

Kings Worthy Parish Council

Minutes of the Finance, Administration & Remuneration committee meeting
held on Wednesday, 10 July 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/19/70 – Election of Chair

Cllr Martin Taylor was proposed by Cllr Ian Gordon and seconded by Cllr Tracey Anderson. Cllr Taylor was elected unanimously by show of hands.

F/19/71 – Election of Vice-Chair

Cllr Stewart Newell was proposed by Cllr Martin Taylor and seconded by Cllr Tracey Anderson. Cllr Newell was elected unanimously by show of hands.

F/19/72 – Public question time

None.

F/19/73 – Agree and sign the minutes of the meeting held on the 15 May 2019

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

F/19/74 – Matter arising from the meeting held on the 10 April 2019

Door sensors – This work has now been completed.

Assistant Clerk remuneration – An official letter had been issued at the time of employment.

Community Court – No further update.

P/19/75 – Proposed new expenditure for Finance approval

Planning and Highways (P&H) – None.

Recreation and Amenities (R&A) – None.

Finance, Administration & Remuneration (FAR) – None.

Communications – None

Grants – A card had been received from Rainbows thanking the Parish Council for the recent grant.

Grants – A grant request had been received from the Jubilee Hall committee for assistance towards the cost refurbishing the toilets. A grant of £1,000 had been requested against a total cost of approximately £10,000.00.

Due to a limited grants budget remaining for this year it was agreed to recommend a grant of £400.00 payable on the receipt of invoices.

Action	To be actioned by:	Target date:
Send the above grant to Parish Council for ratification.	Clerk	15/07/2019

Grants – A grant request had been received from Kings Worthy Preschool for assistance towards the cost of improvements to their facilities and equipment. A grant of £2,500 had been requested against a total cost of £7,724.00.

Due to a limited grants budget remaining for this year it was agreed to recommend a grant of £190.00 to cover the cost of an electronic tablet.

Action	To be actioned by:	Target date:
Send the above grant to Parish Council for ratification.	Clerk	15/07/2019

It was agreed to investigate the possibility of a quarterly budget for grants in the 2020/21 financial year.

F/19/76 – To receive the statement of accounts and management reports for period ended the 30 June 2019 (see attached)

The Clerk/RFO gave a presentation of the accounts for the month ending 30 June 2019.

A new graphical summary had been produced to interpret the figures into a clearer format.

Thanks were expressed to the Clerk/RFO for work on the revised management report.

F/19/77 – Internal audit report 2019 (see attached)

A copy of this report had been sent to all Parish Councillors. The Clerk/RFO noted that another discount had been received for exemplary records.

As per the Auditor's recommendation, the delegated authority limit was reviewed and it was agreed to raise the procurement card limit for both Clerks to £200.00 each.

F/19/78 – Review of Privacy, Data Protection and Retention policies

This item was deferred until the next committee meeting.

F/19/79 – Review of Privacy, Data Protection and Retention policies

None.

F/19/80 – Remuneration & Staffing

None.

F/19/81 – Tubbs Hall landlord's responsibilities

Hot water boiler in the Kitchen – This is currently broken and the repair costs are being investigated. If the cost of repair is high, then a replacement cost is to be investigated.

It was also agreed to obtain updated costings on a potential water softener.

Action	To be actioned by:	Target date:
Investigate costs as above.	Clerk	ASAP

F/19/82 – Legal issues including licences

41 Ramsay Road – A response is awaited.

F/19/83 – Clerk/RFO's Notices

The Clerk/RFO and members expressed their thanks to the Assistant Clerk for the great job she did whilst the Clerk/RFO was away.

F/19/84 – Chair's Notices

Pensions – Unfortunately the pensions workshop was full but a bulletin had been distributed by HALC. They advised that we may wish to seek advice on the pension scheme and the potential changes proposed.

It was agreed to obtain advice from a professional organisation; HALC are to be asked to recommend a company.

