

## Kings Worthy Parish Council

**Minutes of the Finance, Administration & Remuneration committee meeting  
held on Tuesday, 10 December 2019 at 09:30 in  
Kings Worthy Community Centre, Fraser Road, Kings Worthy**

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

Attendees:	Apologies:
Cllr Stewart Newell, Cllr Ian Gordon, Cllr Emily Fish	Cllr Ian Gordon

Members of the public:	None.
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### F/19/134 – Public question time

None.

### F/19/135 – Agree and sign the minutes of the meeting held on the 12 November 2019

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

### F/19/136 – Matters arising from the meeting held on the 12 November 2019

**New photocopier contact** – Due to issues with the existing supplier, the new contract will be starting from the 1<sup>st</sup> March 2020.

**Saturday rugby on Church Green** – It was agreed to send this item to Recreation & Amenities committee to be investigated.

### F/19/137 – Proposed new expenditure for Finance approval

Planning and Highways (P&H) – None.

Finance, Administration & Remuneration (FAR) –

**VAT advice** – It was agreed to accept a quotation for VAT advice from Parkinson Partnership LLP, at a cost of £600.00.

Action	To be actioned by:	Target date:
Proceed with the advice as above.	Clerks	ASAP

**Front door auto closer** – It was agreed to accept the quotation from Croma Security for the repair to the front door auto closer at a cost of £1,115.60, subject to confirmation this work is not covered under any warranties.

Action	To be actioned by:	Target date:
Proceed with the work as above.	Clerks	ASAP

**Window in the Parish Office** – It was agreed to proceed with the installation of a PVC window to replace the current single pane sliding window, with a budget of £250.00.

Action	To be actioned by:	Target date:
Proceed with the work as above.	Clerks	ASAP

**Recreation and Amenities (R&A)** – None.

**Communications** – It was agreed to proceed with the quotation for printing of the newsletters at a cost of £577.00.

Action	To be actioned by:	Target date:
Proceed with the printing as above.	Clerks	ASAP

**Grants** – None.

### **F/19/138 – To receive the statement of accounts and management reports for period ended 30<sup>th</sup> November 2019 (see attached)**

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The Clerk/RFO gave a presentation of the accounts for the month ending 30<sup>th</sup> November 2019. It was agreed to transfer the funds currently held in the 100-day deposit into a 30-day deposit with Hampshire Trust Bank, to give more flexibility.

Action	To be actioned by:	Target date:
Proceed with the opening of the deposit as above.	Clerks	ASAP

**The Assistant Clerk arrived at this point.**

### **F/19/139 – Forecast Outturn for 2020/21 and Budget for 2020/21 (see attached)**

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The Clerk presented these figures and members agreed these as a draft, including the potential precept increase which will be passed on to Winchester City Council (WCC). The final budget and precept requirement will be agreed at the January Parish Council meeting, and subsequently finalised with WCC.

### **F/19/140 – Remuneration and Staffing**

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A pay proposal will be put to Parish Council in January.

### **F/19/141 – Tubbs Hall Landlord's Responsibilities**

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**VAT for Tubbs Hall** – See above.

## F/19/142 – Legal issues

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**Ramsay Road** – Councillors agreed to seeking estimated legal costs for advice on how best to resolve the issue of the strip of Parish Council land that has been appropriated.

Action	To be actioned by:	Target date:
Seek approximate legal costs as above.	Clerk	ASAP

## F/19/143 – RFO/Clerk’s Notices

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None.

## F/19/144 – Chairman’s Notices

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None.

## F/19/145 – Authorise Payments Listing (see attached).

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Payments authorised.

## F/19/146 – Items for discussion at the next meeting on the 14 January 2020

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None.

<b>Meeting Closed:</b>	11:07
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**Signed:**

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**Date:**

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

<b>Income</b>	Current Month			2019/20 Financial Year				2019/20	2020/21
	Budget	Actual	Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD	Income Outturn	Income Budget
Finance, Administration & Remuneration (inc. CIL receipts)	£13,139.65	£13,239.36	£99.71	£195,011.90	£124,177.07	£105,172.35	-£19,004.72	£165,631.24	£204,271.02
Kings Worthy Community Centre	£1,479.90	£183.00	£1,296.90	£6,086.71	£4,057.81	£1,464.00	-£2,593.81	£5,366.10	£4,333.00
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£352.60	£0.00	-£352.60	£7,100.00	£4,322.20	£3,016.88	-£1,305.32	£5,954.12	£6,060.00
<b>Totals:</b>	<b>£14,972.16</b>	<b>£13,422.36</b>	<b>£1,044.01</b>	<b>£208,198.61</b>	<b>£132,557.08</b>	<b>£109,653.23</b>	<b>-£22,903.85</b>	<b>£176,951.45</b>	<b>£214,664.02</b>
<b>Revised Totals (excluding CIL receipts):</b>	<b>£14,972.16</b>	<b>£13,422.36</b>	<b>-£1,549.80</b>	<b>£170,198.61</b>	<b>£113,557.08</b>	<b>£109,653.23</b>	<b>-£3,903.85</b>	<b>£168,734.81</b>	<b>£167,558.00</b>

