

Finance, Administration & Remuneration (FAR) Committee

16th January 2019 at 14:15

Kings Worthy Community Centre, Fraser Road, Kings Worthy

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

F/19/01 - Apologies for absence

None.

F/19/02 - Public question time

None.

F/19/03 - To agree and sign the minutes of the meeting held on the 12th December 2018

The minutes of the meeting held on the 12th December 2018 were agreed and signed by the Chair with the following amendments:

F/18/158 - Add "issue"

F/18/166- Change "too" to "to"

F/18/04 - Matters arising from the meetings held on 12th December 2018

[Grants to Citizens Advice Bureau and Victim Support](#) - Letters of thanks were received from both the Citizens Advice Bureau and Victim Support for the grants received.

[Parking in Eversley Gardens](#) - The Clerk has written to all football clubs to tell them they are not permitted to park in Eversley Gardens.

F/19/05 - Proposed new expenditure

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

[Finance, Administration & Remuneration \(FAR\)](#) - None.

[Recreation & Amenities \(R&A\)](#) - R&A requested £1,251.25 of Community Infrastructure Levy funding to install a public water fountain outside Kings Worthy Community Centre. It was noted that savings had been found in the installation costs from the a sum agreed at the Parish Council meeting in November. It was therefore agreed to release the CIL funds for this project.

[Communications](#) - None.

Grants - A grant request for £1,000.00 had been received from the Worthys Festival for help towards the cost of equipment hire for the 2019 Worthys Festival, for release in April 2019 from the 2019/20 budget.

Action:	Send the above to Parish Council for ratification.		
Action By:	Clerk	Target Date:	21/01/2019

F/19/06 - To receive the statement of accounts and management reports for period ended 31st December 2018 (see attached)

The Clerks gave a presentation of the accounts for the month ending 31st December 2018. The year to date figure showed a surplus of £8,971.36 against a budgeted deficit of £6,471.26.

The Assistant Clerk stated that, as recommended by our Internal Auditor, the accounting spreadsheet is now populated with data directly from the Parish Council's Sage Business Accounting package.

F/19/07 - Remuneration & staffing

None.

F/19/08 - Tubbs Hall - landlord's responsibilities

It was agreed to pay the £1,100.00 contribution towards to retiling works in the accessible toilet. It was also agreed to write to Tubbs Hall Management Committee that they must approach the Parish Council in writing before agreeing works of this type.

F/19/09 - Burial Ground capacity

The Burial Ground capacity analysis is still ongoing.

F/19/10 - Procurement Card

The forms are now prepared and will be submitted once signed by Cllrs Taylor and Anderson.

F/18/11 - Legal issues

41 Ramsay Road - It was agreed to send the Clerk draft letter to the owners of 41 Ramsay Road informing them that a licence will be required and the cost of said licence.

Action:	Write to owners of 41 Ramsay Road.		
Action By:	Clerk	Target Date:	ASAP

Gate Licences - It was agreed to proceed with obtaining a proforma licence for gates from our solicitors at a cost of approximately £550-650.00.

Action:	Obtain the licence as above.		
Action By:	Clerk	Target Date:	ASAP

[Arson at Kings Worthy Community Centre](#) - Despite multiple attempts, we have had no reply from the perpetrator's mother. It was agreed to write once more using recorded delivery and if no reply is received, contact the community court.

Action:	Write again to perpetrator's mother.		
Action By:	Clerk	Target Date:	ASAP

F/19/12 - RFO/Clerk's notices

None.

F/19/13 - Chair's notices

None.

F/19/14 - Authorise payment listing

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

It was agreed to keep a £1,300.00 retention for the tree works invoice until the work is signed off by TCA Ltd.

F/19/15 - Items for discussion at the next Meeting on the 13th February 2019

None.

Meeting closed 15:42.

Signed:	Date:

Management Accounts for the period ending 31st December 2018

Income	Current Month			2018/19 Financial Year				Forecast Outturn	2019/20 Budget
	Budget	Actual	Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD		
	Finance, Administration & Remuneration	£11,405.82	£11,483.09	-£77.27	£138,356.23	£103,374.84	£117,628.30		
Kings Worthy Community Centre	£183.00	£183.00	£0.00	£8,249.00	£1,647.00	£1,647.00	£0.00	£6,739.93	£6,086.71
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£341.53	£0.00	£341.53	£6,300.00	£4,118.33	£6,324.34	£2,206.01	£8,424.34	£7,100.00
Totals:	£11,930.35	£11,666.09	£264.26	£152,905.23	£109,140.17	£125,599.64	£16,459.47	£168,354.28	£170,900.61
Expenditure	Current Month			Annual				Forecast Outturn	2019/20 Budget
	Budget	Actual	Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD		
	Finance, Administration & Remuneration	£4,674.26	£4,003.56	£670.70	£64,263.84	£47,045.27	£50,064.29		
Kings Worthy Community Centre	£831.83	£662.37	£169.46	£15,024.00	£6,557.29	£5,436.88	£1,120.41	£18,957.11	£13,547.85
Planning & Highways	£0.00	£0.00	£0.00	£6,250.00	£3,125.00	£3,881.69	-£756.69	£8,440.78	£7,220.65
Recreation & Amenities	£7,008.26	£7,498.10	-£489.84	£75,893.00	£58,883.87	£57,245.42	£1,638.45	£95,112.47	£75,890.00
Totals:	£12,514.35	£12,164.03	£350.32	£161,430.84	£115,611.43	£116,628.28	£2,002.17	£185,864.94	£164,662.26
Current Position									
Net Surplus / Deficit	-£584.00	-£497.94	£86.06	-£8,525.61	-£6,471.26	£8,971.36	£14,457.30	-£17,510.66	£6,238.35

