

Finance, Administration & Remuneration (FAR) Committee Meeting

11 April 2018 | at 09:30

Kings Worthy Community Centre, Fraser Road, Kings Worthy

Clerk	Richard Hanney Christopher Read
Chairman of the Meeting	Martin Taylor
Councillors	Ian Gordon and Stewart Newell
Members of the Public	0

F/18/46 – Apologies for absence

Apologies were received from Cllrs Les Haswell, Noel McCleery and Sarah White.

F/18/47 – Public question time

None.

F/18/48 – Agree & sign the minutes of the FAR committee meeting on 15 March 2018

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

F/18/49 – Matters arising from the meeting held on 15 March 2018

[F/18/30 Legal Issue with 41 Ramsay Road](#) – Cllr Gordon noted that this had been passed to a senior officer at the Land Registry and he is awaiting a reply.

[F/18/31 Water softener](#) – It was noted that this would not be a viable solution and an enhanced maintenance regime has been put in place to keep the hot water boiler operating.

[F/18/45 Development in Tovey Place](#) – The developer has agreed to pay for the posts that had been removed; costings are being obtained.

F/18/50 – Proposed new expenditure

Planning & Highways – None.

Finance, Administration & Remuneration – None.

Recreation & Amenities – None.

Communications – None.

F/18/51 – To receive the statement of accounts and management reports for the period ended 31 March 2018 (see attached)

The Clerks gave a presentation to members of the accounts for the month ending 31 March 2018. The year to date figure showed a deficit of £13,117.00 against a budgeted deficit of £23,513.00.

The Clerk noted that these figures are subject to change and will be formally adopted at the Parish Council meeting on the 16th April 2018.

Worthys Youth Football Club (WYFC) – The Clerk has written to them about both pre-booking and payment for this season’s usage thus far. It was agreed that if no reply is received within the next week, another letter will be sent stating that usage of the pitches may be withdrawn.

It was also agreed to look at upfront payment of usage per half season.

VAT Registration – Both Clerks noted that it is likely that the Parish Council will need to register for VAT. The Assistant Clerk is to compile a report detailing the implications of VAT registration.

Action Items	Action by	Target
Write to WYFC, if required.	Clerk	18/04/2018

F/18/52 – Grant applications

None.

F/18/53 – Neighbourhood Plan

No further update.

F/18/54 – Accounting software and revised management report

Transfer to Sage One, now called ‘Sage Business Cloud Accounting’, is pending. The revised management report is to be checked by the former Clerk on Monday 16th April 2018.

F/18/55 – Remuneration and Staffing

A recommendation is to be put before Councillors at the Parish Council meeting on the 16th April 2018.

F/18/56 – Tubbs Hall – landlord’s responsibilities

None.

F/18/57 – Solar panels at Tubbs Hall

The Assistant Clerk is preparing an updated report on solar panels for Tubbs Hall, including the forecast payback period.

F/18/58 – Legal Issues

Arson attack – We are awaiting formal paperwork to formally begin the community court process.

Hinton Park – Cllr Gordon noted that a group of youths had broken one of the removable posts, at the entrance to Hinton Park. It was agreed to obtain a cost for the installation of 2x metal drop posts.

Cllr Gordon also noted that his wife had witnessed a family using a motorised quad bike at Hinton Park.

Action Items	Action by	Target
Obtain quotation for metal drop posts, as above.	Clerk	ASAP

F/18/59 – Clerk's Notices

HALC membership agreement – The Hampshire Association of Local Councils membership agreement was shown to Councillors and signed by Cllr Taylor

F/18/60 – Chairman's notices

None.

F/18/61 – Authorise payments listing

The Committee received a schedule of invoices due for payment.

F/18/62– Items for next meeting – 11 April 2018

It was agreed that the next meeting will be held on the 16th May 2018, due to the timing of the annual general meeting.

Meeting Closed: 11:43.

Signed:		Date:	
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Kings Worthy Parish Council

Management Accounts for the period ended 31st March 2018

2016/17 Actual (Full Year) (£)	Current Month Budget (£)	Current Month Actual (£)	Current Month Variance (£)	Income Item/Description	2017/2018 Budget ytd (£)	Actual ytd (£)	Variance ytd (£)	2017/2018 Budget (£)	Forecast Outturn (£)	2018/19 Budget (£)
157,226	10,136	14,459	4,322	Finance (inc. Precept)	145,216	162,366	17,150	145,216	157,782	138,152
5,809	183	183	0	THMC Income	2,196	3,772	1,576	2,196	3,955	8,249
5,722	1,680	1,054	-626	Recreation & Amenities	8,704	9,469	765	8,704	6,864	6,504
0	0	0	0	Planning & Highways	0	0	0	0	0	0
168,757	12,000	15,696	3,696	Total Income	156,116	175,606	19,490	156,116	168,600	152,905
				<u>Expenditure Item/Description</u>						
72,167	5,330	6,252	-922	Finance	71,437	71,406	31	71,437	69,132	77,438
77,454	5,622	8,203	-2,581	Recreation & Amenities	71,154	77,607	-6,453	71,154	79,936	77,743
5,644	3,000	3,158	-158	Planning & Highways	14,200	5,819	8,381	14,200	5,922	6,250
155,266	13,952	17,613	-3,661	Total Expenses	156,791	154,832	1,959	156,791	154,990	161,431
168,757	12,000	15,696	3,696	Total Income	156,116	175,606	19,490	156,116	168,600	152,905
155,266	13,952	17,613	-3,661	Total Expenses	156,791	154,832	1,959	156,791	154,990	161,431
13,491	-1,952	-1,917	35	Net surplus (deficit)	-675	20,774	21,449	-675	13,611	-8,526
				<u>Memorandum</u>						
-23,249	-1,952	-5,971	-4,020	Net surplus (deficit) exc. CIL receipts	-23,513	-13,117	10,396	-23,513	-16,226	-8,526

