

Kings Worthy Parish Council

**Minutes of the Annual General meeting
held on Monday, 20 May 2024 at 19:30
held in Kings Worthy Community Centre, Fraser Road**

Attendees

Councillors Signe Biddle, Colin Cossburn (Chairman), Emily Fish, Mandy Hallisey, Ian Gordon, Phillip Horne & Steve Waters

Clerk(s)

Christopher Read (Parish Clerk)

Anita Husz (Deputy Clerk)

Apologies

Cllr Matthew Miller-Hall (the council resolved to approve Cllr Matthew Miller-Hall's reason for absence)

Cllr Dorry Lawlor (the council resolved to approve Cllr Dorry Lowler's reason for absence)

Cllr Charlotte Smith (the council resolved to approve Cllr Charlotte Smith's reason for absence)

(Cllr Phillip Horne arrived at this point)

Members of the public

None.

AGM/24/001 – Nominations and voting for Chair of the Council

Voting was undertaken by means of a paper ballot counted in the presence of the meeting.

- Cllr Colin Cossburn was proposed by Cllr Waters and seconded by Cllr Biddle.
- Cllr Ian Gordon was proposed by Cllr Hallisey and seconded by Cllr Horne.

4 votes in favour of Cllr Cossburn, 2 votes in favour of Cllr Gordon and 1 abstention.

Cllr Cossburn was duly elected as Chairman of Kings Worthy Parish Council.

AGM/24/002 – To receive the Chair's Declaration of Acceptance of Office

Cllr Cossburn completed his declaration of acceptance of office form.

AGM/24/003 – Nominations and voting for Vice-Chair of the Council

Voting was undertaken by means of a paper ballot counted in the presence of the meeting.

- Cllr Emily Fish was proposed by Cllr Hallisey and seconded by Cllr Gordon.
- Cllr Signa Biddle was proposed by Cllr Waters and seconded by Cllr Cossburn.

3 votes in favour of Cllr Fish, 4 votes in favour of Cllr Biddle.

Cllr Biddle was duly elected as Vice-Chair of Kings Worthy Parish Council.

AGM/24/004 – To receive the Vice-Chair’s Declaration of Acceptance of Office

Cllr Biddle completed his declaration of acceptance of office form.

AGM/24/005 – 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.

AGM/24/006 – Review and approve term of reference for the committees

A copy of term of reference had been circulated to all Councillors.

It was agreed to adopt these terms of reference with one change to the Finance terms to remove a reference to Planning & Highways and replace with Finance, Administration & Remuneration.

AGM/24/007 – Appointments to Committees

- *Finance, Administration & Remuneration* – Cllr Fish, Cllr Hallisey, Cllr Gordon, Cllr Miller-Hall
- *Planning & Highways* – Cllr Biddle, Cllr Horne, Cllr Cossburn, Cllr Waters
- *Recreation & Amenities* – Cllr Hallisey, Cllr Fish, Cllr Waters, Cllr Smith

AGM/24/008 – Appointment of representatives

- *Neighbourhood Watch* – Cllr Gordon
- *Parochial Church Council* – Cllr Smith (Clerks to check with her)
- *Scouts (including Squirrels, Beavers & Cubs)* – Cllr Horne
- *Guides (including Rainbow, Brownies & Rangers)* – Cllr Smith (Clerks to check with her; if not Cllr Horne).
- *Tubbs Hall Management Committee* – Cllr Fish, Cllr Hallisey

AGM/24/009 – Agree and sign the minutes of the meeting held on the 25 March 2024

Defer to the next meeting.

AGM/24/010 – Matters arising from the meeting held on the 25 March 2024

Defer to the next meeting.

AGM/24/011 – Lovedon Fields – Update on the allotment site including access

Members discussed the present situation.

AGM/24/012 – To receive the minutes of the committees:

- *Recreation & Amenities Committee – 02 May 2024* – A copy of the minutes had been circulated to Councillors before the meeting.
- *Planning & Highways Committee – 07 May 2024* – A copy of the minutes had been circulated to Councillors before the meeting.

