

**Minutes of the Finance, Administration & Remuneration Committee meeting  
held on Wednesday, 13 March 2024 at 19:30  
held in Kings Worthy Community Centre, Fraser Road**

**Attendees**

Councillors I. Gordon (Chair), M. Hallisey & M. Miller-Hall

**Clerk(s)**

Parish Clerk (Christopher Read)

**Apologies**

Cllr Emily Fish (the committee resolved to approve Cllr Emily Fish's reason for absence)

**Members of the public**

None.

**F/24/043 – 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/24/044 – Impact of COVID-19 (including meeting recommendations)**

It was agreed to keep the current recommendations.

**F/24/045 - To agree and sign the Minutes of the Meeting held on 14 February 2024**

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

**F/24/046 – Matters arising from the meeting held on 14 February 2024**

None.

**F/24/047 – Proposed new expenditure for Finance approval**

- *Planning & Highways – Clarification of information required for additional speed sign* – The Clerk had re-circulated the proposal and Members will send comments to the Clerks.

**Action – Members to send final comments to Clerk for sharing with P&H committee.**

- *Finance, Administration & Remuneration* – None.
- *Recreation & Amenities* –
  - *Fraser Road CCTV – new post* – It was agreed to purchase a new post at a cost £145.00 including delivery.

It was also agreed to accept the quotation from Stag System of 2 anti-climb devices for the pole to help prevent damage to the cameras, an additional £134.00 above the already agreed quotation.

- History board at Broadview – It was agreed to authorise the quotation from Hampshire Printing Services for a History board at Broadview, at a total cost (including installation) of £1008.00.
- Rationalisation of Parish Council bins – The Clerk noted that costings are being obtained.
- Replacement wooden bollards – It was agreed to purchase 15 wooden bollards from Jacksons Fencing at a total cost of £266.95, to replace posts that are rotting out.
- Communications – None.
- Grants – None.

#### **F/24/048 – To receive the statement of accounts and management reports for period ended 29<sup>th</sup> February 2024**

The Clerk/RFO have a presentation of the management accounts and members reviewed the figure circulated to them before the meeting.

Final invoice for Eversley Park play area renewal – After discussion, it was agreed pay the final invoice on the basis that the contractor agrees for the Parish Council to take the rectificatory costs incurred from the yet to be invoiced retention.

#### **F/24/049 – Review of fees & charges**

The Clerk was awaiting a list of comparatives charges to finish the proposal.

#### **F/24/050 – Review of Parish Council deposits**

After discussion, it was agreed to look at alternative options that allow online management (which is essential).

#### **F/24/051 – To review the draft Forecast Outturn (2023/2024) & budget (2024/25)**

**Members reviewed the draft outturn & budget; no changes were made.**

Members expressed their thanks to the Clerk for his hard work on the Council's finances including minimising the required precept increase.

#### **F/24/052 – To authorise the payment listing**

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

#### **F/24/053 – Parish Council play areas –**

- Eversley Park play area – replacement of zipline legs – The Clerk noted that the legs will be replaced by the manufacturer due to a metallurgy issue.

#### **F/24/054 – Review of Financial Regulations & Investment policies**

The Financial Regulations & Investment policies documents had been circulated to members before the meeting. After discussion, it was agreed to recommend them for adoption.

#### **F/24/055 - Review of data protection, data retention & privacy policies**

The Financial Regulations & Investment policies documents had been circulated to members before the meeting. After discussion, it was agreed to recommend them for adoption.

#### **F/24/056 – Potential additional community use for Kings Worthy Community Centre**

**Action – Cllr Miller-Hall will speak to the Primary Care Network and arrange a meeting.**

#### **F/24/057 – Adjustments to the office including wooden counter**

After discussion, it was agreed to investigate an additional door in place of a counter.

#### **F/24/058 – Remuneration & staffing**

- *Staff remuneration – potential additional benefits* – The Clerk noted that SLCC membership for the Deputy Clerk will cost £238.00. After discussion, it was agreed to purchase the membership.
- *Role of the Clerk & Deputy Clerk* – No update.

#### **F/24/059 – Tubbs Hall – landlord’s responsibilities**

- *Update on the fire doors at the entrance to Tubbs Hall* – Cllr Fish is to attend and review the maintained fire doors in the building.

