

| Finance, Administration & Remuneration (FAR) Committee Meeting | |
|---|--|
| 14 March 2018 at 19:30 | |
| Kings Worthy Community Centre, Fraser Road, Kings Worthy | |
| Clerk | Richard Hanney |
| Chairman of the Meeting | Martin Taylor |
| Councillors | Ian Gordon, Stewart Newell and Sarah White |
| Members of the Public | 0 |

F/18/35 – Apologies for absence

Apologies were received from Cllrs Noel McCleery and Denis Welstead.

F/18/36 – Public question time

None.

F/18/37 – Agree & sign the minutes of the FAR committee meeting on 15 February 2018

The minutes were agreed as a true record of the meeting subject to amendment F/18/21 deficit £2,262.00 should have read £2,292.00 and were signed by Cllr Taylor.

F/18/38 – Matters arising from the meeting held on 15 February 2018

[F/18/23 St Mary’s Parochial Church Council \(PCC\)](#) – PCC had gratefully accepted the agreed grant of £375.00.

[F/18/31 Blooming Café](#) – A letter had been written asking for more information and the Clerk had spoken to the organiser; a response is awaited.

[F/18/30 Legal Issue with 41 Ramsay Road](#) – Cllr Gordon is to contact the Land Registry to confirm the boundary.

[F/18/31 Water softener](#) – Various options are being considered including whether installation would be financially viable.

[F/18/04 Arson attack](#) – The police intend to follow a community court process on the perpetrators.

[F/18/20 Inspection of Eversley Park Footpath](#) – The Parish Council had asked that Cllr Porter contact HCC and/or ‘Safer routes to School’ to see if they can fund the inspection/repair of the footpath, before the Parish Council instructs a surveyor.

F/18/39 – Proposed new expenditure

Planning & Highways – None.

Finance, Administration & Remuneration – None.

Recreation & Amenities – None.

Communications – None.

F/18/40 – To receive the statement of accounts and management reports for the period ended 28 February 2018 (see attached)

The Clerks gave a presentation to members of the accounts for the month ending 28 February 2018. The year to date figure showed a deficit of £6,826.00 against a budgeted deficit of £19,214.00.

F/18/41 – Grant applications

None

F/18/42 – Accounting software and revised management accounts

The Parish Council had approved upgrading from Sage 50 to Sage One. The new reporting spreadsheet prepared by Christopher Read was demonstrated and thanks for his efforts recorded.

F/18/43- Remuneration and Staffing

HALC will be asked for information on Local Government pay increases this year to support a recommendation for the Clerks' pay rises.

| Action Items | Action by | Target |
|---|------------------|---------------|
| Contact HALC for Local Government pay increases | Cllr Taylor | ASAP |

F/18/44 – Tubbs Hall – landlord's responsibilities

None.

F/18/45- Legal Issues

Development in Tovey Place – Parish Council fence posts have been removed by the developer on the former Berwen site. The contractor (Box Space) has been contacted and agreed to meet on site to discuss remedial action.

Top Field Footpath – Legal advice may be needed to support the Parish Council's case to obtain Rights of Way on Top Field.

Fencing at Hinton Park – There has been no further comment regarding replacement of the barbed wire fence.

F/18/46 – Legal Issues

Boundary of 41 Wesley Road – Cllr Gordon is to investigate this issue and resolve it as soon as possible.

F/18/47 – Clerk’s Notices

Caroway Retention – A retention of £1,742.00 remains on the balance sheet from the construction of the Eversley Park footpath. It was agreed that this continue to be held as a retention as repairs/inspections to the footpath are needed.

Creative Fencing work at Broadview. Now that access to the Berwen site is open, Creative Fencing need to complete the work started in January 2017.

| Action Items | Action by | Target |
|--|-----------|--------|
| Contact Creative Fencing to complete Broadview fencing | Clerk | ASAP |

F/18/48– Chairman’s notices

The Clerks’ appraisal is to be scheduled.

| Action Items | Action by | Target |
|--|-------------|--------|
| Arrange appraisal for Clerk, as above. | Cllr Taylor | ASAP |

F/18/49 – Authorise payments listing

The Committee received a schedule of invoices due for payment. The previously agreed grant to St Mary’s PCC will be held back for now, as payment has been requested to the Worthys Festival and must be paid to the beneficiary.

