

## Kings Worthy Parish Council

Minutes of the Finance, Administration & Remuneration committee meeting  
held on Wednesday, 15 May 2019 at 14:15 in  
Kings Worthy Community Centre, Fraser Road, Kings Worthy

Chair of the meeting:	Clerk(s):
Cllr Martin Taylor	Lucia Foster-Found Christopher Read

Attendees:		
Cllr Tracey Anderson	Cllr Ian Gordon	Cllr Stewart Newell

Members of the public:	None.
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### F/19/58 – Public question time

None.

### F/19/59 – Agree and sign the minutes of the meeting held on the 10 April 2019

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

### F/19/60 – Matter arising from the meeting held on the 10 April 2019

[Door sensors](#) – It has been confirmed that these will be on the annual inspection

[Assistant Clerk remuneration](#) – Clerk to check if Lucia Foster-Found had official offer letter from Sarah

[Community Court](#) –Chris Read has asked Police for an update

### P/19/61 – Proposed new expenditure for Finance approval

#### [Recreation and Amenities \(R&A\)](#)

R&A have requested £190.00 to remove barbed wire fence on Church Lane. All agreed.

Action	To be actioned by:	Target date:
Inform R&A to proceed with fence removal.	Clerk	ASAP

[Recreation and Amenities \(R&A\)](#) – Grave levelling of 19 graves. There are two options:

- Take off the excess spoil and deposit it on site with the grass clippings. Then re-seed the surface. £50.00 per grave; total cost £950.00.
- Take off the excess spoil and hire skip in which to put the excess spoil. Then re-seed the surface. £57.95 per grave; total cost £1101.00.

Committee agreed to authorise the skip included option so that R&A can decide if they would like to do all of the graves at once (including those within the 2-year deadline), or do half now and half at some future date.

Action	To be actioned by:	Target date:
Inform R&A that the upper level budget is approved for their decision.	Clerk	ASAP

**Recreation and Amenities (R&A)** – Water fountain – water coming out of the drinking fountain is initially warm due to the proximity of the cold and hot water pipes within Tubbs Hall. This may lead to health and safety issues. There are two proposed options to combat this:

- Lag the adjacent pipes in Tubbs Hall.
- Run a new pipe directly from the water fountain to the mains, bypassing close contact with hot water pipes.

It was decided to lag the pipes in the first instance and gauge the result.

Action	To be actioned by:	Target date:
Appoint Maintenance to lag the pipes.	Clerk	ASAP

**Finance, Administration & Remuneration (FAR)** – None

**Communications** – None

**Grants** – None

### **F/19/62 – To receive the statement of accounts and management reports for period ended the 30 April 2019 (see attached)**

The Clerk gave a presentation of the accounts for the month ending 30 April 2019. (See attached.)

Chair asked if there could be a breakdown on what is spent using Parish Council's Community Infrastructure Levy funds (CIL). Clerk informed the committee that he is now required to produce a CIL report in any event and will make that available to Committee.

Clerk pointed out that the Budget phasing is now based around when the figures come in and go out according to last year's activity which will give a more authentic snapshot.

It was noted that CIL income for this financial year should be an increase on last, due to the number of developments passed and proposed.

Chair requested sub-totals to the Current Assets section for convenience.

Action	To be actioned by:	Target date:
Clerk to sub-total Current Assets section.	Clerk	13/06/2019

### F/19/63 – Remuneration & Staffing

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It was agreed to add Lucia Foster-Found to Unity Trust banking system.  
Ian Gordon volunteered to become co-signatory on United Trust Bank.

### F/19/64 – Tubbs Hall landlord's responsibilities

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The out of order disabled toilet was discussed – especially in light of the users of the hall with Parkinson's disease. Maintenance are aware and will be encouraged to repair/replace as appropriate ASAP.

### F/19/65 – Legal issues including licences

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**HAB** – A meeting has taken place and there is an on-site meeting on 21<sup>st</sup> May at 14:30 with KWPC Councillors and Cllr Jackie Porter. They will raise the meadow cutting issue.

### F/19/66 – RFO/Clerk's Notices

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None.

### F/19/67 – Chairman's Notices

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Chairman is planning to go to the Hampshire Pension Fund Workshop. Clerk will also attend.