**Action – Cllr Fish to attend and assess what is required.**

- *Meeting with Tubbs Hall Management Committee (THMC) to discussed potential replacement automatic door closer and proposed sub-lease* – Following a response from the Chair of THMC, the earliest they can meeting is May.

**Action – Clerks to arrange a meeting by the end of May.**

#### **F/24/060 – Potential change to accounting software**

Councillors reviewed the accounting software offered by Scribe and given the lack of monthly Income & Expenditure (I&E); it was agreed to not proceed with changing. It was however agreed to inform Scribe that if they offer monthly I&E, the Council would be happy to re-consider.

**Action – Clerks to arrange a meeting by the end of May.**

#### **F/24/061 – New website, email system and gov.uk.domain**

The Clerk noted that the quotes had been requested and are awaited.

#### **F/24/062 – Potential induction loop for meeting room**

No update.

#### **F/24/063 – Legal issues**

None.

#### **F/24/064 – Items for inclusion in council communications**

None.

#### **F/24/065 – Responsible Finance Officer/Clerk’s Notices**

None.

**F/24/066 – Chairman’s Notice**

None.

**F/24/067 – Items for discussion at the next meeting on 17 April 2024**

None.

**Meeting Closed at 21:05**

---

**Signed:**

**Date:**

**Management Accounts for the period ending 31<sup>st</sup> January 2024 (including Forecast Outturn & Budget)**

**Income**

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn	2024/25 Draft Budget
Community Infrastructure Levy	£9,507.31	£9,507.31	£16,956.39	£7,449.08	£16,956.39	£0.00
Finance, Administration & Remuneration	£184,096.44	£168,555.64	£181,064.69	£12,509.05	£199,613.14	£188,642.50
Kings Worthy Community Centre	£7,930.97	£7,270.05	£2,013.00	-£5,257.05	£5,459.53	£11,613.21
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£7,633.65	£6,020.96	£13,728.23	£7,707.27	£13,728.23	£51,698.60
<b>Totals:</b>	<b>£209,168.37</b>	<b>£191,353.96</b>	<b>£213,762.31</b>	<b>£22,408.35</b>	<b>£235,757.30</b>	<b>£251,954.32</b>

**Expenditure**

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn	2024/25 Draft Budget
Community Infrastructure Levy	£83,447.38	£83,447.38	£84,466.08	£1,018.70	£84,466.08	£393.22
Finance, Administration & Remuneration	£107,921.03	£97,513.16	£101,067.16	-£3,554.00	£110,244.48	£110,805.95
Kings Worthy Community Centre	£11,120.16	£9,978.13	£8,712.96	£1,265.17	£10,541.17	£17,476.72
Planning & Highways	£11,070.00	£5,529.81	£4,284.40	£1,245.41	£8,717.54	£9,386.39
Recreation & Amenities	£94,196.54	£85,885.80	£94,799.58	-£8,913.78	£125,403.26	£149,305.81
<b>Totals:</b>	<b>£307,755.10</b>	<b>£282,354.28</b>	<b>£293,330.18</b>	<b>-£8,938.50</b>	<b>£339,372.52</b>	<b>£287,368.09</b>

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn	2024/25 Draft Budget
Actual Year to Date Position	-£98,586.74	-£91,000.32	-£79,567.87	£11,432.45	-£103,615.23	-£35,413.77

**Memorandum Position - - (Excluding CIL income, CIL expenditure, E.P. play area spend & large capital projects)**

<b>Memorandum Year to Date Position:</b>	<b>-£6,269.15</b>	<b>-£1,442.91</b>	<b>£12,257.08</b>	<b>£13,699.99</b>	<b>-£11,790.28</b>	<b>-£5,608.77</b>
--	-------------------	-------------------	-------------------	-------------------	--------------------	-------------------

## Balance Sheet for period ending 29<sup>TH</sup> February 2024

Bank Accounts	
Unity Trust Bank Current Account	£5,186.59
Unity Trust Tailored Deposit Account - 2.75% AER	£104,435.99
<b>Sub-Total:</b>	<b>£109,622.58</b>

Investments/Deposits	
Nationwide variable (35-day notice) – 3.1% AER	£85,000.00
<b>Sub-Total:</b>	<b>£85,000.00</b>

Other	
B4B Procurement Card	£349.80
Debtors	£1,759.77
Prepayments	£0.00
<b>Sub-Total:</b>	<b>£2,109.57</b>

<b>Total Current Assets:</b>	<b>£196,732.15</b>
------------------------------	--------------------

