



Kings Worthy Parish Council

Minutes of the Finance, Administration & Remuneration Committee meeting held on Wednesday, 13 September 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 & Responsible Finance Officer [RFO] (Christopher Read)

Deputy Clerk (Anita Husz)

Apologies

None.

Members of the public

None.

F/23/128 – Public Questions 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/23/129 – Impact of COVID-19 (including meeting recommendations)

It was agreed to keep the current recommendations.

F/23/130 – To agree and sign the Minutes of the Meeting held on 23 August 2023

The minutes of the previous meeting were then agreed as a true record of the meeting.

F/23/131 - Matters arising from the meeting held on 23 August 2023

None.

F/23/132 – Proposed new expenditure for Finance approval

Planning & Highways (P&H) – None.

Finance, Administration & Remuneration (FAR) – The Clerk noted that the current balance of time of in lieu stands at just over 66 hours.

Action – Given the Clerk's remaining holiday allowance and current workload, it was agreed to pay this as overtime.

Recreation & Amenities (R&A) –

- Replacement timber at Fryers Close – It was agreed to approve the quotation from Sovereign Play, at a total cost of £541.43, for the replacement of timbers on the tower at Fryers Close.
- Extra bollard at Church Green – It was agreed to approve the purchase of another fixed bollard for Church Green (due to underground services), at a cost of £199.99.

Communications – None.

Grants –

- Jubilee Hall – A grant request had been received from the Jubilee Hall towards the cost of constructing an improved pedestrian access, lockable cycle racks and additional car parking. The amount requested was £2,000.00.

Action – It was agreed for the Clerks to obtain more information on the works proposed.

- Wessex Cancer Support – A grant request had been received towards the cost of providing individual client journeys (personalised emotional and wellbeing support). The amount requested was £2,800.00.

Action – Given the large sum requested, it was agreed to clarify who this service is available to.

F/23/133 – Parish Council insurance renewal including costs

Quotations have been requested for the Council's insurance renewal.

F/23/134 – To receive the statement of accounts and management reports for period ended 31 August 2023

The Clerk gave a presentation of the accounts for the month ending 31 August 2023 (see attached).

The second half of the Council's precept had been received from Winchester City Council and thus a review of available deposits was undertaken. It was agreed to open an instant access savings account with Newbury Building Society who are offering a competitive rate and accept Parish Council deposits. It was also agreed to allow the Clerk to move money between our deposits to maximise availability and returns.

Action – The Clerk and Finance Chair are to investigate depositing funds with the Public Sector Deposit Fund.

F/23/135 – To authorise the payment listing

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

F/23/136 – Burial Grounds fees and budget

A proposal to increase the fees by 10% had been received from the R&A committee. Subsequently, Hampshire County Council have confirmed that it is unlikely any additional land would be available for the next 10 years to allow any kind of extension to the burial ground. Thus, in light of this new information, it was agreed to refer this back to the R&A committee to discuss available capacity and associated costs.

Action – Review the current Burial Ground capacity and charging.

F/23/137 – To receive the external auditor’s report (if available)

The external auditor’s report has not yet been received.

F/23/138 – Lovedon Fields open space transfer – update including maintenance works

The Clerk noted that the transfer is now complete.

F/23/139 – Ground maintenance contract tender – update

It was agreed that the working group were finalising their recommendation for full council on the 25 September 2023.

F/23/140 – Parish Council play areas –

- Fire at Fraser Road play area – update including temporary fencing and tender – It was agreed to keep the fencing for another month.
- Eversley Park area tender – update including tower installation – No further update since R&A.

F/23/141 – Potential additional community use for Kings Worthy Community Centre

No update.

F/23/142 – Remuneration & staffing

- Staff remuneration – potential additional benefits – Defer until the next meeting.
- Annual appraisals – These are being arranged for this month.
- Annual pay review –

The Clerks were asked to leave the meeting at this point.

After discussion, it was agreed going forward to setup a working group for pay reviews.

The Clerks returned to the meeting at this point.