### F/19/68 – Authorise Payments Listing

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A copy of the payment listing was presented to members and approved for payment. (See attached.)

### F/19/69 – Items for discussion at the next meeting on the 12 June 2019

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**Newsletter Delivery** – Investigate costs for a Royal Mail delivery service and for paid hand delivery  
Cllr Anderson suggested that we recruit the help of those to whom the KWPC award grants as they may be willing to help.

Action	To be actioned by:	Target date:
Investigate Newsletter delivery costs.	Clerk	12/06/2019

**Meeting Closed:** 15:37

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Signed:

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Date:

## Management Accounts for the period ending 30th April 2019

<b>Income</b>	Current Month			2019/20 Financial Year			
	Budget	Actual	Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Finance, Administration & Remuneration (inc. CIL receipts)	£13,007.83	£12,881.60	(£126.23)	£195,011.90	£13,007.83	£12,881.60	(£126.23)
Kings Worthy Community Centre	£183.00	£183.00	£0.00	£6,086.71	£183.00	£183.00	£0.00
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£219.32	£0.00	(£219.32)	£7,100.00	£219.32	£0.00	(£219.32)
<b>Totals:</b>	<b>£13,410.15</b>	<b>£13,064.60</b>	<b>-£345.55</b>	<b>£208,198.61</b>	<b>£13,410.15</b>	<b>£13,064.60</b>	<b>-£345.55</b>
<b>Revised Totals (excluding CIL receipts):</b>	<b>£13,410.15</b>	<b>£13,064.60</b>	<b>-£345.55</b>	<b>£170,198.61</b>	<b>£13,007.83</b>	<b>£13,064.60</b>	<b>£56.77</b>
<b>Expenditure</b>	Current Month			2019/20 Financial Year			
	Budget	Actual	Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Finance, Administration & Remuneration	£8,636.83	£7,559.91	£1,076.92	£67,328.76	£8,636.83	£7,559.91	£1,076.92
Kings Worthy Community Centre	£987.21	£1,510.96	(£523.75)	£15,680.45	£980.13	£1,510.96	(£530.83)
Planning & Highways	£0.00	£0.00	£0.00	£6,750.00	£0.00	£0.00	£0.00
Recreation & Amenities	£3,352.08	£3,307.62	£44.46	£88,300.00	£3,352.08	£3,307.62	£44.46
<b>Totals:</b>	<b>£12,976.13</b>	<b>£12,378.49</b>	<b>£597.64</b>	<b>£178,059.21</b>	<b>£12,969.04</b>	<b>£12,378.49</b>	<b>£590.55</b>
Current Position							
<b>Net Surplus / Deficit</b>	<b>£434.02</b>	<b>£686.11</b>	<b>£252.09</b>	<b>(£7,860.60)</b>	<b>£38.79</b>	<b>£686.11</b>	<b>£647.32</b>
Balance Sheet - 30th April 2019							
Current Assets							
Bank Accounts							
Unity Trust Bank Current Account	£10,033.14						
Unity Trust Tailored Deposit Account	£71,691.49						
<b>Sub-Total:</b>	<b>£81,724.63</b>						
Investments/Deposits							
Hampshire Trust Bank Variable (90 day notice)	£69,632.15						
United Trust Bank Variable (100 day notice)	£31,500.00						
<b>Sub-Total:</b>	<b>£101,132.15</b>						
Other							
B4B Procurement Card	£49.79						
Debtors	£3,190.50						
Prepayments	£0.00						
<b>Sub-Total:</b>	<b>£3,240.29</b>						
<b>Total Current Assets:</b>	<b>£186,097.07</b>						
Current Liabilities							
Trade Creditors	£3,092.24						
Retentions	£377.20						
Received on Account (inc. Precept)	£64,297.90						
PAYE Payments Due	£251.40						
NI Payments Due	£309.78						
Pension Payments Due	£631.02						
VAT to be Paid	£0.00						
VAT to be Reclaimed	(£794.04)						
VAT that has been Reclaimed but not received	(£3,985.75)						
<b>Total Current Liabilities:</b>	<b>£64,179.75</b>						
<b>Current Assets Minus Liabilities:</b>	<b>£121,917.32</b>						
Earmarked Funds in Reserve							
Church Green Reserve	£14,563.49						
CIL Reserve	£45,836.29						
<b>Total Current Liabilities:</b>	<b>£60,399.78</b>						
Net Assets							
Profit & Loss Accounts Brought Forward	£20,284.40						
General Reserves	£40,547.03						
Profit & Loss Year to Date	<b>£686.11</b>						
<b>Total Net Assets:</b>	<b>£61,517.54</b>						

