



Kings Worthy Parish Council

Minutes of the Finance, Administration & Remuneration committee meeting held on Wednesday, 19 October 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 committee agreed to approve Cllr Miller-Hall's reason for absence.

Members of the public

None.

F/22/125 – Election of Vice-Chair

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

F/22/126 – 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/22/127 – Impact of COVID-19

It was agreed to keep the current recommendations.

F/22/128 – To agree and sign the Minutes of the Meeting held on 17 August 2022

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

F/22/129 – Matters arising from the Parish Council meeting on the 17 August 2022

None.

F/22/130 – Proposed new expenditure for Finance approval

- Planning & Highways (P&H) – None.
- Finance, Administration & Remuneration (FAR) –
 - Building valuation – Three quotations had been received for a reinstatement cost assessment of the building from two companies. Two for the quotations were for an on-site assessment, another was for a desktop assessment.

It was agreed to proceed with the quotation from Cardinus Risk Management (received via our insurance broker) for a desktop assessment, at a cost of £130.00.

It was agreed to review this against our current insured value with a mind to undertaking an on-site assessment if there is a significant variance in the values.

- Replacement LED lighting & electrical repair works – A quotation had been received for both the replacement of 8 lighting luminaries with LED units, and the replacement of a broken lighting sensors in the toilet. This sensor had been disabled and the light wired back to the previously used light switch.

It was agreed to accept this quotation from Thomas Electrical Engineering Ltd at a total cost of £900.00.

- Boiler & hot water cylinder servicing – A quotation had been received from GasCare for Supercare cover for the boiler system, and the servicing of the hot water cylinder. It was agreed to accept his quotation at a total cost of £226.67.
- Office Shredder – It was agreed to purchase a replacement office shredder with an auto feeder, at a total cost of £314.00, from Viking Direct.

- Recreation & Amenities (R&A) –

- Temporary site fencing for Fraser Road play area – It was agreed to ratify the decision to install temporary site fencing around the damaged play equipment/surfacing following the recent fire. It was agreed to keep the fencing in place for up to 12-weeks, at a cost of £49.50 per week.
- Planting at Eversley Park -The Clerk noted that R&A are looking to plant trees at Eversley Park at an approximate cost of £1,500.00; a quotation is being sought.

- Communications (Comms) – None.

- Grants –

- A grant request had been received from Citizens Advice Winchester District for help towards the cost of running their service. It was agreed to grant them the requested sum of £800.00.

F/22/131 – To receive the statement of accounts and management reports for period ended 30 September 2022

The Clerk/RFO gave a presentation of the accounts for the month end 30 September 2022 (see attached). No changes were made, and the accounts were agreed.

It was agreed to place £30,000 in the Parish Council's Nationwide 35-day notice account.

The Clerk noted that a user of Church Green for fitness classes had not paid their bill despite being chased. It was agreed to revoke permission to use Parish Council land until such time that the invoice is settled in full.

F/22/132 – To review the draft forecast outturn (2022/23) & budget (2023/24)

The Clerk/RFO gave a presentation of the first draft outturn and budget; no changes were made.

F/22/133 – To authorise the payment listing

The Clerk highlighted the bill for Thomas Electrical Engineering which was an urgent callout fee to deal with a broken toilet sensor. This expenditure had been agreed with the Chair due to its urgency.

Members reviewed and authorised all payments on the listing (see attached).

F/22/134 – Lovedon Fields open space transfer

Action: The Clerk is to chase costings and other information requested from Winchester City Council.

F/22/135 – Parish Council play areas –

- Update on fire at Fraser Road play area – The Clerk is liaising with our insurers. He will need obtain at least two prices for repair of the damage. The tender requirements are being investigated.
- Eversley Play area tender – final agreement including tendering process – The Clerk reported that the R&A committee had made revision to the document and a copy will be sent round to all Councillors before the October full council meeting.

F/22/136 – Review of fees & charges

It was agreed to defer this until the November meeting.

F/22/137 – Council VAT advice

Parkinson Partnership had attended the office on Tuesday 18th October to provide VAT advice for the Council. He will provide further advice on the Council's ability to de-register and the position on VAT for football pitches once the Clerk has provided him with more information.

F/22/138 – Procurement card provision

The Lloyds procurement cards have now been closed.

F/22/139 – Office arrangements including layout

After discussion, it was agreed to obtain a quotation for half height partition wall inside the office to restrict unauthorised access to the office itself.

Action: Obtain quotation as above.

F/22/140 – Remuneration & Staffing

Recruitment of Assistant/Deputy Clerk – update – The Clerk noted that work was progressing and that this will be advertise as soon as possible.

Clerking of meetings – Until the new Deputy Clerk is in place, it was agreed that the Clerk will attend both the Finance committee and full council meetings. The remaining two

committees will be minuted by the committee member, as had happened at the previous two R&A meetings.

