



## Kings Worthy Parish Council

### Minutes of the Finance, Administration & Remuneration committee meeting held on Wednesday, 07 December 2022 at 19:30 held in Kings Worthy Community Centre, Fraser Road

#### Attendees

Councillors Ian Gordon (Chair), Julia Archer, Emily Fish & Matthew Miller-Hall

#### Clerk(s)

Parish Clerk (Christopher Read)

#### Apologies

None.

#### Members of the public

None.

#### F/22/169 – Election of Vice-Chair

Cllr Archer was proposed by Cllr Miller-Hall and seconded by Cllr Fish. A vote was held with 3 votes in favour, 0 against and 1 abstention.

#### F/22/170 – 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/22/171 – Impact of COVID-19 (including meeting recommendations)

It was agreed to keep the current recommendations.

#### F/22/172 – To agree and sign the Minutes of the Meeting held on 16 November 2022

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

#### F/22/173 – Matters arising from the Parish Council meeting on the 16 November 2022

None.

#### F/22/174 – Proposed new expenditure for Finance approval

- Planning & Highways (P&H) – None.
- Finance, Administration & Remuneration (FAR) –
  - Revised phone & broadband quotation – It was agreed to defer this item until the next meeting.
  - Quotation for office half-wall – A quotation had been received from M.R.S.

Services to install a half wall in the office with an access door and hatch. This will allow the public to enter the office but provide a barrier to help protect staff. It was agreed to proceed with this quotation at a cost of £691.30.

- Quotation to reduce the height of the hedge in the Kings Worthy Community Centre car park – A quotation had been received from Green Smile to reduce the height of the hedge around the Tubbs Hall car park to the height of the fencing. It was agreed to proceed with this quotation at a cost of £510.00.
- Recreation & Amenities (R&A) –
  - Tree clearance at Eversley Park – The Clerk noted that the price agreed for urgent tree works at the November full council did not include removal of the arisings. It was agreed to ratify the cost for recent tree works. Due to the resulting gap, which would allow potential unauthorised vehicular access, it was agreed to leave any remaining stump/arisings in place until bollards can be installed.

**Action – Obtain a quotation for the installation of recycled plastic bollards to prevent unauthorised vehicular access.**

- Communications (Comms) – None.
- Grants – Thanks were received from Citizens Advice Winchester Branch for the recent grant.

### **F/22/175 – To receive the statement of accounts and management reports for period ended 30 November 2022**

The Clerk noted that the balance sheet on the printed set of accounts for signing was not correct. The Clerk/RFO gave a presentation of the correct accounts for the month end 30 November 2022 (see attached). It was agreed to amend the printed copy which would be signed by Cllr Gordon after the meeting.

### **F/22/176 – To review the draft forecast outturn (2022/23) & budget (2023/24)**

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

### **F/22/177 – To authorise the payment listing**

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

**Action – It was agreed to contact Hampshire County Council to ascertain any cost savings that could be made on the streetlighting budget by adopting the part night lighting initiative.**

### **F/22/178 – Lovedon Fields open space transfer**

Cllr Miller-Hall is drafting a letter to Winchester City Council to ask for the information requested.

### **F/22/179 – Parish Council play areas –**

- Update on fire at Fraser Road play area – Councillors were updated on the current

situation. The police had emailed to confirm that they had exhausted all lines of enquiry and will be taking no further action.

- Eversley Park play area tender update – None.

**F/22/180 – Grounds Maintenance contract tender – update** – None.

**F/22/181 – Review of fees & charges**

It was agreed to defer this until the January meeting and ask the R&A committee to consider the fee structure for the burial ground.

**F/22/182 – Remuneration & Staffing**

Recruitment of Deputy Clerk – update – No applications have been received yet.

Review of salaries – It was agreed to defer this until the January meeting.

Clerk's hours owed – Due to the current workload and remaining holiday entitlement, it was agreed to pay up 65 hours of time owed as overtime.

**F/22/183 – Tubbs Hall – landlord's responsibilities**

Proposed new sub-lease – None.

**F/22/184 – Legal issues**

None.

**F/22/185 – Items for inclusion in council communications**

Fraser road play area - update

**F/22/186 – Responsible Finance Officer / Clerk's Notices**

None.

**F/22/187 – Chairman's Notices**

None.

