

**Minutes of the Finance, Administration & Remuneration Committee meeting  
held on Wednesday, 17 April 2024 at 19:30  
held in Kings Worthy Community Centre, Fraser Road**

**Attendees**

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

**Clerk(s)**

Parish Clerk (Christopher Read)

**Apologies**

Cllr Mandy Hallisey (the council resolved to approve Cllr Hallisey's reason for absence)

**Members of the public**

None.

**F/24/068 – 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/24/069 – Impact of COVID-19 (including meeting recommendations)**

It was agreed to keep the current recommendations.

**F/24/070 - To agree and sign the Minutes of the Meeting held on 13 March 2024**

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

**F/24/071 – Matters arising from the meeting held on 13 March 2024**

None.

**F/24/072 – Proposed new expenditure for Finance approval**

- Planning & Highways – Clarification of information required for additional speed sign – None.
- Finance, Administration & Remuneration –
  - *New fire door for disabled toilet* – It was agreed to accept the quotation from Safelincs Fire & Safety Solutions for a replacement fire door (and frame) for the disabled toilet at a cost of £961.71.

Also, it was agreed to accept the quotation from M.R.S. Services to install the new door at a cost of £325.00.

- Recreation & Amenities –
  - It was agreed to accept the quotation from Redlynch Leisure for the repair of worn rubber surfacing at Fraser Road Play area at a cost of £475.00.
  - Rationalisation of Parish Council bins – Members reviewed the proposal and it was agreed to proceed with the changes. This will be sent to Parish Council for ratification.
  - Removal of bench at Eversley Park play area – It was agreed to proceed with the quotation from M.R.S. Services at a cost of £240.00.
- Communications – Two quotations had been received for the printing and postage of the newsletter. It was agreed the quotation from Acorn Press at a cost of £2245.00.
- Grants – None.

**F/24/073 – To receive the statement of accounts and management reports for period ended 31<sup>st</sup> March 2024**

The Clerk/RFO gave a presentation of the accounts circulated to members before the meeting (see attached).

**F/24/074 – Review of fees & charges**

It was agreed to for a formal proposal for agreement to be brought to the next meeting based on a flat across the board increase due to the varying nature of the types of interments.

**F/24/075 – Review of Parish Council deposits**

The Chairman & Clerk met with a representative of the CCLA Investment Management Limited and discussed their Public Sector Deposit Fund. We are awaiting confirmation of a date to discuss the fund with them.

**F/24/076 – Review of asset register**

The review had commenced and is to be sent to full council for ratification.

**F/24/077 – To authorise the payment listing**

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

**F/24/078 – Parish Council play areas –**

- Fraser Road play area repair works - The Clerk noted that the installation has been started and they are aiming to finish on Tuesday (weather depending)

**F/24/079 – Potential additional community use for Kings Worthy Community Centre**

No update.

**F/24/080 – Adjustments to the office including wooden counter**

Awaiting quotation from M.R.S. Services

**F/24/081 – Remuneration & staffing**

- Role of the Clerk & Deputy Clerk – It was agreed by members to remove this item.

#### **F/24/082 – Tubbs Hall – landlord’s responsibilities**

- Meeting with Tubbs Hall Management Committee to discussed potential replacement automatic door closer and proposed sub-lease – No update; awaiting meeting date in May.

#### **F/24/083 – New website, email system and gov.uk.domain**

The Clerk noted that two of the website providers use external companies for email services and separate quotations for this will be sought. The Clerk is also preparing a full report (including necessary technical explanations).

#### **F/24/084 – Potential induction loop for meeting room**

It was agreed for the Clerk to purchase a portable system with a maximum budget of £250.00.

#### **F/24/085 – Legal issues**

- Boundary fence at the top of Eversley Park – Having reviewed all documentation, including purchased copies of the transfer documents purchased from the Land Registry, it appears that the fence inside the hedge at the top of Eversley Park does not belong to the parish council.

This issue was raised a considerable time ago due to a bend small gap in the fence allowing people access through the hedge. The Clerk had contacted the owner of the adjacent land and chased on numerous occasions times to no avail.

**Action – It was agreed to write to the owner of the land and ask them to repair the fence.**

Play area accident – The Clerk noted that he had been made aware of an accident at Eversley Park play area. The suppliers of the piece of equipment had been contacted to discuss.

#### **F/24/086 – Items for inclusion in council communications**

None.

#### **F/24/087 – Responsible Finance Officer/Clerk’s Notices**

- Storage container – Members had asked the Clerk to provide a cost estimate for the procurement of a storage contained for Eversley Park.