F/22/141 – Tubbs Hall – landlord’s responsibilities

Proposed new sub-lease – It was agreed for the Clerk to arrange a meeting with Tubbs Hall Management Committee representatives, as soon as possible.

Action: Arrange meeting as above.

F/22/142 – Legal issues

None.

F/22/143 – Items for inclusion in council communications

None.

F/22/144 – Responsible Finance Officer / Clerk’s Notices

None.

F/22/145 – Chairman’s Notices

None.

F/22/156 – Items for discussion at the next meeting on 14 September 2022

None.

Meeting Closed at 21:27.

Signed:

Date:

Management Accounts for the period ending 30 September 2022

Income

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2022/23 Forecast Outturn	2023/24 Budget
Community Infrastructure Levy	£0.00	£0.00	£6,639.43	£6,639.43	£13,148.53	£0.00
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£176,413.00	£88,402.27	£88,015.19	-£387.08	£175,610.52	£175,438.12
Kings Worthy Community Centre	£4,022.00	£2,011.00	£1,098.00	-£913.00	£4,022.00	£10,405.79
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£6,116.70	£2,584.11	£3,958.60	£1,374.49	£5,478.60	£5,575.00
Totals:	£195,551.70	£92,997.38	£99,711.22	£6,713.84	£198,259.65	£191,418.91

Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2022/23 Forecast Outturn	2023/24 Budget
Community Infrastructure Levy	£0.00	£0.00	£0.00	£0.00	£75,509.38	£0.00
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£89,596.00	£49,566.16	£48,015.87	£1,550.29	£91,033.62	£102,633.08
Kings Worthy Community Centre	£8,483.00	£5,260.76	£4,533.77	£726.99	£8,839.99	£15,974.49
Planning & Highways	£11,405.00	£660.00	£0.00	£0.00	£10,605.60	£12,553.00
Recreation & Amenities	£85,048.89	£40,696.74	£31,551.11	£9,145.63	£98,496.12	£80,149.70
Totals:	£203,532.89	£96,183.66	£84,100.75	£11,422.91	£284,484.71	£211,310.27

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2022/23 Forecast Outturn*	2023/24 Budget
Actual Year to Date Position	-£7,981.19	-£3,186.28	£15,610.47	£18,796.75	-£86,225.07	-£19,891.36

Memorandum Position - Excluding CIL Income and Expenditure

Memorandum Year to Date Position:	-£7,981.19	-£3,186.28	£8,971.04	£12,157.32	-£23,864.21	-£19,891.36
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* The Forecast Outturn includes £100,000.00 spent on the renewal of Eversley Park play area.

Balance Sheet for period ending 30 September 2022

Bank Accounts	
Unity Trust Bank Current Account	£9,960.04
Unity Trust Tailored Deposit Account	£153,794.05
Sub-Total:	£96,320.75
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	£76.22
Debtors	£126.66
Prepayments	£0.00
Sub-Total:	£202.88
Total Current Assets:	£309,217.24
Current Liabilities	
Trade Creditors	£571.84
Received on Account (inc. Precept)	£87,431.48
PAYE Payments Due	£285.20
NI Payments Due	£495.81
Pension Payments Due	£804.25
Other Creditors (awaiting advice from HMRC before payment)	£4.89
VAT to be Paid	£31.01
VAT to be Reclaimed	-£2,860.23
VAT that has been Reclaimed but not received	£0.00
Total Current Liabilities:	£86,764.25
Current Assets Minus Liabilities:	£222,452.99
Earmarked Funds in Reserve	
Church Green Reserve	£2,283.99
Play area maintenance reserve	£44,053.22
CIL Reserve	£75,509.38
Total Current Liabilities:	£121,846.59
Net Assets	
Profit & Loss Accounts Brought Forward	£62,673.12
General Reserves (inc. £19,297.65 for tree works)	£22,322.81
Profit & Loss Year to Date	£15,610.47
Total Net Assets:	£100,606.40

Payment Authorisation Listing – October 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
27/09/2022	FAR (KWCC)	Thomas Electrical Engineering Ltd	Emergency call out to investigate faulty light in the toilet	Electrical Infrastructure, installations and PAT testing	£300.00	£0.00
27/09/2022	FAR	PKF Littlejohn	External audit for year ending 31st March 2022	External Auditors Fees	£720.00	£0.00
28/09/2022	FAR	Arthur J. Gallagher Insurance Brokers Limited	Annual insurance cover (including broker fees & insurance premium tax) - 01/10/2022 - 30/09/2023	Business Insurance	£5,713.39	£0.00
28/09/2022	FAR	Arthur J. Gallagher Insurance Brokers Limited	Cyber insurance package - 01/10/2022 - 30/09/2023	Business Insurance	£319.20	£0.00
Total:					£7,052.59	£0.00