F/23/143 – Tubbs Hall – landlord’s responsibilities

- Update on the fire doors at the entrance to Tubbs Hall (if available) – No update.
- Potential replacement automatic door closer – See below.
- Proposed new sub-lease – update (if available) – Cllr Miller-Hall is waiting for a response from THMC with regards to the meeting.

F/23/144 – Legal issues

None.

F/23/145 – Items for inclusion in council communications

None.

F/23/146 – Responsible Finance Officer / Clerk’s Notices

None.

F/23/147 – Chairman’s Notices

None.

F/23/148 – Items for discussion at the next Meeting on 18 October 2023

Forecast Outturn & Budget

Meeting Closed at 20:34

Signed:

Date:

Management Accounts for the period ending 31 August 2023

Income

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date
Community Infrastructure Levy	£9,507.31	£4,801.19	£16,956.39	£12,155.20
Finance, Administration & Remuneration	£184,096.44	£76,581.70	£82,744.63	£6,162.93
Kings Worthy Community Centre	£7,930.97	£3,304.57	£915.00	-£2,389.57
Planning & Highways	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£7,633.65	£1,815.94	£9,188.50	£7,372.56
Totals:	£209,168.37	£86,503.39	£109,804.52	£23,301.13

Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date
Community Infrastructure Levy	£83,447.38	£0.00	£80,866.08	£80,866.08
Finance, Administration & Remuneration	£107,921.03	£48,835.20	£41,236.99	£7,598.21
Kings Worthy Community Centre	£11,120.16	£4,838.86	£4,484.25	£354.61
Planning & Highways	£11,070.00	£549.78	£173.01	£376.77
Recreation & Amenities	£94,196.54	£40,181.67	£38,759.80	£1,421.87
Totals:	£307,755.10	£94,405.51	£165,520.13	£90,617.54

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date
Actual Year to Date Position	-£98,586.74	-£7,902.11	-£55,715.61	-£47,813.50

Memorandum Position - Excluding CIL Income, CIL Expenditure and Eversley Park play area spend

Memorandum Year to Date Position:	-£6,269.15	-£12,703.31	£8,194.08	£20,897.39
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Balance Sheet for period ending 31 August 2023

Bank Accounts	
Unity Trust Bank Current Account	£12,659.34
Unity Trust Tailored Deposit Account - 2.75% AER	£103,362.92
Sub-Total:	£116,022.26
Investments/Deposits	
Nationwide variable (35-day notice) – 3.1% AER	£85,000.00
Sub-Total:	£85,000.00
Other	
B4B Procurement Card	£177.45
Debtors	£139.42
Prepayments	£0.00
Sub-Total:	£316.87
Total Current Assets:	£201,339.13
Current Liabilities	
Trade Creditors	£460.44
Received on Account (inc. Precept)	£0.00
PAYE Payments Due	£15,249.35
NI Payments Due	£292.56
Pension Payments Due	£915.78
Other Creditors (awaiting advice from HMRC before payment)	£1,293.42
VAT to be Paid	£9.55
VAT to be Reclaimed	-£3,887.58
VAT that has been Reclaimed but not received	£0.00
Total Current Liabilities:	£14,333.52
Current Assets Minus Liabilities:	£187,005.61
Earmarked Funds in Reserve	
Play area maintenance reserve	£38,053.22
CIL Reserve	£5,786.25
Total Current Reserves:	£43,839.47
Net Assets	
General Reserves (inc. £24,727.65 for tree works)	£191,881.75
Profit & Loss Year to Date	-£55,715.61
Total Net Assets:	£136,166.14

Payment Authorisation Listing – September 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
31/07/2023	FAR	EKS Accounting	Payroll services for April, May June & July 2023	Accountancy, book-keeping and Payroll	£144.00	£0.00
24/08/2023	FAR	HAB at Lovedon Fields Ltd	Daily charge for the period 01 July 2023 – 30 July 2023	Legal & Professional Fees	£650.00	£0.00
Total:					£794.00	£0.00

