

Finance, Administration & Remuneration (FAR) Committee

13th June 2018 at 09:30

Kings Worthy Community Centre, Fraser Road, Kings Worthy

Chair of the Meeting	Cllr Taylor (from F/18/65 onwards)
Councillors Present	Cllrs Gordon and Newell
Clerk(s) Present	Richard Hanney
	Christopher Read
Public	0

F/18/63 - Apologies for absence

None.

F/18/64 - Election of Chairman

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

F/18/65 - Election of Vice-Chairman

No candidates were proposed thus it was agreed to defer this at the next FAR committee meeting.

F/18/66 - Public question time

None.

F/18/67 - To agree and sign the minutes of the meeting held on 11th April 2018

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

F/18/68 - Matters arising from the meetings held on 11th April 2018

[Legal Issue with 41 Ramsay Road](#) - A meeting is to be arranged with the owners.

[Development in Tovey Place](#) - The developer has been invoiced for the posts that have been removed.

F/18/69 - Proposed new expenditure

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

[Finance, Administration & Remuneration \(FAR\)](#) - Due to ongoing issues with the new email system, an additional budget of £100.00 was agreed to change providers.

Recreation & Amenities (R&A) - It was agreed to proceed with the recommendation from R&A for the installation of the World War One memorial bench, at a cost of £2,580.00. Rotary have kindly offered to make a contribution and the remaining funds are to be drawn from CIL and other donations, if available.

Action:	Send bench to Parish Council for ratification.		
Action By:	Clerk	Target Date:	18/06/2018

Communications - None.

F/18/70 - To receive the statement of accounts and management reports for the period ended 31st May 2018 (see attached)

The Clerks gave a presentation to members of the accounts for the month ending 31 May 2018. The year to date figure showed a surplus of £7,637.00 against a budgeted surplus of £995.00. The large variance was due to not having received the bills from the Maintenance Technician for April and May.

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

F/18/71 - VAT registration

It was agreed to recommend to Parish Council that we register for VAT, as per the internal auditor's recommendation.

F/18/72 - Remuneration & staffing

Now the new Parish Council Chair is in place, it was agreed for the Clerk's appraisals to be organised.

Action:	Organise appraisals.		
Action By:	Cllr Taylor	Target Date:	11/07/2018

F/18/73 - Tubbs Hall - landlord's responsibilities

A quotation had been received from Peter Green for the replacement of the flooring in the main hall and shared areas. It was agreed to proceed with the quotation, which will incur a cost to the Parish Council of £1,658.34, which is 50% of the cost for the shared areas.

It was also agreed to clarify with HMRC with regards to VAT reclamation on non shared areas.

Action:	Contact HMRC re. VAT Reclamation.		
Action By:	Clerk	Target Date:	11/07/2018

F/18/74 - Solar panels at Tubbs Hall

A meeting with the chair of Tubbs Hall Management Committee is to take place after this committee meeting, at 14:00.

F/18/75 - Legal issues

None.

F/18/76 - RFO/Clerk's notices

Public participation at Parish Council meetings - It was agreed to discuss this at Parish Council.

Action:	Raise at Parish Council for discussion		
Action By:	Clerk	Target Date:	18/06/2018

F/18/77 - Chair's notices

None.

F/18/78 - Authorise payment listing

The Committee received a schedule of invoices due for payment (see attached).

F/18/79 - Items for discussion at the next Meeting on the 11 July 2018

None.

Meeting closed 10:57.

Signed:	Date:

Kings Worthy Parish Council

Management Accounts for the period ending 31st May 2018

Item/Description	Current Month Budget	Current Month Actual	Current Month Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Income							
FAR	£11,406	£12,198	£793	£138,356	£22,807	£23,546	£738
KWCC	£183	£183	£0	£8,249	£366	£366	£0
P&H	£0	£0	£0	£0	£0	£0	£0
R&A	£1,378	£1,383	£5	£6,300	£1,711	£1,566	£-145
Total:	£12,967	£13,764	£798	£152,905	£24,884	£25,478	£593

Expenditure							
FAR	£4,956	£5,152	£-196	£64,264	£10,588	£10,550	£38
KWCC	£536	£369	£167	£15,024	£1,711	£1,006	£705
P&H	£0	£0	£0	£6,250	£0	£0	£0
R&A	£5,199	£3,066	£2,133	£75,893	£11,591	£6,285	£5,305
Total:	£10,691	£8,587	£2,104	£161,431	£23,889	£17,841	£6,049

