

Kings Worthy Parish Council

Minutes of the Finance, Administration & Remuneration committee meeting
held on Wednesday, 10 April 2019 at 19:30 in
Kings Worthy Community Centre, Fraser Road, Kings Worthy

Chair of the meeting:	Clerk(s):
Cllr Martin Taylor	Lucia Foster-Found Richard Hanney Christopher Read

Attendees:	Apologies given:
Cllr Tracey Anderson Cllr Stewart Newell	Cllr Ian Gordon

Members of the public:	None.
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F/19/44 – Public question time

None.

F/19/45 – Agree and sign the minutes of the meeting held on the 13 March 2019

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

F/19/46 – Matter arising from the meeting held on the 13 March 2019

Gate licences – It was agreed to amend the licence to state that the licensees must have public liability insurance and that the Parish Council has the right to ask for a copy of the certificate at any time.

P/19/47 – Proposed new expenditure for Finance approval

Planning & Highways (P&H) – None.

Finance, Administration & Remuneration (FAR) – It was agreed to accept a quotation for £225.00 (exc. VAT) from ALB Electrical for the installation of 3x emergency LED spotlights, to replace failed units in Kings Worthy Community Centre.

Action	To be actioned by:	Target date:
Agree the above quotation with Tubbs Hall Management Committee.	Clerk	ASAP

Finance, Administration & Remuneration (FAR) – It was agreed to accept a quotation for £140.00 (exc. VAT) from Croma Security Solutions Group Plc for the annual test and inspection of the automatic door system, at Kings Worthy Community Centre.

Action	To be actioned by:	Target date:
Agree the above quotation with Tubbs Hall Management Committee, for their 50% contribution.	Clerk	ASAP

Finance, Administration & Remuneration (FAR) – It was agreed to accept a quotation for £524.00 (exc. VAT) from Croma Security Solutions Group Plc for the installation of door mounted safety sensors on the automated doors, at Kings Worthy Community Centre.

It was agreed to confirm that the sensors are covered in the above annual test and inspection.

Action	To be actioned by:	Target date:
Check the above quotation is included in the annual test and inspection.	Clerk	ASAP

Action	To be actioned by:	Target date:
Agree the above quotation with Tubbs Hall Management Committee, for their 50% contribution.	Clerk	ASAP

Recreation & Amenities (R&A) – A budget of £350.00 was agreed for the purchase of plants for the landscaped bank at Kings Worthy Green.

Action	To be actioned by:	Target date:
Proceed with purchasing of the plants as above.	Clerk	ASAP

Communications – It was agreed to accept a quotation for £559.00 (exc. VAT) from Culverlands Ltd for the printing of the parish council newsletters. It was agreed to allow the Worthys Festival to have a page in newsletter, at a cost of £30.00 (exc. VAT).

Action	To be actioned by:	Target date:
Accept the above quotation.	Clerk	ASAP

Grants – A grant request had been received from the Worthys Conservation Volunteers for help with the cost of public liability insurance and 50x dormouse boxes. The total project cost is £400.00 of which £300.00 had been requested. It was unanimously agreed to grant them £250.00.

Action	To be actioned by:	Target date:
Send the above request to Parish Council for ratification.	Clerk	15/04/2019

F/19/48 – To receive the statement of accounts and management reports for period ended the 31 March 2019 (see attached)

The Clerk gave a presentation of the accounts for the month ending 31 March 2019. The end of year figure showed a deficit of £393.72 against a budgeted deficit for year of £8,525.61.

It was noted that the balance sheet profit & loss year to date figure did not agree with the end of year figure (highlighted green) on the management report. This was due to the inclusion of a

2018/19 invoice for streetlights that had not yet been processed in Sage and thus not reflected in the balance sheet.

This invoice will be received before Parish Council and thus the accounts will be signed off at the Parish Council meeting on the 15th April.

It was agreed to remove the 2019/20 Cycle Chicanes budget as this work will be coming from the Parish Council's Community Infrastructure Levy funds.

F/19/49 – Remuneration & Staffing

Lucia Foster-Found and Christopher Read were asked to leave the meeting at this point.

It was agreed that a proposal would be put before Parish Council on the 18th March 2019.

The two Clerks were asked to return to the room at this point.

Action	To be actioned by:	Target date:
Send the above recommendation to Parish Council for ratification.	Chair of FAR	15/04/2019

F/19/50 – Tubbs Hall landlord's responsibilities

None.

F/19/51 – Legal issues including licences

Churchill Close Gates – The licence has now been received and the contractor has been instructed to carry out the installation.

Community Court – We are still awaiting a response from the Police.

