

Finance, Administration & Remuneration (FAR) Committee

13th September 2018 at 09:30

Kings Worthy Community Centre, Fraser Road, Kings Worthy

Chair of the Meeting	Cllr M. Taylor
Councillors Present	Cllrs T. Anderson, I. Gordon, N. McCleery & S. Newell.
Clerk(s) Present	Richard Hanney
	Christopher Read (F/18/114 onwards)
Public	0

F/18/110 - Apologies for absence

None.

F/18/111 - Public question time

None.

F/18/112 - To agree and sign the minutes of the meeting held on 15th August 2018

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

F/18/113 - Matters arising from the meetings held on 15th August 2018

3rd Winchester Scouts grant application - Confirmation had been received that the scouts have 5 years remaining on their Pax Hall lease, thus it was agreed to grant them £500.00.

Action:	Send above to Parish Council for ratification.		
Action By:	Clerks	Target Date:	ASAP

F/18/114 - Proposed new expenditure

Planning & Highways (P&H) - None.

Finance, Administration & Remuneration (FAR) - None.

Recreation & Amenities (R&A) - It was agreed to accept a quotation for £1,457.20, from Southern Testing, to carry out a trial pitting investigation of the buff tarmacadam footpath at Eversley Park.

Action:	Accept quotation as above.		
Action By:	Clerk	Target Date:	ASAP

Recreation & Amenities (R&A) - It was agreed to accept a quotation for the design of groundworks for the proposed pump track in the new section of Eversley Park, at a cost of £1,000.00 from Velosolutions. This quotation is subject to HAB Housing's confirmation that they require this design to begin their levelling and drainage groundworks.

Action:	Accept quotation as above.		
Action By:	Clerk	Target Date:	ASAP

Communications - None.

Grants - None.

F/18/115 - To receive the statement of accounts and management reports for the period ended 31st August 2018 (see attached)

The Clerks gave a presentation of the accounts for the month ending 31st August 2018.

The August actual figure showed a surplus of £3,438.00 against a budgeted deficit of £79.00. This was mainly due to larger than expected R&A income.

The year to date figure showed a surplus of £10,681.00 against a budgeted deficit of £1,450.00.

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

F/18/116 - Remuneration & staffing

None.

F/18/117 - Tubbs Hall - landlord's responsibilities

None.

F/18/118 - Fees - including Burial Ground

It was agreed to increase the Burial Ground fees by 3%, rounded to the nearest £5.00.

It was agreed to create a plan of remaining plot space at the Lovedon Lane Burial Ground, including likely timescales before it reaches capacity.

Action:	Create plan as above.		
Action By:	Clerk	Target Date:	10/10/2018

F/18/119 - Legal issues

[Gate onto Upper Broadview](#) - Following advice from the Hampshire Association of Local Councils (HALC), it was agreed that a licence is the best option for the recently installed gate, leading from Number 1 Gillingham Close onto Upper Broadview.

Action:	Arrange for a license for the gate, as above.		
Action By:	Clerk	Target Date:	ASAP

41 Ramsay Road - Given the complexity of the situation, a licence or lease would likely be unsuitable thus it was agreed to ascertain an estimated cost for legal advice to bring this issue to a resolution.

Action:	Obtain estimated cost for above.		
Action By:	Clerk	Target Date:	ASAP

F/18/120 - RFO/Clerk's notices

External Audit notice - It was confirmed that the external audit notice had been received and will be displayed for the specified period.

Action:	Display notice on noticeboard and website.		
Action By:	Clerk	Target Date:	ASAP

F/18/121 - Chair's notices

Church Green football - Cllr Gordon stated that there had been significant issues with parking at the last match played on Church Green. Pitch users had been parking in the Jubilee Hall car park. The Parish Council were previously informed that parking had been arranged elsewhere, thus it was agreed to contact the Secretary of the Worthys Youth Football Club to inform them that this condition is not being met by coaches.

F/18/122 - Authorise payment listing

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

F/18/123 - Items for discussion at the next Meeting on the 10 October 2018.

Procurement Card

Meeting closed 16:15.