Current Liabilities	
Prepayments	£4.60
Trade Creditors	£17,941.81
Retentions	£4,868.71
Received on Account (inc. Precept)	£15,254.85
PAYE Payments Due	£354.16
NI Payments Due	£945.68
Pension Payments Due	£1,403.50
VAT to be Paid	£90.26
VAT to be Reclaimed	-£2,416.06
VAT that has been Reclaimed but not received	£0.00
<b>Total Current Liabilities:</b>	<b>£38,447.51</b>

<b>Current Assets Minus Liabilities:</b>	<b>£158,284.64</b>
--	--------------------

Earmarked Funds in Reserve	
Play area maintenance reserve	£18,970.66
CIL Reserve	£2,186.25
<b>Total Current Reserves:</b>	<b>£21,156.91</b>

Net Assets	
General Reserves (inc. £24,727.65 for tree works)	£216,695.60
Profit & Loss Year to Date	<b>-£79,567.87</b>
<b>Total Net Assets:</b>	<b>£137,127.73</b>

## Payment Authorisation Listing – March 2024

### 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
12/02/2024	FAR	PCC of Kings Worthy	Annual Parish Magazine subscription	Subscriptions	£9.00	£0.00
15/02/2024	FAR	EKS Accounting	Run payroll for Nov, Dec 2013 & Jan 2024	Accountancy, book keeping and Payroll	£144.00	£0.00
20/02/2024	R&A	Green Smile Ltd	Planting of tree in Eversley Park play area (Chinese Privet)	Playground Maintenance	£537.74	£0.00
23/02/2024	R&A	FOLIUM AND FLOS PLANTS LIMITED	Ligustrum Lucidum (Chinese Privet) for Eversley Park	Playground Maintenance	£540.00	£0.00
28/09/2023	R&A	IDVerde Ltd	Empty dog waste bins weekly (01/07/2023 - 30/09/2023) - received late	Dog Bins	£1,348.97	£0.00
<b>Total:</b>					<b>£2,5679.71</b>	<b>£0.00</b>

### Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
06/02/2024	FAR	Konica Minolta Business Solutions Ltd	Bizhub C3350i rental (07.02.2024 until 06.05.2024)	Printing	£76.07	£0.00

21/02/2024	R&A	Glasdon UK Ltd	Dog waste bags (4 pack of 250)	Dog Bins	£116.28	£0.00
21/02/2024	FAR	Cllr Ian Gordon	Mileage reclaim for trip and from Bryan Hirst Recycling	Travel & Subsistence	£7.56	£0.00
21/02/2024	FAR	Christopher Read	Expenses reclaim - cost of disposal of Council W.E.E.E. waste items at Bryan Hirst Recycling	Miscellaneous Expenditure	£71.00	£14.20
28/02/2024	R&A	Amberol Ltd	Replacement Penguin bin	Litter Pickers & Bins	£546.00	£0.00
28/02/2024	FAR	(LUX) Amazon Business EU S.à.r.l	Upholstery stain remover	Miscellaneous Expenditure	£3.30	£0.00
28/02/2024	R&A	Amazon EU S.à r.l., UK Branch	No dogs signs (PVC) x 2	Signs	£9.68	£0.00
28/02/2024	FAR	(LUX) Amazon Business EU S.à.r.l	Logitech G413 S keyboard	Small Office Equipment (Under £100.00)	£59.99	£0.00
29/02/2024	FAR	SYNVERSE TECH LTD	Border biscuits (multipack) for litter pick	Miscellaneous Expenditure	£13.98	£0.00
01/03/2024	FAR	3rd Winchester Scout Group	Community grant towards the cost of a new BBQ for community events	Grants to Village Organisations	£500.00	£0.00
04/03/2024	FAR	(LUX) Amazon Business EU S.à.r.l	DYMO Authentic LabelWriter Large Address Labels	Office Stationery	£16.99	£0.00
05/03/2024	FAR	(LUX) Amazon Business EU S.à.r.l	Coat Racks for Wall (2 pack)	Miscellaneous Expenditure	£14.95	£0.00
05/03/2024	FAR	(LUX) Amazon Business EU S.à.r.l	Ribena drink cartoons (for litter pick) and ultra resistant labels	Miscellaneous Expenditure / Office Stationery	£14.65	£0.00
05/03/2024	R&A	M.R.S. Services	Fraser Road play area clean up (including removal of debris and moss) and sweep path	Playground Maintenance	£245.00	£0.00
07/03/2024	R&A	M.R.S. Services	Clear all damaged play equipment at Fraser Road and dispose of materials in skip (provided by PC)	Playground Maintenance	£311.33	£0.00