41 Ramsay Road – It was agreed for the Clerks to mark out, where possible, the Parish Council's boundary line adjacent to this property.

Action	To be actioned by:	Target date:
Mark the boundary as above.	Clerks	ASAP

F/19/52 – Risk management

A copy of the risk register had been circulated to all Councillors. Members agreed to recommend to Parish Council that the register is adopted with the proposed changes.

Action	To be actioned by:	Target date:
Send the above request to Parish Council for ratification.	Clerk	15/04/2019

F/19/53 – Review of fees

A list of the current charges was presented to members and the following changes were agreed (See attached).

The increases were based on 50% of the average Consumer Price Index inflation rate between March 2018 – February 2019.

Action	To be actioned by:	Target date:
Send the above proposal to Parish Council for ratification.	Clerk	15/04/2019

F/19/54 – Clerk’s Notices

Winchester Old Boys FC – It was agreed to allow Winchester Old Boys FC to take some of their prepaid matches into the next season.

Hampshire Association of Local Council (HALC) membership – It was agreed to continue as members of HALC for 2019/20, at a cost of £888.00 (including the National Association of Local Councils levy). This expenditure has been budgeted for in the ‘Subscriptions to Professional Bodies’ budget.

F/19/55 – Chairman’s Notices

None.

F/19/56 – Approve the payments listing

A copy of the payment listing was presented to members and approved for payment.

F/19/57 – Items for discussion at the next meeting on the 15 May 2019

None.

Meeting Closed:	16:10
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Signed: _____

Date: _____

Management Accounts for the period ending 31st March 2019

Income	Current Month			2018/19 Financial Year				Forecast Outturn	2019/20 Budget
	Budget	Actual	Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD		
Finance, Administration & Remuneration	£12,178.55	£18,273.95	£6,095.40	£138,356.23	£138,356.23	£158,600.75	£20,244.52	£159,876.57	£158,147.90
Kings Worthy Community Centre	£6,236.00	£3,346.00	£9,216.00	£8,249.00	£8,249.00	£6,564.93	-£1,684.07	£8,137.60	£6,086.71
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£1,496.97	£799.00	-£697.97	£6,300.00	£6,300.00	£8,787.34	£2,487.34	£8,965.34	£7,100.00
Totals:	£19,911.52	£22,418.95	£14,613.43	£152,905.23	£152,905.23	£173,953.02	£21,047.79	£176,979.51	£171,334.61
Expenditure	Current Month			2018/19 Financial Year				Forecast Outturn	2019/20 Budget
	Budget	Actual	Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD		
Finance, Administration & Remuneration	£8,310.26	£4,025.85	£4,284.41	£64,263.84	£64,263.84	£63,590.87	£672.97	£63,798.21	£67,303.76
Kings Worthy Community Centre	£7,513.64	£1,495.51	£6,018.13	£15,024.00	£15,024.00	£16,157.94	-£1,133.94	£17,692.95	£15,705.45
Planning & Highways	£0.00	£0.00	£0.00	£6,250.00	£6,250.00	£7,251.40	-£1,001.40	£7,565.95	£7,220.65
Recreation & Amenities	£7,430.76	£7,583.79	-£153.03	£75,893.00	£75,893.00	£87,346.53	-£11,453.53	£89,841.43	£88,300.00
Totals:	£23,254.66	£13,105.15	£10,149.51	£161,430.84	£161,430.84	£174,346.74	-£12,915.90	£178,898.53	£178,529.86
Current Position									
Net Surplus / Deficit	-£3,343.14	£9,313.80	£12,656.94	-£8,525.61	-£8,525.61	-£393.72	£8,131.89	-£1,919.02	-£7,195.25
Balance Sheet - 31st March 2019									
Current Assets									
Bank Accounts									
Unity Trust Bank Current Account	£7,383.63								
Unity Trust Tailored Deposit Accounts	£21,147.40								
Investments/Deposits									
Hampshire Trust Bank Variable (90 day notice)	£69,632.15								
United Trust Bank Variable (100 day notice)	£31,500.00								
Other									
B4B Procurement Card	£49.79								
Debtors	£3,403.50								
Prepayments	£375.43								
Total Current Assets:	£133,491.90								
Current Liabilities									
Lloyds Procurement Cards	£0.18								
Trade Creditors	£7,683.87								
Retentions	£377.20								
Received on Account (inc. Precept)	£0.00								
PAYE Payments Due	£367.20								
NI Payments Due	£304.55								
Pension Payments Due	£582.03								
VAT to be Paid	-£3,302.20								
VAT to be Reclaimed	-£9.60								
VAT that has been Reclaimed but not received	£0.00								
Total Current Liabilities:	£6,003.23								
Current Assets Minus Liabilities:	£127,488.67								
Earmarked Funds in Reserve									
Church Green Reserve	£14,862.99								
CIL Reserve	£48,724.04								
Total Current Liabilities:	£63,587.03								
Net Assets									
Profit & Loss Accounts Brought Forward (from 2017/18)	£20,678.12								
General Reserves	£40,247.53								
Profit & Loss Year to Date	£2,975.99								
Total Net Assets:	£63,901.64								