  

<b>Expenditure</b>	Current Month			2019/20 Financial Year				2019/20	2020-21
	Budget	Actual	Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD	Expenditure Outturn	Budget Outturn
Finance, Administration & Remuneration	£5,357.93	£4,455.22	£902.71	£67,328.76	£48,564.85	£47,734.72	£830.13	£67,842.00	£69,241.24
Kings Worthy Community Centre	£850.89	£158.52	£692.37	£15,680.45	£8,494.66	£7,290.34	£1,204.32	£8,508.60	£9,410.00
Planning & Highways	£3,028.79	£0.00	£3,028.79	£6,750.00	£3,028.79	£2,852.41	£176.38	£6,352.32	£6,500.00
Recreation & Amenities	£3,143.46	£3,541.65	-£398.19	£88,300.00	£45,947.69	£35,605.57	£10,342.12	£82,610.76	£79,894.00
<b>Totals:</b>	<b>£12,381.07</b>	<b>£8,155.39</b>	<b>£4,225.68</b>	<b>£178,059.21</b>	<b>£106,035.99</b>	<b>£93,483.04</b>	<b>£12,552.95</b>	<b>£165,313.68</b>	<b>£165,045.24</b>

  

Current Position									
<b>Net Surplus / Deficit</b>	<b>£2,591.09</b>	<b>£5,266.97</b>	<b>£2,675.88</b>	<b>-£7,860.60</b>	<b>£7,521.09</b>	<b>£16,170.19</b>	<b>£8,649.10</b>	<b>£3,421.13</b>	<b>£2,512.76</b>
								£7,860.00	£10,000.00
Transfers into ringfenced 15 year play area maintenance fund									
								<b>-£4,438.87</b>	<b>-£7,487.24</b>
Revised position (including transfers above)									

### Precept Calculator (2020/21)

<b>Total Income (Exc. Precept)</b>	<b>£ 13,243.00</b>
<b>Total Expenditure + Transfers</b>	<b>£ 165,045.24</b>
<b>Total Transfers to ringfenced funds</b>	<b>£ 10,000.00</b>
<b>Precept requirement</b>	<b>£ 161,802.24</b>
<b>Increase</b>	<b>£ 7,487.24</b>

## Balance Sheet - 30th November 2019

Current Assets	
Bank Accounts	
Unity Trust Bank Current Account	£13,027.99
Unity Trust Tailored Deposit Account	£58,884.72
<b>Sub-Total:</b>	<b>£71,912.71</b>
Investments/Deposits	
Hampshire Trust Bank Variable (90 day notice)	£69,632.15
United Trust Bank Variable (100 day notice)	£31,945.32
<b>Sub-Total:</b>	<b>£101,577.47</b>
Other	
B4B Procurement Card	£23.37
Debtors	£535.75
Prepayments	£0.00
<b>Sub-Total:</b>	<b>£559.12</b>
<b>Total Current Assets:</b>	<b>£174,049.30</b>
Current Liabilities	
Trade Creditors	£758.84
Retentions	£377.20
Received on Account (inc. Precept)	£51,438.32
PAYE Payments Due	£181.20
NI Payments Due	£394.74
Pension Payments Due	£920.10
VAT to be Paid	£47.01
VAT to be Reclaimed	(£2,293.03)
VAT that has been Reclaimed but not received	£0.00
<b>Total Current Liabilities:</b>	<b>£51,824.38</b>
<b>Current Assets Minus Liabilities:</b>	<b>£122,224.92</b>
Earmarked Funds in Reserve	
Church Green Reserve	£12,466.99
CIL Reserve	£30,659.81
<b>Total Current Liabilities:</b>	<b>£43,126.80</b>
Net Assets	
Profit & Loss Accounts Brought Forward	£20,284.40
General Reserves	£42,643.53
Profit & Loss Year to Date	<b>£16,170.19</b>
<b>Total Net Assets:</b>	<b>£79,098.12</b>

