

Finance, Administration & Remuneration (FAR) Committee Meeting

15 February 2018 | at 19:30

Kings Worthy Community Centre, Fraser Road, Kings Worthy

Clerk	Richard Hanney and Christopher Read
Chairman of the Meeting	Martin Taylor
Councillors	Ian Gordon, Les Haswell and Sarah White
Members of the Public	0

F/18/16 – Apologies for absence

Apologies were received from Cllrs Noel McCleery, Stewart Newell and Denis Welstead.

F/18/17 – Public question time

None.

F/18/18 – Agree & sign the minutes of the FAR committee meeting on 10 January 2018

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

F/18/19 – Matters arising from the meeting held on 10 January 2018

[F/18/04 – Worthy's Youth Football Club](#) – The club are still to commence pre-booking of the pitches.

[F/18/04 – Merritt Tree Services](#) – This issue has now been resolved with the amount owed agreed. A credit note has been received for the incorrectly billed work of £4550.00.

[F/17/04 – Arson attack at Lionel Tubbs Hall](#) – Currently obtaining costs for repairs.

[F/17/185 – Damage to Tubbs Hall by goods vehicle](#) – The delivery company has agreed to pay for the damages, subject to the receipt of two quotations.

F/18/20 – Proposed new expenditure

[Planning & Highways](#) – None.

[Finance, Administration & Remuneration](#) – None.

[Recreation & Amenities](#) –

Inspection of the Eversley Park footpath – It was agreed to release £1,457.20 for a Geotechnical investigation of the cracks in the footpath.

Communications – None

F/18/21 – To receive the statement of accounts and management reports for the period ended 10 January 2018 (see attached)

The Clerks gave a presentation to members of the accounts for the month ending 31 January 2018. The year to date figure showed a deficit of £2,292.00 against a budgeted deficit of £20,731.00.

F/18/22 – Budget 2018/19

No further changes were made to the budget.

F/18/23 – Grant applications

Kings Worthy Community Shed – A grant request had been received for £500.00 towards the cost of procuring a storage unit and tools. It was agreed to recommend to Parish Council to grant the full amount.

St Mary's Parochial Church Council – A grant request had been received for £1500.00 to purchase 30 new gazebos for use at the fete and by the community as needed. It was agreed to recommend to Parish Council to grant £375.00 (25%).

Action Items	Action by	Target
Grant application to be sent to Parish Council for ratification	Clerk	19/02/2018

F/18/24 – Review of Risk Register

Members had reviewed the Risk Register and changes were proposed.

The Risk Register is to be sent to all Councillors for comments which are to be discussed at the February Parish Council meeting.

Action Items	Action by	Target
Send the Risk Register to all Councillors for comments at the February Parish Council meeting.	Clerk	19/02/2018

F/18/25 – Review of Standing Orders

Members had reviewed the Standing Orders and changes were proposed.

The Standing orders are to be sent to all Councillors for comments which are to be discussed at the February Parish Council meeting.

Action Items	Action by	Target
Send the Standing Orders to all Councillors for comments at the February Parish Council meeting.	Clerk	19/02/2018

F/18/26 – Review of Financial Regulations

Members had reviewed the Financial Regulations and changes were proposed. The Standing orders are to be sent to all Councillors for comments which are to be discussed at the February Parish Council meeting.

Action Items	Action by	Target
Send the Financial Regulations to all Councillors for comments at the February Parish Council meeting.	Clerk	19/02/2018

F/18/27 – Accounting software

Having investigated both RBS Omega and Scribe accounting software, neither was able to produce suitable reports. The Assistant Clerk is now creating a simplified and updated management report spreadsheet, with input from Cllr Taylor.

F/18/28 – Remuneration & staffing

None.

F/18/29 – Tubbs Hall – landlord’s responsibilities

None.

F/18/30 – Legal Issues

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

Action Items	Action by	Target
Look into 41 Wesley Road boundary issue.	Cllr Gordon	ASAP

F/18/31 – Clerk’s Notices

Blooming Café – A request had been received for the usage of our committee meeting room to hold floristry classes for all ages. It was agreed to ascertain whether this would be business usage to allow an informed decision to be made on whether to charge.

Water Softener – Following severe limescale found in the hot water boiler, it was agreed to look into a water softener.

Action Items	Action by	Target
Ascertain usage type, as above.	Clerk	14/03/2018
Investigate a water softener.	Clerk	14/03/2018

F/18/32 – Chairman’s notices

None.

F/18/33 – Authorise payments listing

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

F/18/34 – Items for next meeting – 14 March 2018

None.

Meeting Closed:	21:16.
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Signed :		Date :	
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Kings Worthy Parish Council

Management Accounts for the period ended 31st January 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	10,048	-86	Finance (inc. Precept)	124,946	130,901	5,955	145,216	157,782	138,152
5,809	183	183	0	THMC Income	1,830	3,406	1,576	2,196	3,955	7,499
5,722	525	346	-179	Recreation & Amenities	6,499	7,123	624	8,704	6,864	6,504
0	0	0	0	Planning & Highways	0	0	0	0	0	0
168,757	10,842	10,577	-265	Total Income	133,274	141,429	8,155	156,116	168,600	152,155
				<u>Expenditure Item/Description</u>						
72,167	4,218	4,253	-35	Finance	61,190	59,849	1,341	71,437	70,382	76,188
77,454	4,662	5,027	-365	Recreation & Amenities	58,777	58,354	423	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	8,880	9,280	-401	Total Expenses	131,167	120,865	10,303	156,791	162,348	152,155
168,757	10,842	10,577	-265	Total Income	133,274	141,429	8,155	156,116	168,600	152,155
155,266	8,880	9,280	-401	Total Expenses	131,167	120,865	10,303	156,791	162,348	152,155
13,491	1,962	1,297	-665	Net surplus (deficit)	2,107	20,564	18,458	-675	6,253	0
				<u>Memorandum</u>						
-23,249	1,962	1,297	-665	Net surplus (deficit) exc. CIL receipts	-20,731	-2,292	18,439	-23,513	-23,584	0