Kings Worthy Parish Council - Finance, Administration & Remuneration Committee Payment Listing

Date	Committee	Beneficiary	Description	Category	Total Amount (inc. VAT)	Unrecoverable VAT
Payments previously authorised:						
27/03/2018	FAR	Viking	Stationery	Stationery	£ 9.43	£
				Total:	£ 9.43	£
Payments to be authorised:						
11/04/2018	R&A	Tree Care Services	Tree inspections	Tree Works	£ 1,900.00	£ -
11/04/2018	R&A	MRS Services	February work	Maintenance Technican / Burial Ground maintenance	£ 1,776.88	£ -
11/04/2018	R&A	ID Verde	Jan - March dog bins	Dog Bins	£ 1,525.10	£ -
11/04/2018	R&A	Tom Fisher Tree Care	Removal of wood at Eversley Park	Tree Works	£ 540.00	£ -
11/04/2018	R&A	ALB Electrical	Tesco defibrillator installation	Defibrillators	£ 528.00	£ -
11/04/2018	R&A	Culverlands	Newsletter printing	Leaflets and publications	£ 499.00	£ -
11/04/2018	R&A	Environmental Hygeine	3x Bus shelter cleaning	Shelters	£ 36.00	£ -
11/04/2018	FAR	R Hanney	Travel / Tarpaulin	Travel & Subsistance/ Equipment	£ 24.84	£ -
11/04/2018	FAR	C Read	Postage/ flowers/ keys/ milk	Various	£ 78.48	£ -
11/04/2018	FAR	Kings Worthy Pre-School	Grant	Grants to Village Organisations	£ 389.46	£ -
11/04/2018	FAR	EKS Accounting	Payroll Feb - March	Accountancy book-keepng / Payoll	£ 57.12	£ -
11/04/2018	R&A	MRS Services	March Work	Maintenance Technican / Burial Ground maintenance	£ 319.00	£ -
				Total:	£7,673.88	£ -

Direct Debits / Standing Orders							
05/03/2018	TH	Business Stream Ltd.	Water supply (monthly)	Water Rates - Tubbs Hall	£	24.60	£ -
06/04/2018	TH	EDF	Tubbs Hall gas supply (monthly)	Gas - Tubbs Hall	£	59.41	£ -
11/04/2018	THMC	Rentokil	Pest control	Pest Control	£	76.97	£ -
26/03/2018	THMC	Biffa	Waste collection April - June	Waste	£	136.80	
05/04/2018	FAR	Sharp	Photocopies	Printing	£	135.52	
17/03/2018	FAR	SAGE	Accounting software (monthly)	Computer software	£	40.80	£ -
28/03/2018	R&A	Green Smile Ltd.	Grounds maintenance contract (monthly)	Grounds maintenance contract	£	3,239.25	£ -
15/03/2018	FAR	TLC Online	Website and email support	Website expenses	£	20.00	£ -
29/03/2018	FAR	Plusnet	Internet & telephone (monthly)	Telephone & broadband	£	47.64	£ -
				Total:		£3,780.99	£ -
Salary Costs							
25/03/2018	FAR	Staff	Net Wages (net of PAYE & NI)	Clerks Salaries	£	2,295.24	£ -
19/03/2018	FAR	HMRC	PAYE (see above)	PAYE	£	164.00	£ -
19/03/2018	FAR	HMRC	National Insurance (see above)	Employers NI	£	349.85	£ -
19/03/2018	FAR	Pensions	(Paid by EKS Accounting)	Employers Pension	£	542.18	£ -
				Total:		£3,351.27	£ -

Payments from Procurement Cards						
Assistant Clerk						
06/03/2018	FAR	Microsoft	Online service	Computer software	£ 113.76	£ -
13/03/2018	R&A	Colourgraphics	Defibrillator signage	Defibrillators	£ 33.78	£ -
13/03/2018	R&A	Dectectamet	Table tennis bat holder	Sports equipment	£ 42.95	£ -
19/03/2018	R&A	Naturescape	Bulbs and plants	Tree works	£ 108.00	£ -
				Total:	£ 298.49	£ -
Bank Fees & Interest Charges				Committees		
Period		Total Fees		FAR	Finance, Administration &	
Jan - March		£	33.15	P&H	Planning & Highways	
Card Fees				R&A	Recreation & Amenities	
March 2018		£	4.44			