## Payment Authorisation Listing - May 2019

### Payments previously authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
24/04/2019	R&A	Inspirascapes	Landscaping works to Kim Bishop Walk (Deposit)	CIL Projects (R&A)	£ 2,887.75	£ -
<b>Total:</b>					<b>£ 2,887.75</b>	<b>£ -</b>

### Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
01/04/2019	FAR	Hampshire County Council	Cleaning supplies	Cleaning Supplies	£ 91.10	£ -
07/04/2019	FAR	Hampshire Association of Local Councils	HR consultancy service (2019/20)	Subscriptions to Professional Bodies	£ 180.00	£ -
09/04/2019	FAR	Hampshire Association of Local Councils	HALC affiliation fee and NALC levy (2019/20)	Subscriptions to Professional Bodies	£ 888.00	£ -
11/04/2019	FAR	Winchester City Council	Lease for Kings Worthy Community Centre	Rent	£ 354.00	£ -
15/04/2019	FAR	Worthys Conservation Volunteers	Grant towards doormouse boxes and public liability insurance	Grants to Village Organisations	£ 250.00	£ -
15/04/2019	R&A	WEL Medical	Replacement parts to repair AED cabinet	Defibrillators	£ 121.94	£ -
18/04/2019	R&A	Environmental Hygiene Services	Cleaning of 3x bus shelters	Shelters	£ 36.00	£ -
30/04/2019	FAR	EKS Accounting	Payroll services for Jan - Mar 19	Accountancy, Book-keeping and Payroll	£ 121.20	£ -
08/05/2019	R&A	Inspirascapes	Landscaping works to Kim Bishop Walk (remainder)	CIL Projects (R&A)	£ 6,353.05	£ -
09/05/2019	FAR	Culverlands	Printing of 2200 newsletters	Leaflets & Publications	£ 577.00	£ -
<b>Total:</b>					<b>£ 8,972.29</b>	<b>£ -</b>

### Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
01/04/2019	FAR	EDF Energy	Gas -Tubbs Hall	Gas	£ 85.00	£ -
05/04/2019	FAR	Business Stream	Water - Tubbs Hall	Water	£ 132.00	£ -
12/04/2019	FAR	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£ 49.92	£ -
12/04/2019	FAR	Sharp Business System	Copier rental and copying charges	Equipment rental / Printing	£ 206.80	£ -
15/04/2019	FAR	British Gas Lite	Electricity - Tubbs Hall	Electricity	£ 96.66	£ -
15/04/2019	FAR	Winchester City Council	Business rates	Business rates	£ 59.51	£ -
15/04/2019	FAR	TLC Online	Website maintenance	Website/Email Expenses	£ 20.00	£ -
16/04/2019	FAR	Lloyds Bank PLC	Service charge for procurement cards	Bank Charges and Interest	£ 6.18	£ -
16/04/2019	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£ 24.00	£ -
29/04/2019	R&A	Green Smile Ltd	Grounds maintenance service	Grounds maintenance	£ 3,594.00	£ -
<b>Total:</b>					<b>£ 4,274.07</b>	<b>£ -</b>

### Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
25/04/2019	FAR	C Read	Salary	Employee Wages and Salaries	£ 1,373.17	£ -
25/04/2019	FAR	R Hanney	Salary	Employee Wages and Salaries	£ 985.35	£ -
17/05/2019	FAR	HMRC	National Insurance	Employee NI	£ 309.78	£ -
17/05/2019	FAR	HMRC	PAYE	Employee PAYE	£ 251.40	£ -
17/05/2019	FAR	Hampshire County Council	Pensions	Employee's Pension	£ 631.02	£ -
<b>Total:</b>					<b>£ 3,550.72</b>	<b>£ -</b>

### Procurement Card Payments

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

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