£55.00	£0.00
15/06/2022	FAR	Louise Daniel	Expenses reclaim - bus travel to 2x training courses	Travel and Subsistence	£8.40	£0.00
				Total (all):	£2,150.22	£0.00

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
05/05/2022	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water - Tubbs Hall	£7.00	£0.00
05/05/2022	R&A	Business Stream	Water supply for Burial Ground (19/1/22 - 19/4/22)	Water - Burial Ground	£18.23	£0.00
05/05/2022	R&A	Business Stream	Water supply for Eversley Park (6/1/22 - 21/4/22)	Water - Eversley Park	£14.28	£0.00
10/05/2022	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£98.35	£0.00
16/05/2022	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£153.54	£0.00
16/05/2022	FAR (KWCC)	Winchester City Council	Business rates for Parish Office	Business Rates	£61.00	£0.00
17/05/2022	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£31.20	£0.00
17/05/2022	FAR (KWCC)	Octopus Energy	Electricity & Gas (01/04/22 - 30/04/22)	Electricity & Gas	£134.33	£0.00
27/05/2022	R&A	Green Smile	Monthly grounds maintenance contract	Grounds Maintenance	£3,594.00	£0.00
31/05/2022	R&A	Green Smile	Excess weight charge	Open Spaces Maintenance	£4.56	£0.00
				Total:	£4,116.49	£0.00

Remuneration costs

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Notes
25/05/2022	FAR	C Read	Salary	Employee Wages and Salaries	£2,314.85	
25/05/2022	FAR	L Daniel	Salary	Employee Wages and Salaries	£1,014.88	
19/06/2022	FAR	HMRC	National Insurance	NI	£787.13	
19/06/2022	FAR	HMRC	PAYE	PAYE	£397.00	
19/06/2022	FAR	Hampshire County Council	Pensions	Pensions	£1,204.80	
				Total:	£5,718.66	£0.00

Procurement card payments

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
03/05/2022	FAR	Microsoft	Office 365 subscription	Computer Software	£18.96	£0.00
03/05/2022	FAR	Lloyds Bank	Monthly card charges	Bank Interest & Charges	£6.00	£0.00
03/05/2022	FAR	Avangate BV	Bitdefender Small Office Security (1 year for up to 5 devices)	Computer Software	£69.99	£0.00
03/05/2022	FAR	Dashlane Inc.	Dashlane Premium subscription	Computer Software	£32.22	£0.00
03/05/2022	FAR	Giffgaff	Monthly Goodybag of data, mins and texts - emergency mobile	Miscellaneous Expenditure	£6.00	£0.00
03/05/2022	FAR	1&1 Ionos Ltd	PHP 7.3 Extended Support (21/01/22 - 21/02/22)	Website/Email expenses	£8.44	£0.00
18/05/2022	FAR	Springvale Stores	Litter Pick refreshments (including transaction fee of £0.20)	Events	£7.88	£0.00
				Total:	£149.49	£0.00