Action	To be actioned by:	Target date:
Obtain a price for pensions advice, as above.	Clerk	14/08/2019

F/19/85 – Authorise Payments Listing

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

F/19/86 – Items for discussion at the next meeting on the 14 August 2019

Pension advice

Meeting Closed:

15:56

Signed:

Date:

Management Accounts for the period ending 30th June 2019

Income	Current Month			2019/20 Financial Year			
	Budget	Actual	Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Finance, Administration & Remuneration (inc. CIL receipts)	£13,050.76	£12,324.06	(£726.70)	£195,011.90	£39,193.38	£39,908.92	£715.54
Kings Worthy Community Centre	£183.00	£183.00	£0.00	£6,086.71	£549.00	£549.00	£0.00
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£1,372.55	£910.00	(£462.55)	£7,100.00	£1,742.96	£1,500.00	(£242.96)
Totals:	£14,606.30	£13,417.06	-£1,189.24	£208,198.61	£41,485.33	£41,957.92	£472.59
Revised Totals (excluding CIL receipts):	£14,606.30	£13,417.06	-£1,189.24	£170,198.61	£41,485.33	£41,957.92	£472.59

Expenditure	Current Month			2019/20 Financial Year			
	Budget	Actual	Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Finance, Administration & Remuneration	£4,985.04	£5,275.38	(£290.34)	£67,328.76	£19,394.93	£18,531.79	£863.14
Kings Worthy Community Centre	£1,607.19	£1,671.98	(£64.79)	£15,680.45	£3,481.07	£3,952.84	(£471.77)
Planning & Highways	£0.00	£0.00	£0.00	£6,750.00	£0.00	£0.00	£0.00
Recreation & Amenities	£7,082.06	£5,308.27	£1,773.79	£88,300.00	£13,561.24	£12,587.68	£973.56
Totals:	£13,674.29	£12,255.63	£1,418.66	£178,059.21	£36,437.25	£35,072.31	£1,364.94

Current Position							
Net Surplus / Deficit	£932.02	£1,161.43	£229.41	(£7,860.60)	£5,048.09	£6,885.61	£1,837.52

Balance Sheet - 30th June 2019							
Current Assets							
Bank Accounts							
Unity Trust Bank Current Account	£11,320.75						
Unity Trust Tailored Deposit Account	£50,640.97						
Sub-Total:	£61,961.72						
Investments/Deposits							
Hampshire Trust Bank Variable (90 day notice)	£69,632.15						
United Trust Bank Variable (100 day notice)	£31,500.00						
Sub-Total:	£101,132.15						
Other							
B4B Procurement Card	£0.44						
Debtors	£27.50						
Prepayments	£0.00						
Sub-Total:	£27.94						
Total Current Assets:	£163,121.81						
Current Liabilities							
Trade Creditors	£4,618.06						
Retentions	£377.20						
Received on Account (inc. Precept)	£38,578.72						
PAYE Payments Due	£121.60						
NI Payments Due	£394.74						
Pension Payments Due	£920.10						
VAT to be Paid	£0.00						
VAT to be Reclaimed	(£2,844.14)						
VAT that has been Reclaimed but not received	£0.00						
Total Current Liabilities:	£42,166.28						
Current Assets Minus Liabilities:	£120,955.53						
Earmarked Funds in Reserve							
Church Green Reserve	£13,964.49						
CIL Reserve	£38,675.00						
Total Current Liabilities:	£52,639.49						
Net Assets							
Profit & Loss Accounts Brought Forward	£20,284.40						
General Reserves	£41,146.03						
Profit & Loss Year to Date	£6,885.61						
Total Net Assets:	£68,316.04						