- *Finance, Administration & Remuneration Committee – 16 May 2024* – A copy of the minutes had been circulated to Councillors before the meeting.
 - Energy supply for Kings Worthy Community Centre – After reviewing suppliers, it was agreed to proceed with a 12-month fixed term contract with no standing orders from Octopus Energy.

AGM/24/013 – To approve the end of year annual accounts for the year ending 31 March 2024

All Councillors had been sent a copy before the meeting; it was unanimously agreed to adopt these accounts for audit.

AGM/24/014 – To review and approve the risk register

A copy of risk register had been circulated to all Councillors; it was unanimously agreed to adopt this document.

AGM/24/015 – Items for inclusion in Council communications

The Recreation & Amenities Committee is scheduled in May and Planning & Highway Committee is scheduled in June.

AGM/24/016 – Clerk’s Notices

None.

AGM/24/017 – Chairman’s Notices

None.

AGM/24/018 – Items for discussion at the next Meeting – 24 June 2024

- Sir John Moore Barracks proposed development (including the closure of Andover Road).
- Council Social event in July

Meeting Closed at 20:09

Signed:

Date:

Management Accounts for the period ending 31st March 2024

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	£184,096.44	£199,630.40	£15,533.96	£199,613.14
Kings Worthy Community Centre	£7,930.97	£7,930.97	£3,355.86	-£4,575.11	£5,276.53
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£7,633.65	£7,633.65	£13,728.23	£6,094.58	£13,728.23
Totals:	£209,168.37	£209,168.37	£233,670.88	£24,502.51	£235,574.30

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	£83,447.38	£84,466.08	£1,018.70	£84,466.08
Finance, Administration & Remuneration	£107,921.03	£107,921.03	£111,173.22	-£3,252.19	£110,244.48
Kings Worthy Community Centre	£11,120.16	£11,120.16	£9,603.38	£1,516.78	£10,541.17
Planning & Highways	£11,070.00	£11,070.00	£8,619.91	£2,450.09	£8,717.54
Recreation & Amenities	£94,196.54	£94,196.54	£123,375.10	-£29,178.57	£125,403.26
Totals:	£307,755.10	£307,755.10	£337,237.69	-£27,445.19	£339,372.52

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	-£98,586.74	-£98,586.74	-£103,566.81	-£4,980.07	-£103,798.23

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

Memorandum Year to Date Position:	-£6,269.15	-£6,269.15	-£11,741.86	-£5,472.71	-£11,973.28
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Balance Sheet for period ending 31st March 2024

Bank Accounts	
Unity Trust Bank Current Account	£4,672.91
Unity Trust Tailored Deposit Account (2.77% AER)	£89,500.60
Sub-Total:	£94,173.51

Investments/Deposits	
Nationwide Variable (35-day notice) – 3.35% AER	£87,558.15
Sub-Total:	£87,558.15

Other	
B4B Procurement Card	£46.76
Debtors	£2,975.10
Prepayments	£729.84
Sub-Total:	£3,751.70

Total Current Assets:	£185,483.36
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Current Liabilities	
Trade Creditors	£46,985.46
Retentions	£4,868.71
Accruals	£4,093.51
PAYE Payments Due	£354.16
NI Payments Due	£945.68
Pension Payments Due	£1,403.50
VAT to be Paid	£0.00
VAT to be Reclaimed	-£1.92
VAT that has been reclaimed but not received	-£7,281.63
Total Current Liabilities:	£51,367.47

Current Assets Minus Liabilities:	£134,115.89
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Earmarked Funds in Reserve	
Play area maintenance reserve	£18,970.66
CIL Reserve	£2,186.25
Total Current Liabilities:	£21,156.91

Net Assets	
General Reserves (inc. £19,297.65 for tree works)	£216,695.60
Profit & Loss Year to Date	-£103,736.62
Total Net Assets:	£112,958.98

Adjusted P&L YTD to allow for overstatement of output VAT	-£103,566.81
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