Current Position							
Net Surplus / Deficit	£2,276	£5,177	£2,901	£-8,526	£995	£7,637	£6,642

Balance Sheet - Period ended 31st May 2018

Current Assets	
<u>Bank accounts</u>	
Unity Trust current account	£ 9,107
Unity Trust tailored deposit account	£ 81,108
<u>Investments/Deposits</u>	
Hampshire Trust Bank variable deposit (90 day notice)	£ 69,632
Hampshire Trust Bank 12 month deposit (to 27/09/2018)	£ 35,438
<u>Other</u>	
Procurement card (**** * 2261)	£ 44
Debtors control account	£ 1,328
Prepayments	£ 337
Total:	£ 196,994
Current Liabilities (inc. Precept received in advance)	£ 47,687
Current Assets minus Liabilities	£ 149,307
Earmarked Funds in Reserve	
Church Green fund	£ 17,858
CIL Reserve	£ 66,008
Total:	£ 83,866
Net Assets	
Profit & loss account brought forward	£ 20,678
General reserves	£ 37,253
Profit & loss year to date	£ 7,511
Total:	£ 65,441

Kings Worthy Parish Council - Finance, Administration & Remuneration Committee Payment Listing June 2019

Date	Committee	Beneficiary	Description	Category	Total Amount (inc. VAT)		Unrecoverable VAT
Payments previously authorised:							
							£
				Total:	£	-	£
Payments to be authorised:							
16/06/2018	F&A	HCC	Toilet Paper	stationery	£	65.72	£ -
16/06/2018	R&A	Environmental Hygiene	Bus shelters clean	shelters	£	48.00	£ -
16/06/2018	FAR	Viking	stationery	stationery	£	103.20	£ -
16/06/2018	R&A	Helping Hand	litter pickers	miscellaneous	£	55.70	£ -
16/06/2018	F&A	Playsafety	training M Smith	staff training	£	377.00	£ -
16/06/2018	F&A	C Read	milk etc	travel & sustenance	£	21.81	£ -
16/06/2018	F&A/R&A	Amazon Business	various items	various	£	81.54	£ -
							£ -
							£ -
							£ -
							£ -
							£ -
				Total:	£	752.97	£ -

Direct Debits / Standing Orders							
01/05/2018	THMC	EDF	Tubbs Hall gas supply (monthly)	Gas - Tubbs Hall	£	59.00	£ -
02/05/2018	THMC	WCC	Business Rates	Rates- Tubbs Hall	£	59.00	£ -
08/05/2018	THMC	Business Stream	Water rates Tubbs Hall	water rates Tubbs Hall	£	45.00	
08/05/2018	THMC	Business Stream	Water rates Teversley Park	water rates Everslery Park	£	9.31	
16/05/2018	FAR	SAGE	Accounting software (monthly)	Computer software	£	34.40	
16/05/2018	FAR	SAGE	Accounting software (monthly)	Computer software	£	40.80	£ -
29/05/2018	R&A	Green Smile Ltd.	Grounds maintenance contract (monthly)	Grounds maintenance contract	£	3,594.00	£ -
15/05/2015	FAR	TLC Online	Website and email support	Website expenses	£	20.00	£ -
29/05/2018	FAR	Plusnet	Internet & telephone (monthly)	Telephone & broadband	£	46.98	£ -
						£	-

Payments from Procurement Cards							
Assistant Clerk							
09/05/2018	F&A	Tesco	APM refreshments	Events	£	32.48	£ -
10/05/2018	F&A	Screwfix	office parts	Office - small purchases	£	29.45	£ -
09/05/2018	F&A	IronMongery	office parts	Office - small purchases	£	74.76	£ -
10/05/2018	THMC	Amazon	water filter	TH R&M	£	38.99	
17/05/2018	F&A	Amazon	lead cover	small office purchases	£	35.98	
09/05/2018	R&A	Amenity Land Solutions	tree stakes	trees	£	16.44	£ -
Total:					£	228.10	£ -
Bank Fees & Interest Charges				Committees			
Period		Total Fees		FAR	Finance, Administration & Remuneration		
Jan - March				P&H	Planning & Highways		
Card Fees				R&A	Recreation & Amenities		
May-18		£	4.68				