

Finance, Administration & Remuneration (FAR) Committee

15th August 2018 at 09:30

Kings Worthy Community Centre, Fraser Road, Kings Worthy

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

F/18/95 - Apologies for absence

None.

F/18/96 - Public question time

None.

F/18/97 - To agree and sign the minutes of the meeting held on 11th July 2018

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

F/18/98 - Matters arising from the meetings held on 11th July 2018

Legal Issue with 41 Ramsay Road - The Assistant Clerk and Cllr Gordon have met with the owners of the property. The Clerks are to attend the site to measure the boundary.

Action:	Measure the boundary at Number 41 Ramsay Road.		
Action By:	Clerks	Target Date:	ASAP

F/18/99 - Proposed new expenditure

Planning & Highways (P&H) - None.

Finance, Administration & Remuneration (FAR) - None.

Recreation & Amenities (R&A) - It was agreed to purchase a set of goal posts from Colden Common Parish Council, with a budget of £500.00 (including installation).

Action:	Purchase goals as above.		
Action By:	Clerk	Target Date:	ASAP

Communications - None.

Grants - A request for a grant of £500.00 towards a new heating system at Pax Hall was received from the 3rd Winchester Scouts. It was agreed to grant them the full amount subject to proof of a sufficiently long lease.

F/18/100 - To receive the statement of accounts and management reports for the period ended 31st July 2018 (see attached)

The Clerks gave a presentation to members of the accounts for the month ending 31 July 2018. The year to date figure showed a surplus of £10,681.00 against a budgeted surplus of £2,067.00.

It was agreed to recommend to Parish Council that the Investment and Reserves policy circulated to members, be adopted by the Council.

Action:	Send the Investment and Reserves Policy to full Council for ratification.		
Action By:	Clerk	Target Date:	17/09/2018

After reviewing available funds, it was agreed to recommend to Parish Council that we invest £31,500.00 in a 100 day deposit account with United Trust Bank at 1.5% AER.

Action:	Send the investment proposal to full Council for ratification.		
Action By:	Clerk	Target Date:	17/09/2018

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

F/18/101 - Remuneration & staffing

None.

F/18/102 - Tubbs Hall - landlord's responsibilities

Caretaking arrangements - It was agreed to increase the Caretaker's salary to £9.50 an hour, as per Tubbs Hall Management Committee's request.

Fire safety - It was agreed that the Parish Council will take over the responsibility for the regular fire safety checks in Tubbs Hall, subject to the agreement of Tubbs Hall Management Committee.

Action:	Contact Tubbs Hall Management Committee re. Fire Safety.		
Action By:	Clerk	Target Date:	ASAP

F/18/103 - Fees

It was agreed to increase both the football and open spaces fees by 2%, rounded to the nearest 10 pence.

It was agreed to cost up a long term 15 year plan for the Burial Ground, including past expenditure. The burial ground fees will be reviewed once this is complete.

F/18/104 - Emergency Rota

It was agreed for this to be discussed at the September Parish Council meeting.

F/18/105 - Legal issues

Community Court - It was agreed to accept the offer from the family of the offender to pay for the fire extinguisher refill. The offer to repair the damaged bin store is to be declined as this job requires specialist tools and knowledge. We are to request that the offender provide us a morning of their time to complete other community tasks.

Action:	Contact the Community Court, as above.		
Action By:	Clerk	Target Date:	ASAP

F/18/106 - RFO/Clerk's notices

CEO Hampshire Association of Local Councils (HALC) - Following the sad news that Steven Lugg (Chief Executive Officer of HALC) had passed away, it was agreed to donate £100.00 to Macmillan Cancer Support.

Action:	Arrange for donation, as above.		
Action By:	Clerk	Target Date:	ASAP

It was noted that we passed the External Audit with only one minor comment that the Clerk signed the annual return after the Chair.

F/18/107 - Chair's notices

Meeting times - It was agreed to move all future FAR committee meeting to Wednesday afternoon, starting at 14:15.

F/18/108 - Authorise payment listing

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

F/18/109 - Items for discussion at the next Meeting on the 12 September 2018

None.

Meeting closed 11:33.

Signed:	Date:

Kings Worthy Parish Council

Management Accounts for the period ending 31st July 2018

Item/Description	Current Month Budget	Current Month Actual	Current Month Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Income							
FAR	£11,401	£11,756	£355	£138,356	£45,610	£46,702	£1,092
KWCC	£183	£183	£0	£8,249	£732	£732	£0
P&H	£0	£0	£0	£0	£0	£0	£0
R&A	£333	£0	-£333	£6,300	£2,378	£1,566	-£812
Total:	£11,918	£11,939	£22	£152,905	£48,720	£49,000	£280
Expenditure							
FAR	£4,679	£4,479	£199	£64,264	£20,316	£19,733	£583
KWCC	£536	£724	-£189	£15,024	£3,139	£2,775	£364
P&H	£0	£0	£0	£6,250	£0	£0	£0
R&A	£5,764	£3,464	£2,300	£75,893	£23,199	£15,811	£7,387
Total:	£10,978	£8,668	£2,310	£161,431	£46,653	£38,319	£8,334
Current Position							
Net Surplus / Deficit	£940	£3,271	£2,332	-£8,526	£2,067	£10,681	£8,614

