

Finance, Administration & Remuneration (FAR) Committee

11th July 2018 at 09:30

Kings Worthy Community Centre, Fraser Road, Kings Worthy

Chair of the Meeting	Cllr Taylor
Councillors Present	Cllrs Gordon and N. McCleery
Clerk(s) Present	Richard Hanney
	Christopher Read
Public	0

F/18/80 - Apologies for absence

None.

F/18/81 - Election of Vice-Chairman

Cllr N. McCleery was proposed by Cllr I. Gordon; seconded by Cllr M. Taylor. Cllr N. McCleery was elected unanimously by show of hands.

F/18/82 - Public question time

None.

F/18/83 - To agree and sign the minutes of the meeting held on 13th June 2018

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

F/18/84 - Matters arising from the meetings held on 13th June 2018

[Legal Issue with 41 Ramsay Road](#) - We are awaiting a meeting with the owners.

[Parish Council emails](#) - We await a reply from TLC Online with regards to the transferring of the hosting and email system.

[VAT registration](#) - VAT registration is under way.

F/18/85 - Proposed new expenditure

[Planning & Highways \(P&H\)](#) - None.

[Finance, Administration & Remuneration \(FAR\)](#) - None.

[Recreation & Amenities \(R&A\)](#) - It was agreed to proceed with the recommendation from R&A to accept the lowest bidder for the proposed tree works, at a cost of £17,250.00.

Action:	Send tree work bids to Parish Council for ratification.		
Action By:	Clerk	Target Date:	16/07/2018

It was also agreed to obtain costings for the removal of the stumps where necessary.

Recreation & Amenities (R&A) - It was agreed to proceed with the recommendation from R&A to accept the lowest bidder (Bid B) for the proposed landscaping of the bank at Kings Worthy Green, at a cost of £1,644.00. This bid was supplied by M.R.S. Services.

Action:	Inform bidders of decision regarding the landscaping work at Kings Worthy Green.		
Action By:	Clerk	Target Date:	ASAP

Communications - None.

F/18/86 - To receive the statement of accounts and management reports for the period ended 30th June 2018 (see attached)

As per the R&A committee's recommendation, it was agreed that the responsibility for the setting of fees will be transferred from the R&A committee to the FAR committee.

The Clerks gave a presentation to members of the accounts for the month ending 31 March 2018. The year to date figure showed a surplus of £8,541.00 against a budgeted surplus of £1,127.00.

It was noted that the Worthies Youth Football Club have agreed to pay in advance for their pitch usage.

A copy of the accounts, reconciliation and bank statements were signed by the Chair.

F/18/87 - Remuneration & staffing

The appraisals are to take place in July 2018.

F/18/88 - Tubbs Hall - landlord's responsibilities

Caretaking arrangements - It was agreed to decline a request for the Parish Council to take on the responsibility for arranging the Caretaker's salary.

Action:	Write to Tubbs Hall Management Committee regarding the above.		
Action By:	Clerk	Target Date:	ASAP

F/18/89 - Solar panels at Tubbs Hall

Awaiting the completion of an Energy Performance Certificate.

F/18/90 - Legal issues

None.

F/18/91 - RFO/Clerk's notices

None.

F/18/92 - Chair's notices

None.

F/18/93 - Authorise payment listing

The committee received a schedule of invoices due for payment (see attached). These were approved by the committee and will be authorised for payment by Cllr Taylor and Gordon.

F/18/94 - Items for discussion at the next Meeting on the 15 August 2018

It was agreed that the next meeting will be moved the 15th August.

Meeting closed 11:28.

Signed:	Date:

Kings Worthy Parish Council

Management Accounts for the period ending 30th June 2018

Item/Description	Current Month Budget	Current Month Actual	Current Month Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Income							
FAR	£11,401	£11,400	-£1	£138,356	£34,209	£34,946	£737
KWCC	£183	£183	£0	£8,249	£549	£549	£0
P&H	£0	£0	£0	£0	£0	£0	£0
R&A	£333	£1,131	£798	£6,300	£2,045	£2,697	£652
Total:	£11,917	£12,714	£797	£152,905	£36,803	£38,192	£1,389
Expenditure							
FAR	£5,049	£4,704	£345	£64,264	£15,637	£15,254	£383
KWCC	£892	£1,044	-£152	£15,024	£2,603	£2,050	£553
P&H	£0	£0	£0	£6,250	£0	£0	£0
R&A	£5,844	£6,062	-£218	£75,893	£17,435	£12,347	£5,088
Total:	£11,785	£11,810	-£25	£161,431	£35,675	£29,651	£6,024
Current Position							
Net Surplus / Deficit	£232	£904	£672	-£526	£1,127	£8,541	£7,415

Balance Sheet - Period ended 30th June 2018

Current Assets

Bank accounts

Unity Trust current account	£	7,179
Unity Trust tailored deposit account	£	77,146

Investments/Deposits

Hampshire Trust Bank variable deposit (90 day notice)	£	35,438
Hampshire Trust Bank 12 month deposit (to 27/09/2018)	£	69,632

Other

Procurement card (**** * 2261)	£	27
Debtors control account	£	493
Prepayments	£	337

Total: £ 189,251

Current Liabilities (inc. Precept received in advance) £ 39,794

Current Assets minus Liabilities £ 159,457

Harmonised Funds in Reserve

Church Green fund	£	17,558
CIL Reserve	£	66,008

Total: £ 83,566

Net Assets

Profit & loss account brought forward	£	20,678
General reserves	£	37,552
Profit & loss year to date	£	8,661

Total: £ 66,891