

## Finance, Administration & Remuneration (FAR) Committee

12th December 2018 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 & S. Newell.
Clerk(s) Present	Richard Hanney
	Christopher Read
Public	0

### F/18/155 - Apologies for absence

Cllr N. McCleery.

### F/18/156 - Public question time

None.

### F/18/157 - To agree and sign the minutes of the meeting held on 14th November 2018

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

### F/18/158 - Matters arising from the meetings held on 14th November 2018

[Sale of Christmas trees on Parish Council land](#) - Due to the unforeseen closure of Fraser Road for resurfacing works, the forecast sales had been lower than expected and thus the company only used the land for one afternoon. It was agreed to not charge the company for this usage.

[Procurement Card](#) - The application forms had been unavailable due to an IT issue with the issuer but this has now been resolved.

### F/18/159 - Proposed new expenditure

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

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

[Recreation & Amenities \(R&A\)](#) - None.

[Communications](#) - None.

[Grants](#) - The Worthy Youth Football Club had asked for a contribution towards the purchase of mobile goals, with a total cost of £1,000.00. It was agreed to grant them £250.00.

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

**F/18/160 - To receive the statement of accounts and management reports for period ended 30th November 2018 with draft budget for 2019/20 (see attached).**

The Clerks gave a presentation of the accounts for the month ending 30th November 2018. The year to date figure showed a surplus of £10,837.00 against a budgeted deficit of £4,074.00.

The Clerk has made the decision to leave the Parish Council in July, with an option to go early if required. It was agreed to increase the salary, pension and National Insurance budgets by £4,500.00 to cover the possibility of a full time Clerk. It was also agreed to add an additional £500.00 for advertisement.

**F/18/161 - Provision of internal audit services**

It was agreed to recommend to Parish Council that we accept the quotation from Company 1, at a cost of £550.00.

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

**F/18/162 - Remuneration & staffing**

It was agreed to pay the Assistant Clerk for 7.25 hours overtime, accrued as a result of the Clerk's absence.

<b>Action:</b>	Pay the above, as agreed.		
<b>Action By:</b>	Clerk	<b>Target Date:</b>	ASAP

**F/18/163 - Tubbs Hall - landlord's responsibilities**

None.

**F/18/164 - Burial Ground capacity**

The Burial Ground capacity analysis is still ongoing but looks to show an approximate capacity of 50% for burials.

**F/18/165 - Procurement Card**

It was agreed for Cllrs Taylor and Anderson to be the programme administrators for the new cards.

**F/18/166 - Legal issues**

**Gate Licences** - It was agreed to obtain a price from our solicitors for the creation of a pro-forma licence.

<b>Action:</b>	Obtain price for the pro-forma licence, as above.		
<b>Action By:</b>	Clerk	<b>Target Date:</b>	ASAP

**41 Ramsay Road** - A cost had been received to draw up a licence for the section of land in contention, at a cost of £500-650.00, dependant on how co-operative the house owner is. It was agreed to proceed with this licence and to seek full recovery of costs from the homeowner.

<b>Action:</b>	Organise licence as above.		
<b>Action By:</b>	Clerk	<b>Target Date:</b>	ASAP

**Parking in Eversley Gardens** - Cllr Gordon reported that football players using Eversley Park are parking in the Eversley Gardens, which is a private road. It was agreed to write to all the football clubs that use Eversley Park to make it clear that this is a private road and parking for users of Eversley Park is not allowed.

<b>Action:</b>	Inform the football clubs of the parking issues, as above.		
<b>Action By:</b>	Clerk	<b>Target Date:</b>	ASAP

**F/18/167 - RFO/Clerk's notices**

**Solar Panels** - Winchester City Council, as landlords, require £255.00 to approve the structural calculations for the proposed alterations. It was agreed to pay this fee.

<b>Action:</b>	Seek approval of the structural calculations, as above.		
<b>Action By:</b>	Clerk	<b>Target Date:</b>	ASAP

**F/18/168 - Chair's notices**

None.

**F/18/169 - Authorise payment listing**

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

It was noted that the National Insurance and pensions contributions are still being calculated and will be circulated to members.

**F/18/170 - Items for discussion at the next Meeting on the 16th January 2019**

None.

Meeting closed 16:07.

<b>Signed:</b>	<b>Date:</b>

## Kings Worthy Parish Council

### Management Accounts for the period ending 30th November 2018

Item/Description	Current Month Budget	Current Month Actual	Current Month Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD	Forecast Outturn	2019/20 Budget
<b>Income</b>									
FAR	£11,401	£12,375	£974	£138,356	£91,969	£106,145	£14,176	£153,190	£157,714
KWCC	£183	£183	£0	£8,249	£3,943	£1,464	<b>-£2,479</b>	£6,740	£6,087
P&H	£0	£0	£0	£0	£0	£0	£0	£0	£0
R&A	£342	£76	<b>-£266</b>	£6,300	£3,778	£6,324	£2,546	£8,424	£7,100
<b>Total:</b>	<b>£11,926</b>	<b>£12,634</b>	<b>£708</b>	<b>£152,905</b>	<b>£99,690</b>	<b>£113,934</b>	<b>£14,244</b>	<b>£168,354</b>	<b>£170,900</b>

<b>Expenditure</b>									
FAR	£4,204	£9,382	<b>-£5,178</b>	£64,264	£42,956	£46,355	<b>-£3,398</b>	£63,355	£68,004
KWCC	£736	£367	£369	£15,024	£5,727	£4,665	£1,062	£18,957	£13,548
P&H	£0	£2,743	<b>-£2,743</b>	£6,250	£3,125	£2,743	£382	£8,441	£7,221
R&A	£12,007	£3,340	£8,667	£75,893	£51,956	£49,334	£2,622	£95,112	£75,890
<b>Total:</b>	<b>£16,946</b>	<b>£15,831</b>	<b>£1,115</b>	<b>£161,431</b>	<b>£103,764</b>	<b>£103,096</b>	<b>£668</b>	<b>£185,865</b>	<b>£164,662</b>

