



Kings Worthy Parish Council

Minutes of the Finance, Administration & Remuneration committee meeting held on Wednesday, 12 April 2023 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/23/068 – 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/23/069 – Impact of COVID-19 (including meeting recommendations)

It was agreed to keep the current recommendations.

F/23/070– To agree and sign the Minutes of the Meeting held on 15 March 2023

The minutes of the previous meeting were then agreed as a true record of the meeting with the following change:

The Clerk had corrected the Profit & Loss Year to Date balance to read £39,270.69 and this had been incorporated into the copy for signing. This change was agreed and the minutes of the previous meeting were agreed as a true record of the meeting and signed by the Chair.

F/23/071 – Matters arising from the Parish Council meeting on the 15 February 2023

None.

F/23/072 – Proposed new expenditure for Finance approval

Planning & Highways (P&H) – None.

Finance, Administration & Remuneration (FAR) – None

Recreation & Amenities (R&A) –

- Defibrillator servicing – It was agreed to ratify the servicing cost of our 4 defibrillators at a total cost of £662.00 (see payment listing).

- Removal of damaged play equipment at Fraser Road – It was agreed to ratify the decision to remove and dispose of the damaged play equipment in a suitable skip. The budget for this works is £250.00.

Communications (Comms) – None.

Grants –Strange TimesQuest art group – grant towards costs of holding open studio event –

A grant request had been received from the Strange TimesQuest (STQ) Community Art Group for help towards to cost running a public art exhibition. They requested a grant of £600.00 towards a total approximately cost of £1,200.00. It was unanimously agreed to grant the full amount requested.

F/23/073 – To receive the statement of accounts and management reports for period ended 31 March 2023 (including the draft end of year accounts)

The Clerk/RFO gave a presentation of the current draft accounts but noted that due to outstanding invoices and end of year works to be carried out, they were not ready for review.

Action – Send of accounts to full council for approval.

F/23/074 – To authorise the payment listing

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

F/23/075 – Lovedon Fields open space transfer

The Clerk noted that the cost estimates were nearly complete and he had requested a WCC officer attend the Extraordinary Council meeting on the 13th April.

F/23/076 – Parish Council play areas

- Fire at Fraser Road play area update (including temporary fencing) – It was agreed to keep the current temporary fencing for another month.
- Eversley Park play area tender update – The planning application had been validated. It was agreed to ratify a minor amendment to the swing safety zone sent round via email at the contractor’s request.
- Fryers Close play area – see-saw surfacing and issues with birds –

Action – It was agreed to obtain quotations to clean the surfacing on the see-saw which has been closed due to bird droppings/tree sap.

Action – It was also agreed to obtain a cost for moving the play area outside Tubbs Hall.

F/23/077 – Grounds Maintenance contract tender - update (if available)

The first meeting has been organised for 3rd May 2023

F/23/078 – Review of data protection, data retention & privacy policies

The Clerk had confirmed that the Parish Council is exempt from the requirement to have a Data Protection Officer.

Action – It was agreed to recommend this is removed from the Data Protection Policy and to consider having a Councillor act in a similar capacity with regards to reviewing how data is handled from a Council, not business perspective.

Action – Investigate the potential Councillor role (including other Parish Councils).

F/23/079 – Potential additional community use for Kings Worthy Community Centre

Action – It was agreed for Cllr Miller-Hall to recommend to full council that we contact Winchester City Council (WCC) formally expressing our requirement for surgery or health hub.

Action – Cllr Miller-Hall to contact Winchester Primary Care Network to discuss.

F/23/080 – Remuneration & Staffing

Recruitment of Deputy Clerk – update – The interviews were now complete and a proposal will be sent to the Extraordinary meeting on 13th April for consideration.

F/23/081 – Tubbs Hall – landlord’s responsibilities

Update on works to the doors at the entrance to Tubbs Hall – Quotation for stub door awaited.

Proposed new sub-lease update – No update.

F/23/082 – Items for inclusion in council communications

Grant to STQ.

F/23/083 – Responsible Finance Officer / Clerk’s Notices

None.

F/23/084 – Chairman’s Notices

None.

F/23/085 – Items for discussion at the next meeting on 10 May 2023

None.

Meeting Closed at 20:17.