## Payment Authorisation Listing - December 2019

Payments previously authorised							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
				<b>Total:</b>	£ -	£ -	
Payments to be authorised							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
01/11/2019	FAR	Box-it UK Ltd	Administration charge	Document Storage	£ 6.00	£ -	
07/11/2019	FAR	Hampshire Association of Local Councils	Appraisals training course	Staff & Councillor Training	£ 54.00	£ -	
16/11/2019	FAR	Parish Online	Mapping software annual subscription	Computer Software	£ 180.00	£ -	
19/11/2019	FAR (KWCC)	Discounted Cleaning Supplies Ltd	200x Clear refuse bags	Cleaning Supplies	£ 12.99	£ -	
19/11/2019	FAR (KWCC) / FAR	Amazon EU	LED spotlight bulb, labels and calculator	Electrical infrastructure & PAT testing / Printing / Small Office Equipment (under £100)	£ 25.94	£ -	
19/11/2019	P&H	Stocksigns Ltd	Battery charger for speed sign	CIL Projects (P&H)	£ 81.90	£ -	
20/11/2019	FAR	Bridge The Water Ltd	Tub of coffee	Miscellaneous Expenditure	£ 16.85	£ -	
20/11/2019	FAR	Viking Payments	Stamps, notepads and letter trays	Postage / Stationery / Miscellaneous Expenditure	£ 98.72	£ -	
20/11/2019	FAR	CSS Total Security Ltd	Call out to investigate problem with front door closer	External Doors	£ 96.00	£ -	
22/11/2019	FAR	Box-it UK Ltd	Storage (01/04/19 - 30/06/19)	Document Storage	£ 39.62	£ -	
22/11/2019	R&A	Tom Fisher Tree Care	Cut back trees at 2 Wesley Road	Tree Works	£ 600.00	£ -	
28/11/2019	R&A	Environmental Hygiene Services	3x Sanitising bus shelters	Shelters	£ 36.00	£ -	
29/11/2019	FAR	Viking Payments	Shredder oil, stationery, paper, cloths and cable ties	Stationery / Printing / Miscellaneous Expenditure	£ 32.34	£ -	
30/11/2019	FAR (KWCC)	Hampshire County Council	Toilets cleaner, toilet rolls, batteries, washin up bowl, mop buckets, sweeper and broomhead	Cleaning Supplies	£ 91.10	£ -	
30/11/2019	FAR	PCC of Kings Worthy	Parish magazine subscriptions	Subscriptions	£ 7.00	£ -	
To be authorised and processed on Sage in December							
01/12/2019	FAR	Victim Support	Grant for the purchase of security items	Grants to Village Organisations	£ 200.00	£ -	
02/12/2019	FAR	Christopher Read	Milk	Travel & Subsistence	£ 6.99	£ -	
03/12/2019	R&A	Tom Fisher Tree Care	Cut away branches by entrance to Hinton Park giving 2m vehicle access	Tree Works	£ 216.00	£ -	
04/12/2019	R&A	Defibshop	Replacement defibrillator pads for all units	Defibrillators	£ 475.20	£ -	
09/12/2019	FAR	Clr Mandy Hallisey	Refreshments for December litter pick	Events	£ 17.10	£ -	
				<b>Total (all):</b>	£ 2,293.75	£ -	
Direct Debits & Standing Orders							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
01/11/2019	FAR (KWCC)	EDF Energy	Gas -Tubbs Hall	Gas	£ 85.00	£ -	
01/11/2019	R&A	Business Stream	Water - Tubbs Hall	Water	£ 10.65	£ -	
08/11/2019	FAR	Freeola Ltd	Website & email hosting	Website/Email Expenses	£ 62.91	£ -	
12/11/2019	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£ 57.77	£ -	
15/11/2019	FAR (KWCC)	British Gas Lite	Electricity - Tubbs Hall	Electricity	£ 76.60	£ -	
15/11/2019	FAR	TLC Online	Website maintenance services	Website/Email Expenses	£ 20.00	£ -	
18/11/2019	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£ 26.40	£ -	
18/11/2019	FAR	Lloyds Bank Plc	Monthly card charges	Bank Charges and Interest	£ 6.00	£ -	
27/11/2019	R&A	Green Smile Ltd	Grounds maintenance service	Grounds maintenance	£ 3,594.00	£ -	
				<b>Total:</b>	£ 3,939.33	£ -	

Remuneration Costs							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
25/12/2019	FAR	C Read	Salary	Employee Wages and Salaries	£ 1,603.35	£ -	-
25/12/2019	FAR	Lucia Foster Found	Salary	Employee Wages and Salaries	£ 815.34	£ -	-
19/12/2019	FAR	HMRC	National Insurance	NI	£ 395.74	£ -	-
19/12/2019	FAR	HMRC	PAYE	PAYE	£ 181.00	£ -	-
19/12/2019	FAR	Hampshire County Council	Pensions	Pensions	£ 920.10	£ -	-
				<b>Total:</b>	<b>£ 3,915.53</b>	<b>£ -</b>	-

Procurement Card Payments (Total includes transaction fees)							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
04/11/2019	FAR	Royal British Legion Poppy Appeal	Remembrance wreaths	Miscellaneous Expenditure	£ 34.00	£ -	-
04/11/2019	FAR	HM Land Registry	Land registry search	Legal & Professional Fees	£ 3.00	£ -	-
04/11/2019	FAR (KWCC)	CSS Total Security Ltd	2x keys for the bin store	Fire Safety	£ 9.20	£ -	-
04/11/2019	FAR	Springvale Stores	Disinfectant for drinking fountain	Miscellaneous Expenditure	£ 1.69	£ -	-
04/11/2019	FAR	Springvale Stores	Office stationery	Office stationery	£ 3.79	£ -	-
				<b>Total:</b>	<b>£ 51.68</b>	<b>£ -</b>	-

<b>Committees:</b>	FAR	Finance, Administration & Remuneration (KWCC= Kings Worthy Community Centre)					
	PC	Parish Council					
	P&H	Planning & Highways					
	R&A	Recreation & Amenities					