**Action - After discussion, it was agreed to obtain quotations for a 20ft storage container to be located at Eversley Park Recreation Ground.**

- NHS booster jab van – The Clerk noted that the NHS will be bringing an NHS booster jab van to Tubbs Hall on 3<sup>rd</sup> May 2024.

#### **F/24/088 – Chairman’s Notices**

None.

None.

**Meeting Closed at 20:37**

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**Signed:**

**Date:**

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## Management Accounts for the period ending 31<sup>st</sup> March 2023

### Income

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn (2023/24)
Community Infrastructure Levy	£9,507.31	£9,507.31	£16,956.39	£7,449.08	£16,956.39
Finance, Administration & Remuneration	£184,096.44	£184,023.24	£199,630.40	£15,533.96	£199,613.14
Kings Worthy Community Centre	£7,930.97	£7,930.97	£3,355.86	<b>£-4,575.11</b>	£5,276.53
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£7,633.65	£5,938.06	£13,728.23	£6,094.58	£13,728.23
<b>Totals:</b>	<b>£209,168.37</b>	<b>£207,399.58</b>	<b>£233,670.88</b>	<b>£24,502.51</b>	<b>£235,574.30</b>

### Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn (2023/24)
Community Infrastructure Levy	£83,447.38	£83,447.08	£84,466.08	£1,018.70	£84,466.08
Finance, Administration & Remuneration	£107,921.03	£107,921.03	£111,008.63	£-3,087.60	£110,244.48
Kings Worthy Community Centre	£11,120.16	£11,119.84	£9,603.38	£1,516.78	£10,541.17
Planning & Highways	£11,070.00	£11,069.47	£4,526.40	£6,543.60	£8,717.54
Recreation & Amenities	£94,196.54	£94,196.54	£123,375.10	<b>£-29,178.57</b>	£125,403.26
<b>Totals:</b>	<b>£307,755.10</b>	<b>£307,754.26</b>	<b>£332,979.59</b>	<b>£-23,187.09</b>	<b>£339,372.52</b>

### Position - Actual (including CIL income & CIL expenditure)

	Annual Budget	Budget Year to Date*	Actual Year to Date	Variance Year to Date	Forecast Outturn (2023/24)
Actual Year to Date Position	<b>£-98,586.74</b>	<b>£-100,354.68</b>	<b>£-99,308.71</b>	£1,045.97	<b>£-103,798.23</b>

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

Memorandum Year to Date Position:	<b>£-6,269.15</b>	<b>£-9,139.74</b>	<b>£-7,483.76</b>	£1,655.98	<b>£-11,973.28</b>
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## Balance Sheet for period ending 31<sup>st</sup> March 2024

Bank Accounts	
Unity Trust Bank Current Account	£4,672.91
Unity Trust Tailored Deposit Account (2.77% AER)	£89,500.60
<b>Sub-Total:</b>	<b>£94,173.51</b>
Investments/Deposits	
Nationwide Variable (35-day notice) – 3.35% AER	£87,558.15
<b>Sub-Total:</b>	<b>£87,558.15</b>
Other	
B4B Procurement Card	£46.76
Debtors	£2,975.10
Prepayments	£685.24
<b>Sub-Total:</b>	<b>£3,707.10</b>
<b>Total Current Assets:</b>	<b>£185,438.76</b>
Current Liabilities	
Trade Creditors	£46,792.51
Received on Account (inc. Precept)	£4,868.71
PAYE Payments Due	£0.00
NI Payments Due	£354.16
Pension Payments Due	£945.68
Other Creditors (awaiting advice from HMRC before payment)	£1,403.50
VAT to be Paid	£169.81
VAT to be Reclaimed	-£7,639.41
VAT that has been Reclaimed but not received	£0.00
<b>Total Current Liabilities:</b>	<b>£46,894.96</b>
<b>Current Assets Minus Liabilities:</b>	<b>£138,543.80</b>
Earmarked Funds in Reserve	
Play area maintenance reserve	£18,970.66
CIL Reserve	£2,186.25
<b>Total Current Liabilities:</b>	<b>£21,156.91</b>
Net Assets	
General Reserves (inc. £19,297.65 for tree works)	£216,695.60
Profit & Loss Year to Date	-£99,308.71
<b>Total Net Assets:</b>	<b>£117,386.89</b>