The payment for a new office pc had been made and it was agreed that a replacement programme should be implemented.

F/18/50– Items for next meeting – 11 April 2018

Solar Panels at Tubbs Hall.

Neighbourhood Watch.

| | |
|-----------------|-------|
| Meeting Closed: | 20:58 |
|-----------------|-------|

| | | | |
|--------------------|--|------------------|--|
| Signed : | | Date : | |
|--------------------|--|------------------|--|

Kings Worthy Parish Council

Management Accounts for the period ended 28th February 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 | 10,134 | 17,006 | 6,872 | Finance (inc. Precept) | 135,080 | 147,907 | 12,827 | 145,216 | 157,782 | 138,152 |
| 5,809 | 183 | 183 | 0 | THMC Income | 2,013 | 3,589 | 1,576 | 2,196 | 3,955 | 7,499 |
| 5,722 | 525 | 1,292 | 767 | Recreation & Amenities | 7,024 | 8,415 | 1,391 | 8,704 | 6,864 | 6,504 |
| 0 | 0 | 0 | 0 | Planning & Highways | 0 | 0 | 0 | 0 | 0 | 0 |
| 168,757 | 10,842 | 18,481 | 7,639 | Total Income | 144,116 | 159,910 | 15,794 | 156,116 | 168,600 | 152,155 |
| | | | | Expenditure Item/Description | | | | | | |
| 72,167 | 4,218 | 4,551 | -334 | Finance | 65,560 | 64,835 | 725 | 71,437 | 70,382 | 76,188 |
| 77,454 | 4,555 | 11,050 | -6,495 | Recreation & Amenities | 63,732 | 69,404 | -5,672 | 71,154 | 86,044 | 69,717 |
| 5,644 | 0 | 0 | 0 | Planning & Highways | 11,200 | 2,661 | 8,539 | 14,200 | 5,922 | 6,250 |
| 155,266 | 8,772 | 15,601 | -6,829 | Total Expenses | 140,492 | 136,900 | 3,592 | 156,791 | 162,348 | 152,155 |
| 168,757 | 10,842 | 18,481 | 7,639 | Total Income | 144,116 | 159,910 | 15,794 | 156,116 | 168,600 | 152,155 |
| 155,266 | 8,772 | 15,601 | -6,829 | Total Expenses | 140,492 | 136,900 | 3,592 | 156,791 | 162,348 | 152,155 |
| 13,491 | 2,070 | 2,880 | 810 | Net surplus (deficit) | 3,624 | 23,010 | 19,386 | -675 | 6,253 | 0 |
| | | | | Memorandum | | | | | | |
| -23,249 | 2,070 | -4,100 | -6,169 | Net surplus (deficit) exc. CIL receipts | -19,214 | -6,826 | 12,388 | -23,513 | -23,584 | 0 |

