

Finance, Administration & Remuneration (FAR) Committee

10th October 2018 at 09:30

Kings Worthy Community Centre, Fraser Road, Kings Worthy

Chair of the Meeting	Cllr M. Taylor
Councillors Present	Cllrs T. Anderson, N. McCleery & S. Newell.
Clerk(s) Present	Richard Hanney
	Christopher Read
Public	0

F/18/124 - Apologies for absence

None.

F/18/125 - Public question time

None.

F/18/126 - To agree and sign the minutes of the meeting held on 12th September 2018

The minutes were agreed as a true record of the meeting and signed by the Chair.

F/18/127 - Matters arising from the meetings held on 12th September 2018

None.

F/18/128 - Proposed new expenditure

Planning & Highways (P&H) - None.

Finance, Administration & Remuneration (FAR) - It was agreed to proceed with telephone and broadband provision with XLN, at a cost of £33.95 per month for a 24 month contract.

Action:	Proceed with the above once current contract is up.		
Action By:	Clerk	Target Date:	22/11/2018

Finance, Administration & Remuneration (FAR) - The Clerk gave a short presentation with regards to the lack of storage available to the Parish Council. It was agreed to purchase two large office cupboards and to have custom shelving constructed for the storage shed, with a budget of £1,800.00. This will increase the efficiency of the currently available storage space.

Action:	Recommend the above to Parish Council for ratification.		
Action By:	Clerk	Target Date:	15/10/2018

Recreation & Amenities (R&A) - It was agreed to purchase a small bay tree and pot for the memorial bench, with a budget of £150.00.

Action:	Purchase Bay tree and pot, as above.		
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Action By:	Clerk	Target Date:	ASAP
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Communications - None.

Grants - A grant request had been received from the Worthys Conservation Volunteers for £300.00, for help towards purchasing insurance and tools. It was agreed to grant them the full amount, subject to Parish Council approval.

Action:	Send grant to Parish Council for ratification.		
Action By:	Clerk	Target Date:	25/10/2018

Grants - A grant request had been received from the Worthy Youth Football Club for £1,000.00, for help towards purchasing mobile goals. It was agreed for the Clerk to obtain more information before the committee makes a decision.

Action:	Obtain more information from Worthys Youth Football Club.		
Action By:	Clerk	Target Date:	25/10/2018

F/18/129 - To receive the statement of accounts and management reports for the period ended 30th September 2018 (see attached)

The Clerks gave a presentation of the accounts for the month ending 30th September 2018. There was an error with the year to date figure thus it was agreed to get this corrected for Parish Council on Monday.

F/18/130 - Remuneration & staffing

Assistant Clerk - It was agreed to make a payment to the Assistant Clerk of £100.00, for the formation of the new management report spreadsheet.

Action:	Make additional payment, as above.		
Action By:	Clerk	Target Date:	25/10/2018

F/18/131 - Tubbs Hall - landlord's responsibilities

Caretaker - It was agreed to accept the proposal from Tubbs Hall Management Committee to employ the current caretaker on a 6 month contract, at a rate of £10.00 per hour.

Action:	Send to Parish Council for ratification.		
Action By:	Clerk	Target Date:	15/10/2018

F/18/132 - Burial Ground capacity

The Burial Ground capacity analysis has been started.

F/18/133 - Procurement Card

It was agreed to proceed with the setup of a procurement card service, via Unity Trust Bank, with a limit of £200.00.

Action:	Setup procurement card, as above.
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F/18/134 - Legal issues

41 Ramsay Road - It was agreed to confirm that subject to confirmation of a material encroachment, a lease be prepared to resolve this issue.

Action:	Confirm encroachment and arrange for lease if required.
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Action By:	Clerk	Target Date:	ASAP
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Internal Auditor provision - It was agreed to obtain quotations for the provision of our internal audit.

Action:	Obtain quotations, as above.
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Action By:	Clerk	Target Date:	ASAP
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F/18/135 - RFO/Clerk's notices

HAB Housing payment - It was agreed to press HAB Housing to make the £2,500.00 for Open Space supervision, as agreed in the S106 agreement.

Action:	Write to HAB Housing, as above.
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Action By:	Clerk	Target Date:	ASAP
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Hampshire Association of Local Councils Officers' Update - It was agreed for both Clerks to attend October Officers' update on the 30th October 2018.

Action:	Book Officers' update, as above.
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Action By:	Clerk	Target Date:	ASAP
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F/18/136 - Chair's notices

None.

F/18/137 - Authorise payment listing

The committee received a schedule of invoices due for payment (see attached). These were approved by the committee.

F/18/138 - Items for discussion at the next Meeting on the 14 November 2018

Internal Auditor.

Meeting closed 16:15.