Advertising & Hire Charges - 2019-20

	<u>2018-19</u>			<u>2019-20</u>	
	Full charge	Advance payment		Full charge	Advance payment
<u>Website</u>					
Rolling advertisement on website	£51.00	n/a	per annum	£51.00	n/a
Static advertisement on website	£0.00	n/a	per annum	£0.00	n/a
<u>Meeting Room</u>					
Hire of Parish Council meeting room	£11.00	n/a	per hour	£11.25	n/a
<u>Open Spaces (to include set-up and clearing away):</u>					
Refundable deposit (non commercial)	n/a	£102.00	per event	n/a	£102.00
Hire for car parking only	£51.00	n/a	per 24 hour period	£51.00	n/a
Hire for charity / private event (up to 25 people)	£51.00	n/a	per 24 hour period	£51.00	n/a
Hire for charity / private event (more than 25 people)	£76.50	n/a	per 24 hour period	£76.50	n/a
Hire for BBQ	£51.00	n/a	per 24 hour period	£51.00	n/a
Refundable deposit (commercial)	n/a	£204.00	per 24 hour period	n/a	£204.00
Hire for Fitness/Outdoor Training Classes	£5.00	n/a	per hour	£5.00	n/a
Hire for commercial function	£102.00	n/a	per 24 hour period	£102.00	n/a

Football Pitch Fees - 2019/20 Season

	2018-19		2019-20	
	Full charge	Advance payment	Full charge	Advance payment
Junior team	£17.98	£14.38	£18.18	£14.55
Junior team (using adult pitch)	£23.93	£19.14	£24.20	£19.36
Adult	£66.41	£53.13	£67.18	£53.74



Lovedon Lane Burial Ground Fees (2019/20)

	2018-19		2019-20	
	From within the Parish	From outside the Parish	From within the Parish	From outside the Parish
<u>Burials</u>				
Stillborn to 28 days	£0.00	£0.00	£0.00	£0.00
28 days to 12 years	£0.00	£0.00	£0.00	£0.00
12 years and upwards:				
Single depth	£475.00	£950.00	£480.00	£960.00
Double depth	£590.00	£1,180.00	£595.00	£1,190.00
Re-open	£475.00	£950.00	£480.00	£960.00
<u>Cremation caskets</u>				
Stillborn to 28 days	£0.00	£0.00	£0.00	£0.00
28 days to 12 years	£0.00	£0.00	£0.00	£0.00
12 years and upwards:				
Single depth	£180.00	£360.00	£182.00	£364.00
Double depth	£180.00	£360.00	£182.00	£364.00
Re-open	£180.00	£360.00	£182.00	£364.00
<u>Memorial Approvals</u>				
Headstone	£145.00	£290.00	£147.00	£294.00
Additional inscription	£60.00	£120.00	£61.00	£122.00
Plaque in cremation area	£90.00	£180.00	£91.00	£182.00
<u>Sundry Charges</u>				
Searching the Register of Burials	£30.00	£30.00	£30.00	£30.00

Payment Authorisation Listing - April 2019

Payments previously authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
				Total:	£ -	£ -

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
Payment held	FAR	M.R.S. Services	Office cupboards	Capital expenditure (FAR)	£ 447.30	£ -
Payment held	R&A	M.R.S. Services	Landscaping of bank outside Kings Worthy Community Centre	Capital expenditure (R&A)	£ 1,794.00	£ -
Payment held	R&A	M.R.S. Services	Replace glass on Church Green bus shelter	Shelters	£ 150.70	£ -
Payment held	R&A	M.R.S. Services	February maintenance services	Maintenance Technician (General Repairs)	£ 297.00	£ -
Payment held	FAR	M.R.S. Services	Repair of door catch in Tubbs Hall	Internal repairs	£ 27.38	£ -
				Total:	£ 2,716.38	£ -
14/04/2019	FAR	Amazon	Waste collection bin	Waste collection	£ 50.00	£ -
14/04/2019	FAR	Amazon	Cables, leads etc	Miscellaneous	£ 52.59	£ -
14/04/2019	FAR	Amazon	Coffee	Travel sustenance	£ 12.38	£ -
14/04/2019	FAR	Amazon	Cat 6 cable	Solar panels	£ 22.75	£ -
14/04/2019	FAR	Amazon	Paper	Stationery	£ 39.98	£ -
				Total:	£ 177.70	£ -
14/04/2019	FAR	Amazon	Fire resistant foam (4/19)	Fire safety	£ 12.83	£ -
14/04/2019	FAR	Amazon	Stationery	Stationery	£ 29.02	£ -
				Total:	£ 41.85	£ -

