

## Kings Worthy Parish Council

Minutes of the Finance, Administration & Remuneration committee meeting  
held on Tuesday, 12 November 2019 at 09:30 in  
Kings Worthy Community Centre, Fraser Road, Kings Worthy

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

Attendees:	Apologies:
Cllr Stewart Newell, Cllr Ian Gordon, Cllr Emily Fish (non-voting)	Cllr Tracey Anderson

Members of the public:	None.
------------------------	-------

### F/19/120 – Public question time

None.

### F/19/121 – Agree and sign the minutes of the meeting held on the 16 October 2019

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

### F/19/122 – Matters arising from the meeting held on the 16 October 2019

**Pension Advice** – Following advice from an independent pension company, it has been agreed to join the Town and Council Pension Group.

**Photocopier** – On-going – awaiting end of term of current contract in order to commence new contract.

### P/19/123 – Proposed new expenditure for Finance approval

**Recreation and Amenities (R&A)** – Agreed to proceed with the Burial Ground Screening works with a maximum cost of £1100.00.

**Finance Administration and Remuneration (FAR)** – None.

**Planning and Highways (P&H)** – None.

**Grants** – Victim Support – It was agreed to grant them £200.00 towards the cost of running the service.

**F/19/124 – To receive the statement of accounts and management reports for period ended 31<sup>st</sup> October 2019 (see attached)**

---

The Clerk/RFO gave a presentation of the accounts for the month ending 31<sup>st</sup> October 2019.

**F/19/125 – Forecast Outturn for 2020/21 and Budget for 2020/21**

---

The Clerk presented these figures.

**Playgrounds** - It was discussed and agreed that there be an internal transfer into a ring-fenced fund for playgrounds. Also, that anything left in the playground budget at the end of the financial year be transferred into this reserve fund for future spend.

**Tree Works** – It was discussed and agreed to create a tree works reserve fund into which unspent allocations be transferred for future spend.

**Precept** - The Winchester City Council have agreed to accept our precept figure by the end of January.

Action	To be actioned by:	Target date:
Create new reserves for Playground and Trees	Clerk	31/03/2020

**F/19/126 – Items from the external & external Audit reports**

---

None outstanding.

**F/19/127– Remuneration and Staffing**

---

**Appraisals** – Christopher Read and Lucia Foster-Found have now received their appraisals from Cllr Haswell.

**F/19/128 – Tubbs Hall Landlord’s Responsibilities**

---

**VAT for Tubbs Hall** - Clerk suggested we consult with the HALC approved VAT advisor and Councillors agreed in principle. Clerk to ask for a price and then email this to FAR Councillors for final approval to proceed.

**Solar Energy** – KWPC have received their first cheque for solar power generation which covers period up to the end of October 2019.

**Water** – Clerk has obtained a rebate of £222 with a re-adjustment to £57 per month.

Action	To be actioned by:	Target date:
VAT - Approach HALC VAT advisor for price	Clerk	ASAP

**F/19/129 – Legal issues**

---

**Purdah** - Clerk informed Councillors that meetings requiring the attendance of County or City Councillors will need to wait until after the election on 12<sup>th</sup> December.

**Ramsay Road** – Councillors agreed to seeking estimated legal costs for advice on how best to resolve the issue of the strip of Parish Council land that has been appropriated.

Action	To be actioned by:	Target date:
Ramsay Road - Seek approximate legal costs	Clerk	ASAP

**F/19/130 – RFO/Clerk’s Notices**

---

None.

**F/19/131 – Chairman’s Notices**

---

None.

**F/19/132 – Authorise Payments Listing**

---

Payments authorised.

**F/19/133 – Items for discussion at the next meeting on the 10 December 2019**

---

Saturday Rugby on Church Green.