Signed:	Date:

Kings Worthy Parish Council

Management Accounts for the period ending 31st August 2018

Item/Description	Current Month Budget	Current Month Actual	Current Month Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Income							
FAR	£11,401	£11,751	£350	£138,356	£57,011	£58,453	£1,442
KWCC	£183	£183	£0	£8,249	£915	£915	£0
P&H	£0	£0	£0	£0	£0	£0	£0
R&A	£333	£2,515	£2,182	£6,300	£2,711	£4,081	£1,370
Total:	£11,918	£14,450	£2,532	£152,905	£60,638	£63,450	£2,812
Expenditure							
FAR	£8,990	£8,474	£516	£64,264	£29,306	£28,207	£1,098
KWCC	£536	£352	£183	£15,024	£3,674	£3,127	£547
P&H	£0	£0	£0	£6,250	£0	£0	£0
R&A	£5,909	£5,702	£207	£75,893	£29,108	£21,513	£7,594
Total:	£15,434	£14,528	£906	£161,431	£62,087	£52,848	£9,240
Current Position							
Net Surplus / Deficit	-£3,516	-£79	£3,438	-£8,526	-£1,450	£10,602	£12,052

Balance Sheet - Period ending 31st August 2018	
Current Assets	
Bank accounts	
Unity Trust current account	£ 4,938
Unity Trust tailored deposit account	£ 61,846
Investments/Deposits	
Hampshire Trust Bank variable deposit (90 day notice)	£ 69,632
Hampshire Trust Bank 12 month deposit (to 27/09/2018)	£ 35,438
Other	
Procurement card (**** * 2261)	£ 384
Debtors control account	£ 788
Prepayments	£ -
Total:	£ 173,025
Current Liabilities (inc. Precept received in advance)	
Total:	£ 20,134
Current Assets minus Liabilities	
Total:	£ 152,891
Earmarked Funds in Reserve	
Church Green fund	£ 16,959
CIL Reserve	£ 66,008
Total:	£ 82,967
Net Assets	
Profit & loss account brought forward	£ 20,678
General reserves	£ 38,151
Profit & loss year to date	£ 11,453
Total:	£ 70,282

Payment Authorisation Listing - September 2018

Payments previously authorised						
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
17/08/2018	FAR	Macmillan Cancer Support	Donation to Macmillan	S137 expenditure	£ 100.00	£ -
				Total:	£ 100.00	£ -
Payments to be authorised						
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
09/08/2018	FAR	Amazon Business	Lanyards x 10	Office Stationery	£ 8.99	£ -
09/08/2018	FAR	Amazon Business	Vistor book	Office Stationery	£ 20.81	£ -
13/08/2018	FAR	Viking Payments	Stationery	Office Stationery	£ 64.18	£ -
14/08/2018	FAR	Came & Company	Business insurance (01/10/2018 - 30/09/2018)	Business insurance	£ 4,238.68	£ -
14/08/2018	R&A	M.R.S. Services	Play area and open space inspections (June 2018)	Maintenance Technician	£ 310.75	£ -
14/08/2018	R&A	M.R.S. Services	Inspect damaged bus shelter	Maintenance Technician	£ 11.00	£ -
14/08/2018	R&A	M.R.S. Services	Fill water feature	Burial Ground	£ 55.00	£ -
14/08/2018	R&A	M.R.S. Services	Dig out and replace 7x crocodile posts	Maintenance Technician	£ 636.12	£ -
15/08/2018	FAR	Amazon Business	Literature file holder	Office Stationery	£ 5.50	£ -
15/08/2018	R&A	Enviromental Hygiene Services	Bus shelter cleaning x 8	Shelters	£ 96.00	£ -
16/08/2018	R&A	M.R.S. Services	Fill water feature	Burial Ground	£ 44.00	£ -
16/08/2018	R&A	M.R.S. Services	Remove and clean 3x dog bins	Dog Bins	£ 35.75	£ -
16/08/2018	R&A	M.R.S. Services	Play area and open space inspections (July 2018)	Maintenance Technician	£ 297.00	£ -
16/08/2018	R&A	M.R.S. Services	Install cycle rack x 2	Miscillaneous expenditure	£ 49.97	£ -
16/08/2018	FAR	M.R.S. Services	Inspection works to emergency lights	Fire Safety	£ 16.50	£ -
17/08/2018	R&A	Colour Graphics	19x Signs/Vinyl stickers	Signs	£ 78.73	£ -
23/08/2018	FAR	PKF Littlejohn LLP	External audit (2017/18)	External auditor fees	£ 480.00	£ -
29/08/2018	R&A	David Ogilvie Engineering Ltd	World War One memorial bench	Seats	£ 1,285.20	£ -
30/08/2018	R&A	Defibshop	Defibrillator - annual service x4	Defibrillators	£ 794.40	£ -
04/09/2018	R&A	Filcris	Plastic wood (13 lengths)	Seats / Landscaping	£ 400.60	£ -
05/09/2018	R&A	Gravity Skateparks	Skate ledge installation	Capital Projects (R&A)	£ 13,800.00	£ -
05/09/2018	R&A	Greenbarnes Ltd	New noticeboard	Notice Boards	£ 1,188.84	£ -
				Total:	£ 23,918.02	£ -