Signed:	Date:

Payment Authorisation Listing - October 2018

Payments previously authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
None.						
				Total:	£ -	£ -

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
04/09/2018	FAR	Amazon Business	Mouse feet	Sundry	£ 6.41	£ -
04/09/2018	FAR	Amazon Business	Timer	Small office equipment	£ 4.99	£ -
05/09/2018	R&A	Amazon Business	Screws and screwdrivers	Capital Projects	£ 32.74	£ -
10/09/2018	R&A	Worthy Sand & Ballast	Ballast & Sub-Base for memorial bench	Seats	£ 108.00	£ -
14/09/2018	FAR	3rd Winchester Scout Group	Grant towards new heating system	Grants to village org (inc. S137)	£ 500.00	£ -
19/09/2018	R&A	Environmental Hygiene Services	Bus shelter cleaning x 3	Shelters	£ 36.00	£ -
20/09/2018	R&A	The Play Inspection Company Ltd	Annual play area inspections	Playground maintenance	£ 432.00	£ -
21/09/2018	FAR	Amazon Business	60L flexi tub	Sundry	£ 10.85	£ -
21/09/2018	FAR	Amazon Business	Nescafe Gold Blend coffee	Travel & Subsistence	£ 21.95	£ -
25/09/2018	R&A	Worthy Plants	Plants for cycle racks	Tree Works	£ 36.72	£ -
28/09/2018	R&A	ID Verde Ltd	Dog waste bin emptying (Jul - Sept 2018)	Dog bins (emptying)	£ 1,225.22	£ -
30/09/2018	FAR	Box-it UK Ltd	Document storage (Oct - Dec 2018)	Document storage	£ 33.42	£ -
30/09/2018	R&A	M.R.S. Services	Fill up the water feature at the Burial Ground	Burial Ground Maintenance	£ 55.00	£ -
30/09/2018	R&A	M.R.S. Services	Maintenance Services (August 2018)	Maintenance Technician	£ 310.75	£ -
30/09/2018	P&H	M.R.S. Services	Move speed sign and deliver to Old Alresford	Maintenance Technician	£ 44.00	£ -
30/09/2018	R&A	M.R.S. Services	Install cricket net ropes	Sport/Play Facilities	£ 49.50	£ -
30/09/2018	FAR	M.R.S. Services	Erect signs next to roller shutter	Internal repairs	£ 5.50	£ -
30/09/2018	R&A	M.R.S. Services	Repaint 2 sets of goal posts	Sport/Play Facilities	£ 617.92	£ -
30/09/2018	R&A	M.R.S. Services	Fill up the water feature at the Burial Ground	Burial Ground Maintenance	£ 44.00	£ -
30/09/2018	R&A	M.R.S. Services	Maintenance Services (September 2018)	Maintenance Technician	£ 239.25	£ -
30/09/2018	FAR	M.R.S. Services	Meet with carpenter at Tubbs hall to ensure doors are trimmed correctly	Internal repairs	£ 16.50	£ -
01/10/2018	FAR	Culverlands Press Ltd	2100x Parish newsletters	Leaflets and publications	£ 499.00	£ -
				Total:	£ 4,329.72	£ -

Direct debits & standing orders							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
01/09/2018	FAR	PHS Group	Annual duty of care charge (Oct 18 - Sept 19)	Sanitary Disposal	£ 90.30	£ -	-
13/09/2018	FAR	British Gas Lite	Tubbs Hall electricity (Jul - Aug 18)	Electricity	£ 96.45	£ -	-
14/09/2018	FAR	Information Commissioner	Data protection registration charge	Information Commissioner	£ 35.00	£ -	-
17/09/2018	FAR	TLC Online	Website maintenance	Website Expenses	£ 20.00	£ -	-
17/09/2018	FAR	Rentokil	Pest control services (July - Sept 18)	Pest Control	£ 76.97	£ -	-
17/09/2018	FAR	Sage UK	Sage Business Accounting (September 2018)	Computer Software	£ 24.00	£ -	-
17/09/2018	FAR	Sage UK	Sage 50c (September 2018)	Computer Software	£ 40.80	£ -	-
24/09/2018	FAR	Biffa Municipal Ltd	Recycling collection (Sept - Dec 18)	Waste Collection Charges	£ 51.48	£ -	-
24/09/2018	FAR	Biffa Municipal Ltd	General waste collection (Sept - Dec 18)	Waste Collection Charges	£ 96.25	£ -	-
26/09/2018	R&A	Green Smile Ltd	Ground Maintenance (September 2018)	Grounds Maintenance	£ 3,594.00	£ -	-
				Total:	£ 4,125.25	£ -	-

Salary costs							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
25/09/2018	FAR	C Read	Salary (October 2018)	Clerks' salary	£ 1,338.86	£ -	-
25/09/2018	FAR	R Hanney	Salary (October 2018)	Clerks' salary	£ 852.30	£ -	-
19/10/2018	FAR	HMRC	National Insurance (October 2018)	Employer's NI	£ 188.51	£ -	-
19/10/2018	FAR	HMRC	National Insurance (October 2018)	Employee NI	£ 116.04	£ -	-
19/10/2018	FAR	HMRC	PAYE (October 2018)	Employee PAYE	£ 367.20	£ -	-
19/10/2018	FAR	Hampshire County Council	Pensions (October 2018)	Employer's Pension	£ 485.26	£ -	-
19/10/2018	FAR	Hampshire County Council	Pensions (October 2018)	Employee's Pension	£ 96.77	£ -	-
				Total:	£ 3,444.94	£ -	-

Payments from Procurement Cards							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
13/09/2018	FAR	Poppy Appeal	2x Wreaths	Misc. / sundry expenditure	£ 34.00	£ -	-
20/09/2018	R&A	Wickes	Turf for memorial bench	Seats	£ 77.85	£ -	-
				Total:	£ 111.85	£ -	-

Committees:	FAR	Finance, Administration & Remuneration
	PC	Parish Council
	P&H	Planning & Highways
	R&A	Recreation & Amenities