07/03/2024	R&A	M.R.S. Services	Install new coronation bench at Eversley Park (including slabs, materials and disposal of waste at HWRC)	Seats	£486.62	£0.00
07/03/2024	R&A	M.R.S. Services	Supply equipment and pressure wash play area at Fryers Close	Playground Maintenance	£315.36	£0.00
07/03/2024	R&A	M.R.S. Services	Clean up Fraser Road play area including removal of contaminated soil and bag up. Remove metal post that had only be cut to ground, some wooden posts and grass matt. Started Sunday 2nd June until Friday 7th June.	Playground Maintenance	£1,432.50	£0.00
07/03/2024	R&A	M.R.S. Services	Replace crocodile post at Fraser Road & Eversley Park (including disposing of waste at HWRC)	Maintenance Technician - General Repairs	£223.75	£0.00
07/03/2024	Capital Projects - R&A	M.R.S. Services	Bollards at Church Green - Remove 11 old posts and fit 9 new posts in new position (2 removable and 7 fixed). Additional labour charge due to 3 holes being dug to find services below and had to back fill 4th hole due to post size error (inc. waste to HWRC)	Capital Projects - R&A	£1,301.23	£0.00
11/03/2024	FAR	Hampshire Association of Local Councils	Annual conference (20th March) x 2	Staff & Councillors Training	£180.00	£0.00
11/03/2024	R&A	Green Smile Ltd	Levelling of 5 graves and topping up of 20-30	Burial Ground - General Maintenance	£1,380.00	£0.00
11/03/2024	R&A	M.R.S. Services	Install extra slabs under coronation bench at Eversley Park (inc. materials and waste to HWRC)	Seats	£157.00	£0.00
				<b>Sub-total of above:</b>	<b>£7,483.24</b>	<b>£14.20</b>

11/03/2024	R&A	M.R.S. Services	Monthly inspections of Open spaces, play areas and defibs (January 2024)	Maintenance Technician - General Repairs	£264.00	£0.00
11/03/2024	P&H	M.R.S. Services	Change speed sign around at Stoke Charity Road	Speeding Initiatives	£22.00	£0.00
11/03/2024	R&A	M.R.S. Services	Dig test holes for allotment fencing	Maintenance Technician - General Repairs	£22.00	£0.00
11/03/2024	P&H	M.R.S. Services	Remove speed sign from Stoke Charity Road, return to office for data download and put up in Springvale Road (Nations Hill)	Speeding Initiatives	£33.00	£0.00
11/03/2024	R&A	M.R.S. Services	Check what work had been done at Eversley Park play area	Playground Maintenance	£11.00	£0.00
11/03/2024	R&A	M.R.S. Services	Took pictures of soil at Eversley Park and report to the office + re-fit hatch on boiler cupboard door	Playground Maintenance	£30.25	£0.00
11/03/2024	R&A	M.R.S. Services	Replace temporary fencing clamps around the zip wire	Playground Maintenance	£11.00	£0.00
11/03/2024	P&H	M.R.S. Services	Change speed sign around at Springvale Road (Nations Hill)	Speeding Initiatives	£22.00	£0.00
11/03/2024	R&A	M.R.S. Services	Met with Clerk & Deputy Clerk to talk to contractor re. play equipment and contaminated soil	Playground Maintenance	£16.50	£0.00
11/03/2024	P&H	M.R.S. Services	Remove speed sign from Springvale Road (Nations Hill) , return to office for data download and put up in Church Lane	Speeding Initiatives	£33.00	£0.00
11/03/2024	R&A	M.R.S. Services	Check on painter at Eversley Park play area, inform office they had arrived and looked at the allotment area with Clerks	Playground Maintenance	£24.75	£0.00