**Meeting Closed:**

11:03

---

**Signed:**

---

**Date:**

## Management Accounts for the period ending 31st October 2019

<b>Income</b>	Current Month			2019/20 Financial Year				2019/20	2020/21
	Budget	Actual	Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD	Income Outturn	Income Budget
	Finance, Administration & Remuneration (inc. CIL receipts)	£13,150.65	£13,394.90	£244.25	£195,011.90	£111,037.42	£91,932.99	-£19,104.43	£195,248.56
Kings Worthy Community Centre	£1,479.90	£183.00	£1,296.90	£6,086.71	£2,577.90	£1,281.00	-£1,296.90	£5,366.10	£4,629.00
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£200.95	£53.74	-£147.21	£7,100.00	£3,969.60	£3,016.88	-£952.72	£5,954.12	£6,060.00
<b>Totals:</b>	<b>£14,831.51</b>	<b>£13,631.64</b>	<b>£1,393.94</b>	<b>£208,198.61</b>	<b>£117,584.92</b>	<b>£96,230.87</b>	<b>-£21,354.05</b>	<b>£206,568.78</b>	<b>£167,854.00</b>
<b>Revised Totals (excluding CIL receipts):</b>	<b>£14,831.51</b>	<b>£13,631.64</b>	<b>-£1,199.87</b>	<b>£170,198.61</b>	<b>£98,584.92</b>	<b>£96,230.87</b>	<b>-£2,354.05</b>	<b>£168,568.78</b>	<b>£167,854.00</b>
<b>Expenditure</b>	Current Month			2019/20 Financial Year				2019/20	2020-21
	Budget	Actual	Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD	Expenditure Outturn	Budget Outturn
	Finance, Administration & Remuneration	£5,267.96	£6,238.72	-£970.76	£67,328.76	£43,206.92	£43,279.50	-£72.58	£67,311.62
Kings Worthy Community Centre	£798.50	£535.20	£263.30	£15,680.45	£7,643.77	£7,131.82	£511.95	£9,100.65	£9,410.00
Planning & Highways	£0.00	£2,852.41	-£2,852.41	£6,750.00	£0.00	£2,852.41	-£2,852.41	£6,352.32	£6,500.00
Recreation & Amenities	£4,388.07	£4,259.29	£128.78	£88,300.00	£42,804.23	£32,063.92	£10,740.31	£80,119.54	£79,894.00
<b>Totals:</b>	<b>£10,454.54</b>	<b>£13,885.62</b>	<b>-£3,431.08</b>	<b>£178,059.21</b>	<b>£93,654.92</b>	<b>£85,327.65</b>	<b>£8,327.27</b>	<b>£162,884.13</b>	<b>£164,922.03</b>
Current Position									
<b>Net Surplus / Deficit</b>	<b>£4,376.96</b>	<b>-£253.98</b>	<b>-£4,630.94</b>	<b>-£7,860.60</b>	<b>£4,930.00</b>	<b>£10,903.22</b>	<b>£5,973.22</b>	<b>£5,684.65</b>	<b>£2,931.97</b>
Transfers into ringfenced 15 year play area maintenance fund								£7,860.00	£10,000.00
Revised position (including transfers above)								<b>-£2,175.35</b>	<b>-£7,068.03</b>

## Balance Sheet - 30th September 2019

Current Assets	
<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£12,108.77
Unity Trust Tailored Deposit Account	£81,393.25
<b>Sub-Total:</b>	<b>£93,502.02</b>
<u>Investments/Deposits</u>	
Hampshire Trust Bank Variable (90 day notice)	£69,632.15
United Trust Bank Variable (100 day notice)	£31,500.00
<b>Sub-Total:</b>	<b>£101,132.15</b>
<u>Other</u>	
B4B Procurement Card	£30.87
Debtors	£300.50
Prepayments	£516.34
<b>Sub-Total:</b>	<b>£847.71</b>
<b>Total Current Assets:</b>	<b>£195,481.88</b>
Current Liabilities	
Trade Creditors	£2,956.51
Retentions	£377.20
Received on Account (inc. Precept)	£77,157.48
PAYE Payments Due	£225.80
NI Payments Due	£456.66
Pension Payments Due	£935.63
VAT to be Paid	£29.29
VAT to be Reclaimed	(£3,936.87)
VAT that has been Reclaimed but not received	£0.00
<b>Total Current Liabilities:</b>	<b>£78,201.70</b>
<b>Current Assets Minus Liabilities:</b>	<b>£117,280.18</b>
Earmarked Funds in Reserve	
Church Green Reserve	£13,065.99
CIL Reserve	£30,728.06
<b>Total Current Liabilities:</b>	<b>£43,794.05</b>
Net Assets	
Profit & Loss Accounts Brought Forward	£20,284.40
General Reserves	£42,044.53
Profit & Loss Year to Date	<b>£11,157.20</b>
<b>Total Net Assets:</b>	<b>£73,486.13</b>