## Payment Authorisation Listing – April 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
27/02/2024	FAR	Hampshire County Council	A4 Woodland trust paper (2 boxes)	Printing	£53.21	£0.00
14/03/2024	R&A	Mulberry Tree Services Winchester Ltd	Works on Parish Council land (Broadview, Kim Bishop Walk, Hinton Park, Church Lane, Eversley Park, Fryers Close, Hinton Fields and Kings Worthy Green	Tree Works	£7,140.00	£0.00
15/03/2024	FAR	KPCM Display Ltd	Play area closed signs	Playground Maintenance	£22.25	£0.00
15/03/2024	FAR	M.A.C. UK TRADING LTD	Abus combination padlock	Miscellaneous Expenditure	£71.44	£0.00
15/03/2024	FAR	ALG ID Cards Ltd	ALG ID Card holder	Miscellaneous Expenditure	£2.95	£0.00
15/03/2024	FAR	Society of Local Council Clerks	Joining & Membership fee - Deputy Clerk	Subscriptions	£253.00	£0.00
16/03/2024	FAR	Amazon EU UK Branch	Gorilla Epoxy glue	Miscellaneous Expenditure	£5.18	£0.00
16/03/2024	FAR	Printfast Printing	A4 certificate paper (25 pack)	Printing	£10.95	£0.00
17/03/2024	FAR	EVO Distribution Limited	Toughprint A4 waterproof paper	Printing	£25.64	£0.00

17/03/2024	R&A	Amazon EU UK Branch	No Access For Unauthorised Person signs	Signs	£40.66	£0.00
				<b>Total:</b>	<b>£7,625.28</b>	<b>£0.00</b>

### Payments to be authorised

12/03/2024	R&A	M.R.S. Services	Correction of amount from previous payment listing (Supply of temporary fencing at Fraser Road play area [01/07/2023 - 29/02/2024])	Playground Maintenance	£710.33	£0.00
19/03/2024	FAR	Hampshire County Council	Document wallets (25 pack)	Office Stationery	£9.05	£0.00
21/03/2024	FAR	Shop Hut Limited	Folding step	Miscellaneous Expenditure	£7.99	£0.00
22/03/2024	FAR	Konica Minolta Business Solutions (UK) Ltd	Printing charges (07/11/2023 - 06/02/2024)	Printing	£115.56	£0.00
26/03/2024	R&A	ID Verde Ltd	Dog bin emptying (01/01/24 - 31/03/2024)	Dog Bins	£1,348.97	£0.00
28/03/2024	FAR	TLC Online	Annual hosting fee on dedicated server	Website / Email Expenses	£460.00	£0.00
29/03/2024	R&A	L A Kattenhorn & Partners Limited	Re-surfacing works (including root removal) at Lovedon Lane Burial Ground	Burial Ground - General Maintenance	£12,523.20	£0.00
31/03/2024	FAR	Offsite Archive Storage & Integrated Services UK Ltd	Document storage (01/04/2024 - 30/06/2024)	Document Storage	£34.21	£0.00
31/03/2024	FAR	Surrey Hill Solicitors	Services in connection with acquisition of Lovedon Field including review of surrounding titles, correspondence and additional advice (inc. disbursements)	Legal & Professional Fees	£1,515.00	£0.00



04/04/2024	R&A	M.R.S. Services	Supply of temporary fence panels to secure Fraser Road play area (01/03 - 31/03/2024)	Playground Maintenance	£89.81	£0.00
04/04/2024	R&A	M.R.S. Services	Monthly inspections of open space, play areas and defibrillators (March 2024)	Maintenance Technician - General Repairs	£264.00	£0.00
04/04/2024	P&H	M.R.S. Services	Remove speed sign from Lovedon Lane, return for data download and erect in Abbots Worthy	Speeding Initiatives	£33.00	£0.00
04/04/2024	R&A	M.R.S. Services	Check tower at Eversley Park after it had opened; send pictures of rusty nuts and incorrectly fitted fence panel to office.	Playground Maintenance	£22.00	£0.00
04/04/2024	P&H	M.R.S. Services	Turn speed sign around in Abbots Worthy	Speeding Initiatives	£22.00	£0.00
04/04/2024	R&A	M.R.S. Services	Check fence at Eversley Park to see if possible to repair damage and look at trip possible hazards at Eversley Park	Playground Maintenance	£11.00	£0.00
04/04/2024	R&A	M.R.S. Services	Meet Clerks at Fraser Road play area to discuss installation of new equipment with contractor.	Playground Maintenance	£11.00	£0.00
04/04/2024	P&H	M.R.S. Services	Remove speed sign from Abbots Worthy, return for data download and erect in Springvale Road (Elan Court)	Speeding Initiatives	£33.00	£0.00
04/04/2024	P&H	M.R.S. Services	Turn speed sign around in Springvale Road (Elan Court)	Speeding Initiatives	£22.00	£0.00
				<b>Sub-Total:</b>	<b>£418.00</b>	<b>£0.00</b>