Direct debits & standing orders						
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
15/08/2018	FAR	British Gas Lite	Electricity (26/04/18 - 30/07/18)	Electricity	£ 86.26	£ -
15/08/2018	FAR	Business Stream	Eversley Park water services (Aug 18)	Water - Eversley Park	£ 12.85	£ -
15/08/2018	FAR	Business Stream	Burial Ground water services (Aug 18)	Water - Burial Ground	£ 38.38	£ -
15/08/2018	FAR	Business Stream	Kings Worthy Community Centre water services (Aug 18)	Water	£ 45.00	£ -
15/08/2018	FAR	WCC	Business rates (August 2018)	Rates - Business	£ 59.00	£ -
17/07/2018	FAR	TLC Online	Website maintenance (July 2018)	Website fees	£ 20.00	£ -
15/08/2018	FAR	TLC Online	Website maintenance (August 2018)	Website fees	£ 20.00	£ -
16/08/2018	FAR	Sage UK	Sage 50c accounting software	Computer Software	£ 40.80	£ -
16/08/2018	FAR	Sage UK	Sage business accounting software	Computer Software	£ 24.00	£ -
28/08/2018	R&A	Green Smile	August grounds maintenance	Grounds maintenance	£ 3,594.00	£ -
30/08/2018	FAR	Plusnet	Phone & Broadband (23/08/18 - 22/09/18)	Telephone & broadband	£ 50.16	£ -
				Total:	£ 3,990.45	£ -

Salary costs						
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
24/08/2018	FAR	C Read	Salary (August 2018)	Clerks' salary	£ 1,338.86	£ -
24/08/2018	FAR	R Hanney	Salary (August 2018)	Clerks' salary	£ 862.30	£ -
19/09/2018	FAR	HMRC	National Insurance (August 2018)	Employer's NI	£ 188.51	£ -
19/09/2018	FAR	HMRC	National Insurance (August 2018)	Employee NI	£ 116.04	£ -
19/09/2018	FAR	HMRC	PAYE (August 2018)	Employee PAYE	£ 367.20	£ -
19/09/2018	FAR	Hampshire County Council	Pensions (August 2018)	Employer's Pension	£ 485.26	£ -
19/09/2018	FAR	Hampshire County Council	Pensions (August 2018)	Employee's Pension	£ 96.77	£ -
25/09/2018	FAR	C Read	Salary (September 2018)	Clerks' salary	£ 1,339.06	£ -
25/09/2018	FAR	R Hanney	Salary (September 2018)	Clerks' salary	£ 862.30	£ -
19/10/2018	FAR	HMRC	National Insurance (September 2018)	Employer's NI	£ 188.51	£ -
19/10/2018	FAR	HMRC	National Insurance (September 2018)	Employee NI	£ 116.04	£ -
19/10/2018	FAR	HMRC	PAYE (September 2018)	Employee PAYE	£ 367.00	£ -
19/10/2018	FAR	Hampshire County Council	Pensions (September 2018)	Employer's Pension	£ 485.26	£ -
19/10/2018	FAR	Hampshire County Council	Pensions (September 2018)	Employee's Pension	£ 96.77	£ -
				Total:	£ 6,909.88	£ -

Payments from Procurement Cards

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
29/08/2018	R&A	Derbyshire Aggregates Ltd	Resin bound material for memorial bench	Seats	£ 206.62	£ -
				Total:	£ 206.62	£ -
Committees:	FAR	Finance, Administration & Remuneration				
	PC	Parish Council				
	P&H	Planning & Highways				
	R&A	Recreation & Amenities				