**F/22/189 – Items for discussion at the next meeting on 18 January 2023**

Apologies not being received in time for meetings

**Meeting Closed at 21:09.**

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**Signed:**

**Date:**

## Management Accounts for the period ending 30 November 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	£13,148.53	£13,148.53	£0.00	£6,509.10
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£176,413.00	£118,035.42	£117,215.33	-£820.09	£176,091.94	£175,437.00
Kings Worthy Community Centre	£4,022.00	£2,681.33	£1,464.00	-£1,217.33	£4,096.14	£10,214.28
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£6,116.70	£2,630.30	£5,560.35	£2,930.05	£7,580.75	£6,890.00
<b>Totals:</b>	<b>£195,551.70</b>	<b>£123,347.05</b>	<b>£137,388.21</b>	<b>£14,041.16</b>	<b>£187,768.83</b>	<b>£199,050.37</b>

### 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	£13,700.00	£61,809.38
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£89,596.00	£62,376.11	£56,271.51	£6,104.60	£89,012.39	£105,308.27
Kings Worthy Community Centre	£8,483.00	£6,241.91	£5,495.88	£746.03	£7,969.19	£15,591.48
Planning & Highways	£11,405.00	£5,504.16	£4,098.37	£525.79	£10,605.60	£12,610.59
Recreation & Amenities	£85,048.89	£50,010.97	£40,072.63	£9,938.34	£72,469.16	£106,461.04
<b>Totals:</b>	<b>£203,532.89</b>	<b>£124,133.15</b>	<b>£105,938.39</b>	<b>£17,314.76</b>	<b>£193,756.34</b>	<b>£301,780.76</b>

	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	-£786.10	£31,449.82	£32,235.92	-£5,987.51	-£102,730.38

### Memorandum Position - Excluding CIL Income and Expenditure

Memorandum Year to Date Position:	-£7,981.19	-£786.10	£18,301.29	£19,087.39	£7,712.49	-£19,239.48
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\* The Forecast Outturn includes £10,000.00 deposit for the renewal of Eversley Park play area.

\*\* The budget includes remaining Eversley Park play area spend.

### **Balance Sheet for period ending 30 November 2022**

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£10,056.01
Unity Trust Tailored Deposit Account	£116,279.05
<b>Sub-Total:</b>	<b>£126,335.06</b>
<u>Investments/Deposits</u>	
Nationwide variable (35-day notice)	85,000.00
Hampshire Trust Bank Variable (45-day notice)	£42,313.17
Hampshire Trust Bank Variable (90-day notice)	£42,686.83
<b>Sub-Total:</b>	<b>£170,000.00</b>
<u>Other</u>	
B4B Procurement Card	£41.66
Debtors	£0.00
Prepayments	£0.00
<b>Sub-Total:</b>	<b>£41.66</b>
<b>Total Current Assets:</b>	<b>£296,376.72</b>
<b>Current Liabilities</b>	
Trade Creditors	£1,104.07
Received on Account (inc. Precept)	£58,287.64
PAYE Payments Due	£285.20
NI Payments Due	£452.24
Pension Payments Due	£738.18
Other Creditors (awaiting advice from HMRC before payment)	£4.89
VAT to be Paid	£55.55
VAT to be Reclaimed	<b>-£2,843.39</b>
VAT that has been Reclaimed but not received	£0.00
<b>Total Current Liabilities:</b>	<b>£58,084.38</b>
<b>Current Assets Minus Liabilities:</b>	<b>£238,292.34</b>
<b>Earmarked Funds in Reserve</b>	
Church Green Reserve	£1,684.99
Play area maintenance reserve	£44,053.22
CIL Reserve	£75,509.38
<b>Total Current Liabilities:</b>	<b>£121,247.59</b>
<b>Net Assets</b>	
Profit & Loss Accounts Brought Forward	£62,673.12
General Reserves (inc. £19,297.65 for tree works)	£22,921.81
Profit & Loss Year to Date	<b>£31,449.82</b>
<b>Total Net Assets:</b>	<b>£117,004.75</b>

**CPI inflation estimate (2022) = 11.07%**

**Precept requirement for balanced budget = £194,102.48**

Band D average = £98.72

**Current precept = £174,863.00**

Band D average = £88.94

<b>Current potential contingency budgets</b>	
Play Area maintenance (now removed from 2023/24 budget)	£5,000.00
Tree Works (no reduction for planned works)	£7,500.00
Legal & Professional Fees	£1,000.00
<b>Total:</b>	<b>£13,500.00</b>

<b>Budget Increases (above £1,000)</b>	
Additional cost for full-time Deputy Clerk	£16,437.25
Grounds Maintenance Contract	£9,007.52
Energy for KWCC	£7,727.48
Streetlights	£1,205.59
<b>Total:</b>	<b>£34,377.84</b>