11/03/2024	P&H	M.R.S. Services	Change speed sign around in Church Lane	Speeding Initiatives	£22.00	£0.00
11/03/2024	R&A	M.R.S. Services	Collect Parish Council table and office chair from Clerk's home (used for home working during COVID)	Maintenance Technician - General Repairs	£11.00	£0.00
				<b>Invoice Total:</b>	<b>£522.50</b>	<b>£0.00</b>
11/03/2024	R&A	M.R.S. Services	Monthly inspections of Open spaces, play areas and defibs (February 2024)	Maintenance Technician - General Repairs	£264.00	£0.00
11/03/2024	P&H	M.R.S. Services	Remove speed sign from Church Lane, return to office for data download and put up in Springvale Road	Speeding Initiatives	£33.00	£0.00
11/03/2024	P&H	M.R.S. Services	Change speed sign around at Springvale Road	Speeding Initiatives	£22.00	£0.00
11/03/2024	R&A	M.R.S. Services	Check work scrapping paint on Zip Wire at Eversley Park	Playground Maintenance	£11.00	£0.00
11/03/2024	P&H	M.R.S. Services	Remove speed sign from Springvale Road, return to office for data download and put up in Lovedon Lane	Speeding Initiatives	£33.00	£0.00
11/03/2024	R&A	M.R.S. Services	Check zip wire after opening at Eversley Park	Playground Maintenance	£11.00	£0.00
11/03/2024	P&H	M.R.S. Services	Change speed sign round at Lovedon Lane	Speeding Initiatives	£22.00	£0.00
				<b>Invoice Total:</b>	<b>£396.00</b>	<b>£0.00</b>
12/03/2024	R&A	M.R.S. Services	Supply of temporary fence panels at Fraser Road play area (01/07/2023 - 29/02/2024)	Playground Maintenance	£701.33	£0.00

12/03/2024	FAR	Hampshire County Council (County Supplies)	A4 card, makers, tippex, scotch tape, air freshener, heavy duty stapler, staples, foldback clips, rubber bands, A5 pads, CPR face shields, saline eyewash pods, icepacks, brush, nitrile gloves, mouse & keyboard wrist rest, refuse bags, storage boxes and lever arch files	Miscellaneous Expenditure / Office Stationery	£213.01	£0.00
13/03/2024	FAR	Anita Husz	Reclaim of eye examination	Miscellaneous Expenditure	£40.00	£0.00
				<b>Total:</b>	<b>£9,356.08</b>	<b>£14.20</b>

#### Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
02/02/2024	R&A	Business Stream	Water supply for Lovedon Lane Burial Ground ( 20/10/2023 - 19/01/2024)	Burial Ground - Water Rates	£28.03	£0.00
02/02/2024	R&A	Business Stream	Water supply for Eversley Park ( 20/10/2023 - 19/01/2024)	Water Rates - Eversley Park	£24.81	£0.00
09/02/2024	FAR (KWCC)	Octopus Energy Ltd	Electricity & Gas - monthly	Electricity & Gas - Tubbs Hall	£482.00	£0.00
14/02/2024	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£120.04	£0.00
15/02/2024	FAR	Sage Software Ltd	SAGE accounting software - monthly	Computer Software	£33.60	£0.00
19/02/2024	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£79.92	£0.00
28/02/2024	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Contract Maintenance	£4,799.80	£0.00
29/02/2024	R&A	Business Waste Ltd	Excess weight charge	Open Spaces Maintenance	£13.61	£0.00

<b>Total:</b>	<b>£5,581.81</b>	<b>£0.00</b>
---------------	------------------	--------------

### Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/02/2024	FAR	Parish Council employees	February salaries, National Insurance, PAYE and Pensions	Employee Wages and Salaries / NI / PAYE/ Pensions	£6,592.02	None

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

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
06/02/2024	FAR	GiffGaff	Office phone - monthly goodybag - including transaction fee	Miscellaneous Expenditure	£6.00	£0.00
14/02/2024	FAR	BCMY Ltd (t/a Zero Waste Recycling)	Toner recycling/disposal box	Printing	£13.80	£0.00
18/02/2024	FAR	Microsoft	Monthly Office 365 subscription	Computer Software	£20.64	£0.00
19/02/2024	FAR	BCMY Ltd (t/a Zero Waste Recycling)	Collection of deposal / recycling box	Printing	£37.19	£0.00
22/02/2024	FAR	GiffGaff	Emergency phone - monthly goodybag	Miscellaneous Expenditure	£6.00	£0.00
23/02/2024	FAR	HM Land Registry	Title deed & plan	Legal & Professional Fees	£6.00	£0.00
29/02/2024	FAR	Payment card solutions t/a B4B payments	Monthly transaction fees	Bank Charges & Interest	£2.03	£0.00
<b>Total:</b>					<b>£91.66</b>	<b>£0.00</b>