<b>Current Position</b>									
<b>Net Surplus / Deficit</b>	<b>-£5,020</b>	<b>-£3,197</b>	<b>£1,824</b>	<b>-£8,526</b>	<b>-£4,074</b>	<b>£10,837</b>	<b>£14,911</b>	<b>-£17,511</b>	<b>£6,238</b>

#### Balance Sheet - Period ending 30th November 2018

<b>Current Assets</b>	
<b>Bank accounts</b>	
Unity Trust current account	£ 5,655
Unity Trust tailored deposit account	£ 85,403
<b>Investments/Deposits</b>	
Hampshire Trust Bank variable deposit (90 day notice)	£ 69,632
United Trust Bank variable deposit (100 day notice)	£ 31,500
<b>Other</b>	
Procurement card (**** * 2261)	£ 32
Debtors control account	£ 1,200
Prepayments	£ -
<b>Total:</b>	<b>£ 193,423</b>
<b>Current Liabilities (inc. Precept received in advance)</b>	<b>£ 52,551</b>
<b>Current Assets minus Liabilities</b>	<b>£ 140,872</b>
<b>Earmarked Funds in Reserve</b>	
Church Green fund	£ 16,061
CIL Reserve	£ 55,614
<b>Total:</b>	<b>£ 71,675</b>
<b>Net Assets</b>	
Profit & loss account brought forward	£ 20,678
General reserves	£ 39,050
Profit & loss year to date	£ 9,469
<b>Total:</b>	<b>£ 69,197</b>

## Payment Authorisation Listing - December 2018

Payments previously authorised							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
None.							
				<b>Total:</b>	£ -	£ -	
Payments to be authorised							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
16/12/2018	FAR	Worthys Conservation Volunteers	Grant for insurance and replacement of old tools	Grants	£ 300.00	£ -	
16/12/2018	FAR	Victim Support	Grant	Grants	£ 200.00		
16/12/2018	FAR	Citizens Advice	Grant	Grants	£ 1,000.00		
16/12/2018	FAR	Kings Worthy Guiding	Grant for new programme resourcing	Grants	£ 860.20		
16/12/2018	R&A	Worthys Community Shed	hedgehog houses	Open Spaces management	£ 51.00		
16/12/2018	R&A THMC	MRS Services	monthly maintenance and down pipes at Tubbs Hall	Open Spaces management	327.25 390.42		
16/12/2018	P&H	Hampshire County Council	Street lighting	street lighting	£ 3,291.24		
16/12/2018	THMC	Hampshire County Council	cleaning supplies	cleaning supplies	£ 135.88		
16/12/2018	THMC	Hampshire PAT Testing	PAT testing	Electrical & PAT testing	£ 131.28		
16/12/2018	R&A	Environmental Hygiene Services	3 bus shelters	Shelters	£ 36.00		
16/12/2018	R&A	Equip4work	cupboards and shelving for office	Office - capital expenditure	£ 1,574.40		
16/12/2018	R&A	Southern Testing	Eversley Park footpath survey	Grounds Maintenance	£ 1,638.24		
16/12/2018	FAR	GeoXphere	Parish on line subscription	subscriptions to professional bodies	£ 180.00		
16/12/2018	FAR	SLCC	annual membership	subscriptions to professional bodies	£ 156.00		
				<b>Total:</b>	£ 5,838.32	£ -	

Direct debits & standing orders

**Direct debits & standing orders**

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
01/11/2018	R&A	Business Stream	water rates Eversley Park	Water - Eversley Park	£ 9.76	
01/11/2018	THMC	Business Stream	water rates Eversley Park	Water - Tubbs Hall	£ 45.00	
01/11/2018	THMC	EDF	gas Tubbs Hall	gas Tubbs Hall	£ 81.00	
09/11/2018	THMC	Freeola	website/email service	website maintenance	£ 61.98	
15/11/2005	THMC	TLC	website service	website maintenance	£ 20.00	
16/11/2018	FAR	Sage	accountancy package	computer software	£ 64.80	
27/11/2018	R&A	Green Smile	grounds maintenace	Grounds Maintenace	£ 3,594.00	
30/11/2018	FAR	Plusnet	telephone	telephones and broadband	£ 46.92	
14/11/2018	THMC	British Gas	Electricity at Tubbs Hall	electricity Tubbs Hall	£ 127.08	
				<b>Total:</b>	<b>£ 4,050.54</b>	<b>£ -</b>

**Salary costs**

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
21/12/2018	FAR	C Read	Salary December 18	Clerks' salary	£ 1,339.06	£ -
21/12/2018	FAR	A Reeves	Salary December 18	Clerks' salary	£ 175.01	£ -
21/12/2018	FAR	R Hanney	Salary December 18	Clerks' salary	£ 852.30	£ -
21/12/2018	FAR	HMRC	National Insurance November	Employee NI	£ 499.34	£ -
21/12/2018	FAR	HMRC	PAYE November	Employee PAYE	£ 671.75	£ -
21/12/2018	FAR	Hampshire County Council	Pension November	Employer's Pension	£ 582.03	£ -
				<b>Total:</b>	<b>£ 4,971.79</b>	<b>£ -</b>

**Payments from Procurement Cards**

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
				<b>Total:</b>	<b>£ -</b>	<b>£ -</b>

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