Kings Worthy Parish Council - Finance, Administration & Remuneration Committee

| Date | Committee | Beneficiary | Description | Category | Total Amount (inc. VAT) | Unrecoverable VAT |
|--|-----------|------------------------------|---|---------------------|-------------------------------|----------------------|
| Payments previously authorised: | | | | | | |
| 20/02/2018 | R&A | Matt Brown | Fencing Broadview | Fencing | £ 1,332.50 | £ |
| 20/02/2018 | R&A | ALB Electricians | Defib installation | Defibrillators | £ 528.00 | £ - |
| | | | | Total: | £ 528.00 | £ - |
| Payments to be authorised: | | | | | | |
| 15/03/2018 | FAR | TLC Online | Website and email support | Website expenses | £ 15.00 | £ - |
| 15/03/2018 | R&A | ALB Electrical | ng at Cart & Hor | Defibrillators | £ 78.00 | £ - |
| 15/03/2018 | R&A | Greensmile | ground mainter | Burial Ground | £ 348.00 | £ - |
| 15/03/2018 | R&A | Greensmile | posts and fencing to protect trees Broadview | Trees | £ 227.20 | £ - |
| 15/03/2018 | R&A | Glasdon | Bin - Hinton Fields | Waste Bins | £ 200.89 | £ - |
| 15/03/2018 | FAR | Viking | stationery | Stationery | £ 97.29 | £ - |
| 15/03/2018 | FAR | HCC | history board | Grants | £ 818.40 | £ - |
| 15/03/2018 | FAR | HCC | stationery | Stationery | £ 155.24 | £ - |
| 15/03/2018 | FAR | Worthys Festival | gazebos | grants | £ 375.00 | £ - |
| 15/03/2018 | FAR | Worthys Community Shed | tools & equipment | grants | £ 500.00 | £ - |
| 15/03/2018 | FAR | Kings Worthy Pre-school | playground equipment | grants | £ 149.10 | £ - |
| | | | | Total: | £ 2,964.12 | £ - |

| Direct Debits / Standing Orders | | | | | | | |
|---------------------------------|-----|----------------------|---|------------------------------|---|----------|-----|
| 05/03/2018 | TH | Business Stream Ltd. | Water supply (monthly) | Water Rates - Tubbs Hall | £ | 24.60 | £ - |
| 26/03/2018 | TH | PHS Group | female hygiene bins | Sanitary disposal | £ | 267.62 | |
| | | | | | | | |
| 28/02/2018 | TH | E.ON | Tubbs Hall gas supply (monthly) | Gas - Tubbs Hall | £ | 299.33 | £ - |
| 28/02/2018 | TH | E.ON | Tubbs Hall electricity supply (monthly) | Electricity - Tubbs Hall | £ | 91.26 | £ - |
| 16/03/2018 | 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 | £ - |
| 28/02/2018 | FAR | Plusnet | Internet & telephone (monthly) | Telephone & broadband | £ | 50.16 | £ - |
| | | | | | | | £ - |
| | | | | | | | |

| | | | | | | |
|------------|-----|----------|--------------------------------------|----------------------|-------------------|------------|
| 25/02/2018 | FAR | Staff | Net Wages (net of PAYE & NI) | Clerks Salaries | £ 2,295.24 | £ - |
| 19/02/2018 | FAR | HMRC | PAYE (see above) | PAYE | £ 163.80 | £ - |
| 19/02/2018 | FAR | HMRC | National Insurance (see above) | Employers NI | £ 349.85 | £ - |
| 03/03/2018 | FAR | Pensions | (Paid by EKS Accounting) | Employers Pension | £ 542.18 | £ - |
| | | | | Total: | £ 3,351.07 | £ - |

| Payments from Procurement Cards | | | | | | |
|---------------------------------|------|-------------|-----------------------|-----------------------|-----------------|------------|
| Assistant Clerk | | | | | | |
| 26/02/2018 | THMC | Cater-Kwick | hot water valve | THMCoher costs | £ 25.94 | £ - |
| 08/02/2018 | FAR | HP | workstation office | office capital exp | £ 601.20 | £ - |
| 07/02/2018 | FAR | HP | support | office capital exp | £ 13.20 | £ - |
| 27/02/2018 | FAR | Toolstation | measure/batte ries | stationery | £ 11.36 | £ - |
| | | | | | | £ - |
| | | | | | | £ - |
| | | | | | | £ - |
| | | | | | | £ - |
| | | | | | | £ - |
| | | | | Total: | £ 651.70 | £ - |

| Bank Fees & Interest Charges | | Committees | |
|------------------------------|------------|------------|---------------------------|
| Period | Total Fees | | |
| N/A | N/A | FAR | Finance, Administration & |
| | | P&H | Planning & Highways |
| | | R&A | Recreation & Amenities |
| Card Fees | | | |
| February | £ 2.51 | | |