Balance Sheet - Period ended 31st July 2018

Current Assets		
<u>Bank accounts</u>		
Unity Trust current account	£	7,441
Unity Trust tailored deposit account	£	66,846
<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)	£	159
Debtors control account	£	367
Prepayments	£	-
Total:	£	179,882
Current Liabilities (inc. Precept received in advance)	£	26,156
Current Assets minus Liabilities	£	153,727
Earmarked Funds in Reserve		
Church Green fund	£	17,259
CIL Reserve	£	66,008
Total:	£	83,267
Net Assets		
Profit & loss account brought forward	£	20,678
General reserves	£	37,552
Profit & loss year to date	£	11,930
Total:	£	70,161

July 2018 payment listing

Payments previously authorised

Date	Committee	Beneficiary	Description	Category	Total Amount (inc. VAT)	Unrecoverable
				Total:	£ -	£

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total Amount (inc. VAT)	Unrecoverable
15/08/2016	R&A	Environmental Hygiene Services	3 bus shelters	Shelters	£ 36.00	£
15/08/2016	R&A	Green Smile	Cremation area - pebbles	Burial Ground general maintenance	£ 246.65	£
15/08/2016	R&A	Green Smile	Re-seed grave	Burial Ground general maintenance	£ 24.00	£
15/08/2016	R&A	LAL Services	Remove brushwood etc.	Tree works	£ 400.00	£
15/08/2016	THMC	M.R.S. Services	Cleaning materials	Ceaning materials	£ 32.86	£
15/08/2016	FAR	PCC Kings Worthy	Summer lunch club	Grants to Village organisations	£ 150.00	£
15/08/2016	FAR	PCC Kings Worthy	Grant to annual fete	Grants to Village organisations	£ 500.00	£
15/08/2016	FAR	R Hanney	Travel and parking	Travel and sustinance	£ 18.00	£
15/08/2016	THMC	Amazon	Fire safety guides	Fire safety	£ 36.00	£
15/08/2016	FAR	Amazon	Stationery	Stationery	£ 41.27	£
15/08/2016	FAR	Amazon	First aid kit	Equipment >£100	£ 38.16	£
15/08/2016	FAR	Amazon	Gift card	Grants to Village organisations	£ 20.00	£
15/08/2016	THMC	Hampshire County Council	Cleaning materials and toilet rolls	Cleaning materials	£ 36.76	£
15/08/2016	FAR	Hampshire County Council	Stationery	Office stationery	£ 23.41	£
				Total:	£ 1,603.11	£

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total Amount (inc. VAT)	Unrecoverable
02/07/2018	THMC	EDF energy	Gas	Tubbs Hall - gas	£ 59.00	£
05/07/2018	THMC	Bus Stream	Tubbs Hall - water	Tubbs Hall - water	£ 45.00	£
16/07/2018	THMC	British Gas	electricity	Tubbs Hall - electricity	£ 219.63	£
27/07/2018	FAR	Plus Net	internet charges	Internet	£ 47.28	£
13/07/2018	FAR	Sharp	photocopier	Equipment rental	£ 238.21	£
16/07/2018	THMC	Winchester City Council	Business Rates	THMC - rates	£ 59.00	£
16/07/2018	FAR	TLC	Website	Website costs	£ 20.00	£
16/07/2018	FAR	Sage	Sage 50c accouting package	Computer software	£ 40.80	£
16/07/2018	FAR	Sage	Sage business accounting package	Computer software	£ 24.00	£
27/07/2018	R&A	Greensmile	Grounds maintenance contract - August 2018	Open Spaces maintenance	£ 3,594.00	£
				Total:	£ 4,346.92	£

Salary Costs

Date	Committee	Beneficiary	Description	Category	Total Amount (inc. VAT)	Unrecoverable
25/07/2018	FAR	C Read	Salary	Salaries	£ 1,339.06	£
25/06/2018	FAR	R Hanney	Salary	Salaries	£ 852.30	£
19/06/2018	FAR	HMRC	NI and PAYE	NI and PAYE	£ 546.83	£
19/06/2018	FAR	HCC	Pension contributions	Pensions	£ 582.03	£
				Total:	£ 3,320.22	£

Payments from Procurement Cards

Date	Committee	Beneficiary	Description	Category	Total Amount (inc. VAT)	Unrecoverable
06/07/2018	FAR	HM Land Registry	Search fee	Legal & professional	£ 6.00	£
16/07/2018	R&A	Amazon	Tap lock for the burial ground	Burial Ground general maintenance	£ 8.20	£
23/07/2018	FAR	Amazon	Pencils	Stationery	£ 2.75	£
23/07/2018	R&A	Derbyshire Aggregates	Resin bound samples for memorial bench	Seats	£ 31.94	£
23/07/2018	FAR	Freeola	Email & web hosting	Website maintenance	£ 7.20	£
27/07/2018	FAR	Freeola	Email & web hosting	Website maintenance	£ 41.02	£
				Total:	£ 97.11	£