Signed:

Date:

Payment Authorisation Listing –April 2023

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
10/03/2023	FAR (KWCC)	Leaves Building & Maintenance Contractors Ltd	Overhaul main hall entrance doors and fitted 2 x fire drop down seals; Ground down latch and adjusted door closer to outside entrance lobby (rear door) and now works correctly	Fire Safety	£570.00	£0.00
29/03/2023	R&A	Imperative Training	Servicing of 4x defibrillators	Defibrillators	£794.40	£0.00
Total:					£1,364.40	£0.00

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
01/03/2023	FAR	Christopher Read	Expenses reclaim (pack of fuses & 0.5L of milk)	Miscellaneous Expenditure	£8.30	£0.00
24/03/2023	R&A	ID Verde Ltd	Emptying of 7 bins weekly & 2 bins twice weekly (01/01 - 31/03/2023)	Dog Bins	£1,225.22	£0.00

31/03/2023	FAR	The Parkinson Partnership LLP	VAT visit (18/10/2022) and advice	Legal and Professional Fees	£300.00	£0.00
31/03/2023	FAR	Christopher Read	Bus travel reclaim (to & from pension workshop) - CR	Travel and Subsistence	£4.00	£0.00
31/03/2023	R&A	Glasdon UK Ltd	2x Pembridge Picnic Table Wheelchair Access c/w Brown Enviropol	CIL Projects (R&A)	£2,406.70	£0.00
06/04/2023	R&A	Glasdon UK Ltd	Stanford Seat c/w Light Brown Timberpol Slats	Seats	£1,723.30	£0.00
06/04/2023	R&A	Plane Arboriculture Ltd	Conduct a site investigation and prepare an arboricultural condition survey report covering various sites throughout the parish	Tree Works	£2,160.00	£0.00
11/04/2023	FAR	Amazon EU UK	Superglue (pack of 3)	Miscellaneous Expenditure	£3.49	£0.00
11/04/2023	FAR	Tubbs Hall Management Committee	27/03/2023 - Parish Council meeting	Miscellaneous Expenditure	£30.00	£0.00
12/04/2023	FAR	Decoralin LTD	Standard Keyhole Key Cover Cap	Miscellaneous Expenditure	£5.99	£0.00
Total:					£7,867.00	£0.00

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
06/03/2023	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water - Tubbs Hall	£20.00	£0.00
09/03/2023	FAR (KWCC)	Octopus Energy	Electricity & Gas (01/02 - 28/02/23)	Electricity & Gas - Tubbs Hall	£187.61	£0.00
10/03/2023	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£112.08	£0.00

14/03/2023	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£122.20	£0.00
16/03/2023	FAR	Sage Software Ltd	SAGE accounting software - monthly	Computer Software	£31.20	£0.00
20/03/2023	FAR (KWCC)	Rentokil Initial	Pest control services (01/01/23 - 31/03/23)	Pest Control	£110.57	£0.00
27/03/2023	FAR (KWCC)	Biffa Municipal limited	General waste & recycling charges (01/04/23 - 30/06/23)	Waste Collection Charges	£259.58	£0.00
27/03/2023	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Grounds Maintenance	£3,594.00	£0.00
29/03/2023	FAR (KWCC)	PHS Group Plc	Sanitary Disposal (01/04/2023 to 31/03/2024)	Sanitary disposal	£433.34	£0.00
31/03/2023	FAR	Business Waste Ltd	Excess weight charge(s)	Open Spaces Maintenance	£0.72	£0.00
31/03/2023	FAR	Unity Trust Bank Plc	Bank account service charge - 5/12/22 - 04/04/2023	Bank Interest & Charges	£30.60	£0.00
31/03/2023	FAR	Unity Trust Bank Plc	Manual handling charge	Bank Interest & Charges	£0.60	£0.00
Total:					£4,902.50	£0.00

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Notes
25/03/2023	FAR	Parish Council employees	March salaries, National Insurance, PAYE and Pensions	Employee Wages and Salaries / NI / PAYE/ Pensions	£6,181.38	None

Procurement Card Payments (including transaction fees where applicable)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
04/03/2023	FAR	Post Office	1st Class recorded delivery (s72 licence to HCC) - resend	Postage & Carriage	£3.05	£0.00
06/03/2023	FAR	GiffGaff	Office phone - monthly goodybag - including transaction fee	Miscellaneous Expenditure	£6.20	£0.00
08/03/2023	FAR	Post Office	16x 2nd class stamps	Postage & Carriage	£11.10	£0.00
20/03/2023	FAR	Microsoft	Monthly Office 365 subscription	Computer Software	£19.34	£0.00
22/03/2023	FAR	GiffGaff	Emergency phone - monthly goodybag	Miscellaneous Expenditure	£6.20	£0.00
22/03/2023	FAR (KWCC)	SSP Direct Ltd	2x Thermostat covers (including spacer & carriage)	Heating Repairs	£93.72	£0.00
				Total:	£139.61	£0.00