## Payment Authorisation Listing - November 2019

Payments previously authorised						
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
<b>Total:</b>					£ -	£ -
Payments to be authorised+A7:G27A7:G31A7:A7:G46						
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
02/10/2019	FAR	Amazon EU	5x reams of paper + first aid supplies	Printing / Miscellaneous	£ 34.05	£ -
21/10/2019	FAR	Amazon EU	Storage boxes	Miscellaneous expenditure	£ 6.58	£ -
21/10/2019	FAR	Lindsay Wholesale	Storage tray	Miscellaneous expenditure	£ 6.50	£ -
21/10/2019	FAR	Surrey Hill Solicitors	Legal advice regarding the S106 agreement for Lovedon Fields	Legal & Professional Fees	£ 849.00	£ -
23/10/2019	FAR	InterDesign Asia Ltd	Battery box	Miscellaneous expenditure	£ 8.89	£ -
23/10/2019	FAR	Amazon EU	Battery and picture hanging strips	Miscellaneous expenditure	£ 8.18	£ -
23/10/2019	FAR	Malton Plastics (UK) Ltd	Grit spreader	Miscellaneous expenditure	£ 9.95	£ -
23/10/2019	FAR	Shenzen Shi Xian Qi Duan Zi Shang Wu Co Ltd	Rubber grommets (for speed sign)	Miscellaneous expenditure	£ 6.89	£ -
23/10/2019	FAR	Amazon EU	Batteries (AA, AAA, C)	Miscellaneous expenditure	£ 19.35	£ -
23/10/2019	FAR	Electrical World Ltd	3x bags of rock salt for ice & snow	Miscellaneous expenditure	£ 28.47	£ -
24/10/2019	FAR	Worthys Community Shed	Grant towards finger post	Grants to Village Organisations	£ 200.00	£ -
24/10/2019	FAR	3rd Winchester (The Worthies) Scout Group	Grant towards the cost of replacement equipment for water activities	Grants to Village Organisations	£ 300.00	£ -
24/10/2019	FAR	Citizens Advice Winchester District	Grant towards running the service	Grants to Village Organisations	£ 500.00	£ -
29/10/2019	FAR	Hampshire County Council	First aid supplies, laminator pouches, storage crates and key fobs	Miscellaneous expenditure / Stationery	£ 53.10	£ -
29/10/2019	R&A	Environmental Hygiene Services	Cleaning of 7x bus shelters	Shelters	£ 84.00	£ -
<b>Total (all):</b>					<b>£ 2,114.96</b>	<b>£ -</b>
Direct Debits & Standing Orders						
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
01/10/2019	FAR (KWCC)	EDF Energy	Gas -Tubbs Hall	Gas	£ 85.00	£ -
07/10/2019	FAR (KWCC)	Business Stream	Water - Tubbs Hall	Water	£ 132.00	£ -
11/10/2019	FAR	Sharp Business Systems UK Plc	Copier charges	Office equipment rental / printing	£ 176.02	£ -
14/10/2019	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£ 51.12	£ -
15/10/2019	FAR (KWCC)	British Gas Lite	Electricity - Tubbs Hall	Electricity	£ 56.04	£ -
15/10/2019	FAR	TLC Online	Website maintenance services	Website/Email Expenses	£ 20.00	£ -
16/10/2019	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£ 26.40	£ -
16/10/2019	FAR	Lloyds Bank Plc	Monthly card charges	Bank Charges and Interest	£ 6.00	£ -
28/10/2019	R&A	Green Smile Ltd	Grounds maintenance service	Grounds maintenance	£ 3,594.00	£ -
<b>Total:</b>					<b>£ 4,146.58</b>	<b>£ -</b>
Remuneration Costs						
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
25/10/2019	FAR	C Read	Salary	Employee Wages and Salaries	£ 1,603.35	£ -
25/10/2019	FAR	Lucia Foster Found	Salary	Employee Wages and Salaries	£ 815.34	£ -
19/11/2019	FAR	HMRC	National Insurance	NI	£ 395.74	£ -
19/11/2019	FAR	HMRC	PAYE	PAYE	£ 181.00	£ -
19/11/2019	FAR	Hampshire County Council	Pensions	Pensions	£ 920.10	£ -
<b>Total:</b>					<b>£ 3,915.53</b>	<b>£ -</b>
Procurement Card Payments (Total includes transaction fees)						
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
<b>Total:</b>					<b>£ -</b>	<b>£ -</b>
<b>Committees:</b>	FAR	Finance, Administration & Remuneration (KWCC= Kings Worthy Community Centre)				
	PC	Parish Council				
	P&H	Planning & Highways				
	R&A	Recreation & Amenities				