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
28/09/2022	R&A	Green Smile Ltd	Removing the tree root debris and then levelling the area next to the bottom football pitch at Eversley Park, where the roots had been ground out/down. Also fill 20 undulations on the same field.	Open Spaces Maintenance	£350.40	£0.00
29/09/2022	FAR	Amazon EU UK	Permanent marker pens and padlock (including shipping charges)	Miscellaneous Expenditure	£16.22	£0.00
29/09/2022	FAR	Amazon EU UK	Master Lock hasp & staple and 256gb memory stick (including shipping charges)	Miscellaneous Expenditure	£37.83	£0.00
29/09/2022	FAR	shenzhenchengpengkejiyouxiangongsi	4 pack of rechargeable Panasonic batteries	Miscellaneous Expenditure	£13.51	£2.26
30/09/2022	FAR	Offsite Archive Storage & Integrated Services UK Ltd	Storage of 3x size 1 boxes (01/10/2022 - 31/12/2022) + Storage of 21x size 2 boxes (01/10/2022 - 31/12/2022)	Document Storage	£45.88	£0.00
30/09/2022	FAR	EKS Accounting	Run payroll for July, August & September 2022 (including HMRC & pensions)	Accountancy, bookkeeping and Payroll	£108.00	£0.00
01/10/2022	FAR (KWCC)	Croma Security Systems	Annual Charge for Basic Maintenance of CCTV system (28/11/22 to 27/11/23)	CCTV and security	£120.00	£0.00
04/10/2022	R&A	ID Verde Ltd	Emptying of 7 bins weekly & 2 bins twice weekly (01/07/2022 - 30/09/2022)	Dog Bins	£1,225.22	£0.00
Total:					£1,917.06	£2.26

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
05/09/2022	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water - Tubbs Hall	£7.00	£0.00
12/09/2022	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£98.35	£0.00
14/09/2022	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£121.44	£0.00
15/09/2022	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£31.20	£0.00
15/09/2022	FAR	Information Commissioner's Office	Annual ICO fee	Subscriptions	£35.00	£0.00
20/09/2022	FAR (KWCC)	Rentokil Pest Control	Pest control services (01/07/2022 - 30/09/2022)	Pest Control	£100.51	£0.00
20/09/2022	FAR (KWCC)	Biffa Municipal limited	Waste collection charges - 24/09/2022 - 23/12/2022	Waste Collection Charges	£224.91	£0.00
27/09/2022	FAR (KWCC)	PHS Group Plc	Duty of care 2022 charge	Sanitary Disposal	£95.76	£0.00
27/09/2022	R&A	Green Smile	Monthly grounds maintenance contract	Grounds Maintenance	£3,594.00	£0.00
30/09/2022	R&A	Business Waste Ltd	Excess weight charge	Open Spaces Maintenance	£11.04	£0.00
30/09/2022	FAR	Unity Trust Bank Plc	Manual handling charge	Bank Charges and Interest	£2.40	£0.00
30/09/2022	FAR	Unity Trust Bank Plc	Account charges (04/06/2022 - 03/09/2022)	Bank Charges and Interest	£32.25	£0.00
Total:					£4,353.86	£0.00

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Notes
23/09/2022	FAR	Christopher Read & Louise Daniel	September Salaries	Employee Wages & Salaries	£2,208.99	None.
19/10/2022	FAR	HMRC	September National Insurance & PAYE	NI / PAYE	£781.01	
19/10/2022	FAR	Hampshire County Council	September pension contributions	Pensions	£804.25	
Total:					£3,794.25	

Procurement Card Payments (including transaction fees where applicable)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
02/09/2022	FAR	Microsoft	Office 365 subscription	Computer Software	£18.96	£0.00
02/09/2022	FAR	Giffgaff	SIM monthly plan - office mobile	Miscellaneous Expenditure	£6.00	£0.00
02/09/2022	FAR	Giffgaff	SIM monthly plan - emergency mobile	Miscellaneous Expenditure	£6.00	£0.00
02/09/2022	FAR	1&1 IONOS	PHP7.3 Extended Support (21/07/2022-21/08/2022)	Website/Email expenses	£8.44	£0.00
02/09/2022	FAR	Springvale Stores	Milk (1 pint) for meeting	Miscellaneous Expenditure	£0.69	£0.00
02/09/2022	FAR	Springvale Stores	Milk (1 pint) for meeting	Miscellaneous Expenditure	£0.69	£0.00
02/09/2022	FAR	Springvale Stores	Tea bags for meetings	Miscellaneous Expenditure	£1.59	£0.00
02/09/2022	FAR	Lloyds Bank	Monthly card charges	Bank Charges and Interest	£6.00	£0.00

18/09/2022	FAR	Microsoft	Office 365 subscription (including fee)	Computer Software	£19.34	£0.00
22/09/2022	FAR	Giffgaff	SIM monthly plan - emergency mobile (including fee)	Miscellaneous Expenditure	£6.20	£0.00
				Total:	£73.91	£0.00