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
25/08/2023	FAR	SLCC Enterprises Ltd	The Clerks' Manual 2023, Allotment law, risk management & minute taking books (including delivery)	Legal & Professional Fees / Miscellaneous Expenditure	£108.45	£0.00

05/09/2023	FAR	HAB at Lovedon Fields Ltd	Daily charge for the period 01 August - 29th August 2023	Legal & Professional Fees	£1,450.00	£0.00
05/09/2023	R&A	Environmental Hygiene Services	Steam Clean and Sanitation of: 6x Bus Shelters	Shelters	£72.00	£0.00
06/09/2023	R&A	NO NONSENSE PRODUCTS & SERVICES LTD t/a Petrolscooter	Sack truck tyres & inner tubes	Miscellaneous Expenditure	£49.80	£0.00
07/09/2023	FAR	Amazon EU UK	Ring Binder Popper Wallet (pack of 5)	Office Stationery / Miscellaneous Expenditure	£18.55	£0.00
07/09/2023	FAR	Amazon EU UK	No entry signs (x4)	Miscellaneous Expenditure	£17.28	£0.00
07/09/2023	FAR	Premier Stationery Limited	A4 Extra Strong Lever Arch Files	Office Stationery	£17.49	£0.00
Total:					£1,733.57	£0.00

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
03/08/2023	R&A	Business Stream	Water supply for Lovedon Lane Burial Ground (20/04/2023 - 19/07/2023)	Burial Ground - Water Rates	£24.58	£0.00
03/08/2023	R&A	Business Stream	Water supply for Eversley Park (20/04/2023 - 19/07/2023)	Eversley Park - Water Rates	£21.36	£0.00
07/08/2023	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water - Tubbs Hall	£20.00	£0.00
14/08/2023	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£134.90	£0.00
15/08/2023	FAR (KWCC)	Winchester City Council	Business rates - Parish Office	Business Rates - Tubbs Hall	£61.00	£0.00
16/08/2023	FAR (KWCC)	Octopus Energy Ltd	Electricity & Gas (01/07/2023 - 31/07/2023)	Electricity & Gas - Tubbs Hall	£180.89	£0.00

17/08/2023	FAR	Sage Software Ltd	SAGE accounting software - monthly	Computer Software	£33.60	£0.00
18/08/2023	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£73.80	£0.00
29/08/2023	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Grounds Maintenance	£4,653.80	£0.00
31/08/2023	R&A	Business Waste Ltd	Excess weight charge	Open Spaces Maintenance	£15.62	£0.00
Total:					£5,219.55	£0.00

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/08/2023	FAR	Parish Council employees	August salaries, National Insurance, PAYE and Pensions (including bonus)	Employee Wages and Salaries / NI / PAYE/ Pensions	£6,127.76	None
Total:					£6,127.76	

Procurement Card Payments (including transaction fees where applicable)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
02/08/2023	P&H/R&A	Sign Trade Supplies	76mm post cap (x4), 12x sign bolts, 6x 76mm clips, 76 x 3600mm steel signpost (including delivery)	Speeding Initiatives / Signs	£103.53	£0.00
02/08/2023	P&H	TC Fixings Ltd	Security nuts (M8) - including delivery	Speeding Initiatives	£15.89	£0.00
06/08/2023	FAR	GiffGaff	Office phone - monthly goodybag - including transaction fee	Miscellaneous Expenditure	£6.20	£0.00
14/08/2023	FAR	Dropbox International Unlimited	Dropbox Plus (14/08/2023 - 14/09/2023)	Computer Software	£10.19	£1.67
16/08/2023	FAR	Post Office	Recorded delivery of legal documents	Postage & Carriage	£3.30	£0.00

17/08/2023	FAR	Zazzle Inc.	ID badges (x7) including shipping	Miscellaneous Expenditure	£32.36	£5.28
18/08/2023	FAR	Microsoft	Monthly Office 365 subscription	Computer Software	£19.34	£0.00
22/07/2023	FAR	GiffGaff	Emergency phone - monthly goodybag	Miscellaneous Expenditure	£6.20	£0.00
				Total:	£197.01	£6.95