## Payment Authorisation Listing – December 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
22/11/2022	FAR	Amazon EU UK	Clearance of carried forward minor underpayment from a previous invoice	Miscellaneous Expenditure	£0.01	£0.00
28/11/2022	R&A	Tom Fisher Tree Care	Emergency tree cleared (Eversley Park)	Tree Works	£390.00	£0.00
03/10/2022	FAR	Tubbs Hall Management Committee	September Recreation & Amenities committee and full council meeting	Miscellaneous Expenditure	£45.00	£0.00
01/12/2022	FAR	Communicorp	Annual subscription to Local Councils Updates (Clerks and Councils Direct)	Subscriptions	£80.00	£0.00
01/12/2022	FAR	Citizens Advice Winchester District	Grants towards the cost of the service	Grants to Village Organisations	£800.00	£0.00
01/12/2022	FAR	Victim Support	Grants towards the cost of personal protective devices	Grants to Village Organisations	£150.00	£0.00
<b>Total:</b>					<b>£1,465.01</b>	<b>£0.00</b>

## Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
15/11/2022	FAR	Konica Minolta Business Solutions (UK) Ltd	Copier rental - 07.11.2022 until 06.02.2023	Printing	£76.07	£0.00
16/11/2022	FAR	Parish Online by GeoXphere Ltd	Parish Online - Digital Mapping (Nov 16, 2022 – Nov 16, 2023)	Computer Software	£180.00	£0.00
28/11/2022	R&A	Green Smile Ltd	Hedge Cutting - To cut a gap behind the hedge against the outside wall of the parish office/Tubbs Hall for pest control and damp reasons.	Open Spaces Maintenance	£216.00	£0.00
30/11/2022	FAR (KWCC)	1A Autoheat Ltd t/a gascare	Service boiler & renew system supercare	Heating Repairs	£178.00	£0.00
30/11/2022	FAR (KWCC)	1A Autoheat Ltd t/a gascare	Service unvented cylinder	Heating Repairs	£94.00	£0.00
01/12/2022	R&A	Southern Ground Care	Application of fertiliser to middle football pitch (including fertiliser) - part of agreed pitch renovations	Football Pitch Maintenance	£360.00	£0.00
<b>Total:</b>					<b>£1,104.07</b>	<b>£0.00</b>

## Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
03/11/2022	FAR (KWCC)	Business Stream	Burial ground water rates (6th July - 19th October 2022)	Burial Ground - Water Rates	£19.49	£0.00
07/11/2022	R&A	Business Stream	Water supply for Kings Worthy Community Centre	Water - Tubbs Hall	£7.00	£0.00
07/11/2022	R&A	Business Stream	Eversley Park water rates (18th July - 21st October 2022)	Water rates - Eversley Park	£13.43	£0.00



10/11/2022	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£98.35	£0.00
14/11/2022	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£122.16	£0.00
17/11/2022	FAR (KWCC)	Octopus Energy	Gas & Electricity (01/10/2022 - 31/10/2022)	Gas - Tubbs Hall & Electricity - Tubbs Hall	£142.97	£0.00
17/11/2022	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£31.20	£0.00
28/11/2022	R&A	Green Smile	Monthly grounds maintenance contract	Grounds Maintenance	£3,594.00	£0.00
<b>Total:</b>					<b>£4,028.60</b>	<b>£0.00</b>

#### Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Notes
25/11/2022	FAR	Parish Council employees	November Salaries, National Insurance, PAYE and Pensions	Employee Wages and Salaries / NI / PAYE/ Pensions	£3,472.49	None

#### Procurement Card Payments (including transaction fees where applicable)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
04/11/2022	FAR	Giffgaff	SIM monthly plan - office mobile (including transaction fee)	Miscellaneous Expenditure	£6.20	£0.00
19/11/2022	FAR	Microsoft	Office 365 subscription (including transaction fee)	Computer Software	£19.34	£0.00
19/11/2022	FAR	Springvale Stores	Refreshments for litter pick	Events	£14.20	£0.00
22/11/2022	FAR	Giffgaff	SIM monthly plan - emergency mobile (including transaction fee)	Miscellaneous Expenditure	£6.20	£0.00

30/11/2022	FAR	HM Land Registry	Title deed and plan search	Legal and Professional Fees	£6.20	£0.00
				<b>Total:</b>	<b>£52.14</b>	<b>£0.00</b>