08/04/2024	R&A	ICCM	ICCM Corporate membership for 2024/25 for period until 31/03/2025 (for burial grounds)	Subscriptions	£95.00	£0.00
09/04/2024	FAR	Amazon EU UK Branch	Rolling toolbox (3 tier)	Miscellaneous Expenditure	£39.99	£0.00
09/04/2024	FAR	Amazon EU UK Branch	Screw cap covers and adhesive VHB tape	Miscellaneous Expenditure	£17.03	£0.00
09/04/2024	FAR	Yearntree Ltd	Deflecto A4 Lockable Snap Frame x2	Miscellaneous Expenditure	£33.98	£0.00
11/04/2024	FAR	Amazon EU UK Branch	Adjustable wrench & wood dowels	Miscellaneous Expenditure	£11.34	£0.00
11/04/2024	FAR	Kwik Buy Ltd	Shelf brackets (pack of 10)	Miscellaneous Expenditure	£10.49	£0.00
11/04/2024	FAR	Guangzhou Youtuo Network Technology Co.,Ltd	16 Pack Key Cap Tags Set	Miscellaneous Expenditure	£3.87	£0.00
11/04/2024	R&A	Kompan Ltd	Steam engine, carriage, sprinter and cloud climber (including freight charges)	Playground Maintenance	£17,997.60	£0.00
12/04/2024	R&A	Imperative Training Ltd	Annual service of 4x defibrillators	Defibrillators	£794.40	£0.00
<b>Total:</b>					<b>£36,235.82</b>	<b>£0.00</b>

#### Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
05/03/2024	FAR (KWCC)	Business Stream	Water supply monthly charge	Water Rates - Tubbs Hall	£20.00	£0.00
14/03/2024	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£131.91	£0.00
15/03/2024	FAR	Sage Software Ltd	SAGE accounting software - monthly	Computer Software	£33.60	£0.00

18/03/2024	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£90.38	£0.00
19/03/2024	FAR (KWCC)	Octopus Energy Ltd	Electricity & Gas - monthly	Electricity & Gas - Tubbs Hall	£553.11	£0.00
25/03/2024	FAR (KWCC)	Rentokil Pest Control	Pest control services - 01/01/2024 - 31/03/2024	Pest Control	£121.62	£0.00
25/03/2024	FAR (KWCC)	Biffa Municipal Ltd	Bin emptying charges (30/03/24 - 28/06/24)	Water Collection Charges	£286.57	£0.00
27/03/2024	FAR (KWCC)	PHS Group Plc	Sanitary bin disposal (01/04/2024 to 31/03/2025)	Sanitary Disposal	£476.59	£0.00
28/03/2024	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Contract Maintenance	£4,799.80	£0.00
<b>Total:</b>					<b>£6,513.58</b>	<b>£0.00</b>

#### Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/03/2024	FAR	Parish Council employees	March salaries, National Insurance, PAYE and Pensions	Employee Wages and Salaries / NI / PAYE/ Pensions	£6,592.02	None
<b>Total:</b>					<b>£6,592.02</b>	<b>£0.00</b>

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

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
06/03/2024	FAR	Bitwarden Inc.	Teams Organization Seats (x2) - paid in USD	Computer Software	£75.91	£12.65
06/03/2024	FAR	GiffGaff	Office phone - monthly goodybag - including transaction fee	Miscellaneous Expenditure	£6.00	£0.00
14/03/2024	R&A	DHF Products Ltd (t/a Road Signs Direct)	89mm straight post (for CCTV cameras)	CCTV & Security	£174.00	£0.00
15/03/2024	R&A	Sign Trade Supplies	Sign post clips & channel	Signs	£56.26	£0.00

20/03/2024	FAR	Microsoft	Monthly Office 365 subscription	Computer Software	£20.64	£0.00
20/03/2024	FAR	Colour Graphics	A3 & A4 signage and stickers	Playground Maintenance, CCTV & Security, Burial Ground General Maintenance and Signs	£65.50	£0.00
21/03/2024		Toolstation UK	Traffic Cone 750mm (x2) & toilet seat	Miscellaneous Expenditure / Repairs in Toilet areas	£51.94	£0.00
22/03/2024	FAR	GiffGaff	Emergency phone - monthly goodybag	Miscellaneous Expenditure	£6.00	£0.00
31/03/2024	FAR	Payment card solutions t/a B4B payments	Monthly transaction fees	Bank Charges & Interest	£9.58	£0.00
<b>Total:</b>					<b>£465.83</b>	<b>£12.65</b>