Balance Sheet - 31st December 2018

Current Assets	
Bank Accounts	
Unity Trust Bank Current Account	£5,472.15
Unity Trust Tailored Deposit Accounts	£70,509.07
Investments/Deposits	
Hampshire Trust Bank Variable (90 day notice)	£69,632.15
United Trust Bank Variable (100 day notice)	£31,500.00
Other	
B4B Procurement Card	£32.48
Debtors	£194.60
Prepayments	£0.00
Total Current Assets:	£177,340.45
Current Liabilities	
Trade Creditors	£3,813.50
Retentions	£1,742.40
Received on Account (inc. Precept)	£34,041.75
PAY Payments Due	£410.60
NI Payments Due	£304.55
Pension Payments Due	£582.03
VAT to be Paid	£30.60
VAT to be Reclaimed	-£3,958.89
Total Current Liabilities:	£36,966.54
Current Assets Minus Liabilities:	£140,373.91
Earmarked Funds in Reserve	
Church Green Reserve	£15,761.49
CIL Reserve	£55,613.91
Total Current Liabilities:	£71,375.40
Net Assets	
Profit & Loss Accounts Brought Forward (from 2017/18)	£20,678.12
General Reserves	£39,349.03
Profit & Loss Year to Date	£8,971.36
Total Net Assets:	£68,998.51

Payment Authorisation Listing - January 2019

Payments previously authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
10/01/2019	FAR	Amazon Business	Stationery	Stationery	£ 41.62	£ -
10/01/2019	R&A	Amazon Business	Water Testing Kit	Maintenance	£ 19.99	£ -
10/01/2019	FAR	Amazon Business	Soap	Cleaning Supplies	£ 10.37	£ -
10/01/2019	FAR	Amazon Business	Office Mobile Phone	Small Office Equipment	£ 119.00	£ -
				Total:	£ 190.98	£ -

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
18/01/2019	R&A	Colour Graphics	Signs	Signs	£ 137.81	£ -
18/01/2019	FAR	EKS Accounting	Payroll services	Accountancy/book keeping/payroll	£ 88.32	£ -
18/01/2019	R&A	Environmental Hygiene Services	7 bus shelters	Shelters	£ 84.00	£ -
18/01/2019	R&A	ID Verde	Dog bin emptying (Oct - Dec 17)	Dog Bins	£ 1,225.22	£ -
18/01/2019	R&A	MRS Services	Memorial bench installation	Seats	£ 804.75	£ -
18/01/2019	R&A	MRS Services	Monthly maintenance services (including Cricket Nets & replacement of 3 posts)	Open Spaces management	£ 1,261.76	£ -
18/01/2019	FAR	Worthys Magazine	Annual subscription	Subscriptions	£ 7.00	£ -
18/01/2019	FAR	Winchester City Council	Rent increase	Rent - Tubbs Hall	£ 70.46	£ -
18/01/2019	FAR	Peter Green	Carpeting of entrance hall	Entrance hall flooring project	£ 1,620.00	£ -
18/01/2019	FAR	Amazon	Stationery	Stationery	£ 59.02	£ -
18/01/2019	R&A	LAL Services	Tree surgery	Trees	£ 15,000.00	£ -
				Total:	£ 20,358.34	£ -

Direct Debits & Standing Orders							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
01/12/2018	FAR	Business Stream	Water - Eversley Park	Water - Eversley Park	£ 45.00	£	-
01/12/2018	FAR	EDF	Gas - Tubbs Hall	Gas - Tubbs Hall	£ 81.00	£	-
27/12/2018	FAR	BIFFA	Waste collection	Waste collection	£ 147.73	£	-
17/12/2018	FAR	TLC	Website maintenance	Website maintenance	£ 20.00	£	-
12/12/2018	FAR	XLN	Telephone and broadband	Internet services	£ 51.54	£	-
17/12/2018	FAR	Sage	Accountancy package	Computer software	£ 64.80	£	-
27/12/2018	R&A	Green Smile	Grounds maintenance	Grounds Maintenance	£ 3,594.00	£	-
10/12/2018	FAR	Rentokil	Pest control	Pest control	£ 76.97	£	-
17/12/2018	FAR	British Gas	Electricity at Tubbs Hall	Electricity Tubbs Hall	£ 110.00	£	-
				Total:	£ 4,191.04	£	-

Remuneration Costs							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
25/01/2019	FAR	C Read	Salary (January)	Clerks' salary	£ 1,390.21	£	-
25/01/2019	FAR	R Hanney	Salary (January)	Clerks' salary	£ 852.30	£	-
19/02/2019	FAR	HMRC	National Insurance (January)	Employee NI	£ 324.15		
19/02/2019	FAR	HMRC	PAYE (January)	Employee PAYE	£ 382.20	£	-
19/02/2019	FAR	Hampshire County Council	Pensions (January)	Employee's Pension	£ 582.03	£	-
19/01/2019	FAR	HMRC	National Insurance (December)	Employee NI	£ 304.55		
19/01/2019	FAR	HMRC	PAYE (December)	Employee PAYE	£ 410.60	£	-
19/01/2019	FAR	Hampshire County Council	Pension (December)	Employee's Pension	£ 582.03	£	-
				Total:	£ 4,828.07	£	-

Procurement Card Payments							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
				Total:	£ -	£	-

Committees:	FAR	Finance, Administration & Remuneration					
	PC	Parish Council					
	P&H	Planning & Highways					
	R&A	Recreation & Amenities					