14/04/2019	R&A	Winchester City Council	Playground inspections	Playground maintenance	£	279.20	£	-
14/04/2019	R&A	ID Verde Ltd	Dog bin emptying Jan- March	Dog bins	£	1,225.22	£	-
14/04/2019	FAR	Tubbs Hall Management Committee	50% share of accessible toilet tiling	Accessible toilet tiling	£	1,100.00	£	-
14/04/2019	FAR	Croma security	Front door repairs (4/19)	External doors	£	120.00	£	-
14/04/2019	FAR	Worthys Festival	Grant (4/19)	Grants to village organisations	£	1,000.00		
14/04/2019	FAR	Kings Worthy School PTA	Grant (4/19)	Grants to village organisations	£	1,500.00	£	-
14/04/2019	FAR	KW Church and Village Fete	Grant (4/19)	Grants to village organisations	£	300.00	£	-
14/04/2019	FAR	C Read	HDMI cable	Miscellaneous	£	9.99	£	-
14/04/2019	FAR	C Read	Recorded post	Postage	£	1.77	£	-
14/04/2019	FAR	C Read	Milk	Travel & sustenance	£	3.27	£	-
					Total:	£ 15.03	£	-
Payment held	R&A	M.R.S. Services	March maintenance	Maintenance Technician (General Repairs)	£	352.00	£	-
Payment held	FAR	M.R.S. Services	Alarm batteries	Fire safety	£	35.50	£	-
Payment held	R&A	M.R.S. Services	Play equipment check	Playground maintenance	£	22.00	£	-
Payment held	R&A	M.R.S. Services	Turfing of mound at Kings Worthy Green	Capital expenditure R&A	£	240.87	£	-
					Total:	£ 650.37		
14/04/2019	P&H	Hampshire County Council	Street lighting (Oct 18 - Mar 19)	Street lighting	£	4,043.66	£	-
14/04/2019	R&A	Prenplants	Plants for mound	Planting	£	368.40	£	-
					Total:	£ 13,537.81	£	-

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
01/03/2019	FAR	EDF	Gas - Tubbs Hall	Gas - Tubbs Hall	£ 85.00	£ -
05/03/2019	FAR	Business Stream	Water - Tubbs Hall	Water - Tubbs Hall	£ 132.00	£ -
12/03/2019	FAR	XLN	Telephone and broadband	Internet services	£ 51.44	£ -
15/03/2019	FAR	TLC Online	Website maintenance	Website maintenance	£ 20.00	£ -
15/03/2019	FAR	British Gas	Electricity at Tubbs Hall	Electricity Tubbs Hall	£ 83.59	£ -
18/03/2019	FAR	Rentokil	Pest control services	Pest Control	£ 82.28	£ -
18/03/2019	FAR	Sage	Accountancy package	Computer software	£ 24.00	£ -
25/03/2019	FAR	Biffa	Waste collection	Waste collection charges	£ 156.47	£ -
27/03/2019	FAR	PHS Group	Sanitary waste collection	Waste collection charges	£ 294.05	£ -
27/03/2019	R&A	Green Smile	Grounds maintenance	Grounds Maintenance	£ 3,594.00	£ -
				Total:	£ 4,522.83	£ -

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
25/03/2019	FAR	C Read	Salary	Clerks' salary	£ 1,338.86	£ -
25/03/2019	FAR	R Hanney	Salary	Clerks' salary	£ 852.30	£ -
15/04/2019	FAR	HMRC	National Insurance	Employee NI	£ 304.55	£ -
15/04/2019	FAR	HMRC	PAYE	Employee PAYE	£ 367.20	£ -
15/04/2019	FAR	Hampshire County Council	Pensions	Employee's Pension	£ 582.03	£ -
				Total:	£ 3,444.94	£ -

Procurement Card Payments

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
05/03/2019	FAR	Giffgaff	Top up for mobile phone	Miscellaneous Expenditure	£ 10.00	£ -
18/03/2019	FAR	Springvale Stores	Stationery	Stationery	£ 2.19	£ -
				Total:	£ 12.19	£ -
Committees:	FAR	Finance, Administration & Remuneration				
	PC	Parish Council			Card Fees	£ -
	P&H	Planning & Highways				
	R&A	Recreation & Amenities				