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

Date	Committee	Beneficiary	Description	Category	Total Amount (inc. VAT)	Unrecoverable VAT
Payments previously authorised:						
					£	-
				Total:	£ -	£ -
Payments to be authorised:						
16/02/2018	R&A	MRS Services	January work	Maintenance Technican / Burial Ground maintenance	£ 401.50	£ -
16/02/2018	FAR	HALC	GDPR and Health & safety course	Training	£ 252.00	£ -
16/02/2018	FAR	HCC	Stationery	Stationery	£ 74.52	£ -
16/02/2018	FAR & THMC	Buy Stationery	Stationery and cleaning supplies	Stationery / cleaning supplies	£ 64.65	£ -
16/02/2018	R&A	Sovereign	Grass tiles	Playground equipment	£ 100.73	£ -
16/02/2018	FAR	Victim Support	Grant	Grants to local organisations	£ 200.00	£ -
16/02/2018	FAR	Viking	Coffee and stationery	Stationery	£ 32.19	£ -
16/02/2018	R&A	Worthy plants	40 trees and shrubs	Tree works	£ 430.00	£ -
16/02/2018	R&A	Flicris	Material to fit the defibrillator at Tesco	Defibrillators	£ 54.98	£ -
16/02/2018	R&A	Merritt Tree Services	Tree works at vaious sites & flail mowing of Broadview	Tree works	£ 4,548.00	£ -
16/02/2018	FAR	R Hanney	Travel expenses	Travel & subsistance	£ 21.00	£ -
16/02/2018	FAR	J Steventon Baker	Printer ink	Stationery	£ 36.99	£ -
16/02/2018	FAR	Ian Gordon	Travel expenses	Travel & subsistance	£ 18.50	£ -
16/02/2018	FAR	Box-it	Storage	Document storage	£ 1.20	£ -
16/02/2018	FAR	EKS Accounting	Payroll service	Accountancy, book-keeping and payroll	£ 75.12	£ -
16/02/2018	R&A	Environmental Hygiene	Bus shelter cleaning	Shelters	£ 72.00	£ -
16/02/2018	R&A	MRS Services	Renovation of benches £6622.00 and the intallation 2 new benches £441.00	Seats	£ 7,063.00	£ -
				Total:	£ 13,446.38	£ -
Direct Debits / Standing Orders						
05/01/2018	TH	Business Stream Ltd.	Water supply (monthly)	Water Rates - Tubbs Hall	£ 24.60	£ -
17/01/2018	TH	E.ON	Tubbs Hall gas supply (monthly)	Gas - Tubbs Hall	£ 172.35	£ -
17/01/2018	TH	E.ON	Tubbs Hall electricity supply (monthly)	Electricity - Tubbs Hall	£ 132.91	£ -
09/02/2018	FAR	Sharp	Photocopier rental	Printing	£ 200.89	£ -
17/01/2018	FAR	SAGE	Accounting software (monthly)	Computer software	£ 33.00	£ -
29/01/2018	R&A	Green Smile Ltd.	Grounds maintenance contract (monthly)	Grounds maintenance contract	£ 3,239.25	£ -
15/01/2018	FAR	TLC Online	Website and email support	Website expenses	£ 20.00	£ -
23/01/2018	FAR	Plusnet	Internet & telephone (monthly)	Telephone & broadband	£ 45.96	£ -
				Total:	£ 3,868.96	£ -
Salary Costs						
25/01/2018	FAR	Staff	Net Wages (net of PAYE & NI)	Clerks Salaries	£ 2,295.24	£ -
19/01/2018	FAR	HMRC	PAYE (see above)	PAYE	£ 164.00	£ -
19/01/2018	FAR	HMRC	National Insurance (see above)	Employers NI	£ 349.85	£ -
19/01/2018	FAR	Pensions	(Paid by EKS Accounting)	Employers Pension	£ 542.18	£ -
				Total:	£ 3,351.27	£ -

Balance Sheet	Period ended 31st January 2018
	Current Assets
0	Co-Op Fixed Deposit 1 year (to 16/09/16) (1.125%)
5,578	Unity Trust Current
52,288	Unity Trust Tailored Deposit
21,000	Hampshire Trust Bank variable
35,438	Hampshire Trust Bank 12 month (to 27/09/2018)
60,000	Hampshire Trust Bank 10196472
88	Bread4Business **** * 2261
0	Bread4Business **** * 1588
25	Debtors Control
0	Prepayments
174,417	Current Assets
	Current Liabilities (inc. Precept received in advance)
29,937	
	Current Assets - Current Liabilities
144,480	
	Earmarked Funds in Reserve
18,997	Church Green
62,394	CIL Reserve 2016-17
81,391	Earmarked Total
	Net Assets
63,089	
	Net Assets
63,089	
Made up by:	
11,519	Profit & Loss account brought forward
31,005	Reserves
20,564	P&L for year to date