Payment Authorisation Listing - July 2019

Payments previously authorised							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
					Total:	£ -	£ -
Payments to be authorised							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
14/05/2019	FAR (KWCC)	Fire Link Ltd	Annual fire extinguisher, emergency light and alarm service	Fire Safety	£ 396.11	£ -	
06/06/2019	R&A	M.R.S. Services	Replumbing of the drinking fountain at Kings Worthy Community Centre	CIL Projects (R&A)	£ 246.45	£ -	
10/06/2019	R&A	Colour Graphics	Signs and stickers	Signs / Fire Safety / Repairs in toilet area / CIL Projects (P&H)	£ 85.25	£ -	
10/06/2019	R&A	Defibshop	Annual defibrillator service and inspection	Defibrillators	£ 794.40	£ -	
18/06/2019	FAR	St John Ambulance	Annual first aid refresher	Staff & Councillor Training	£ 45.00	£ -	
18/06/2019	FAR	St John Ambulance	Emergency first aid at work & fire marshal courses	Staff & Councillor Training	£ 300.00	£ -	
21/06/2019	R&A	ID Verde Ltd	Emptying of 11x dog bins (April - June 2019)	Dog bins	£ 1,225.22	£ -	
25/06/2019	R&A	Environmental Hygiene Services	Cleaning of 3x bus shelters	Shelters	£ 36.00	£ -	
28/06/2019	FAR	Clr Ian Gordon	Milk (1L)	Miscellaneous expenditure	£ 0.89	£ -	
28/06/2019	FAR	Christopher Read	Milk, pen, batteries and can opener	Miscellaneous expenditure	£ 21.15	£ -	
30/06/2019	FAR	EKS Accounting	Payroll services for April, May and June 2019	Accountancy, Book-keeping and Payroll	£ 61.20	£ -	
30/06/2019	FAR	Box-it UK Ltd	Storage of 24x boxes (July - Sept 2019)	Document storage	£ 38.86	£ -	
02/07/2019	FAR (KWCC)	Hampshire County Council	All purpose cleaner, toilet rolls, refuse sacks and hand towels	Cleaning supplies	£ 92.92	£ -	
09/07/2019	FAR (KWCC)	Croma Security Solutions Group Plc	Annual maintenance for automatic door	External doors	£ 168.00	£ -	
09/07/2019	FAR (KWCC)	Croma Security Solutions Group Plc	Installation of 2x door mounted safety sensors	External doors	£ 640.80	£ -	
					Sub-Total:	£ 4,152.25	£ -
19/06/2019	FAR	Amazon Business	Tap lock handler adaptor	Miscellaneous expenditure	£ 10.45	£ -	
19/06/2019	FAR	Amazon Business	Self inking rubber stamp	Stationery	£ 10.25	£ -	
19/06/2019	FAR	Amazon Business	2x Pads	Stationery	£ 4.49	£ -	
25/06/2019	FAR (KWCC)	Amazon Business	PVC tube for hot water boiler	Kitchen & Equipment	£ 2.25	£ -	
25/06/2019	FAR	Amazon Business	Laboratory thermometer	Miscellaneous expenditure	£ 5.50	£ -	
25/06/2019	FAR	Amazon Business	Magnets for noticeboard	Miscellaneous expenditure	£ 3.71	£ -	
25/06/2019	FAR	Amazon Business	Desiccant packets for noticeboard	Miscellaneous expenditure	£ 9.34	£ -	
25/06/2019	FAR (KWCC)	Amazon Business	Descaler powder (1kg) for hot water boiler	Kitchen & Equipment	£ 19.99	£ -	
25/06/2019	FAR (KWCC)	Amazon Business	8x Air freshener refills	Cleaning supplies	£ 20.00	£ -	
					Sub-Total:	£ 85.98	£ -
					Total (all):	£ 4,238.23	£ -
Direct Debits & Standing Orders							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
03/06/2019	FAR (KWCC)	EDF Energy	Gas - Tubbs Hall	Gas	£ 85.00		
05/06/2019	R&A	Business Stream	Water - Tubbs Hall	Water	£ 132.00		
12/06/2019	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£ 49.92		
17/06/2019	FAR (KWCC)	British Gas Lite	Electricity - Tubbs Hall	Electricity	£ 60.56		
17/06/2019	FAR	Winchester City Council	Business rates	Business rates	£ 60.00		
17/06/2019	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£ 24.00		
17/06/2019	FAR	Lloyds Bank Plc	Service charge for procurement cards	Bank Charges and Interest	£ 6.00		
17/06/2019	FAR	TLC Online	Website maintenance services	Website/Email Expenses	£ 20.00		
24/06/2019	FAR (KWCC)	Rentokil	Pest control services	Pest Control	£ 82.28		
24/06/2019	FAR (KWCC)	Biffa Municipal Limited	Waste collection charges	Waste collection charges	£ 156.47		
27/06/2019	R&A	Green Smile Ltd	Grounds maintenance service	Grounds maintenance	£ 3,594.00		
					Total:	£ 4,270.23	£ -
Remuneration Costs							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
25/07/2019	FAR	C Read	Salary	Employee Wages and Salaries	£ 1,603.15	£ -	
25/07/2019	FAR	Lucia Foster Found	Salary	Employee Wages and Salaries	£ 815.34	£ -	
19/08/2019	FAR	HMRC	National Insurance	NI	£ 394.74	£ -	
19/08/2019	FAR	HMRC	PAYE	PAYE	£ 181.20	£ -	
19/08/2019	FAR	Hampshire County Council	Pensions	Pensions	£ 920.10	£ -	
					Total:	£ 3,914.53	£ -
Procurement Card Payments (Total includes transaction fees)							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
03/06/2019	FAR	Land Registry	Title and deed searches (for Fields in Trust)	Legal & Professional Fees	£ 42.00	£ -	
03/06/2019	FAR	Springvale Stores	Batteries for the automatic door closers	Fire Safety	£ 10.36	£ -	
03/06/2019	FAR	Waitrose Ltd	Refreshments for the Annual Parish Meeting	Miscellaneous expenditure	£ 66.55	£ -	
03/06/2019	FAR	Cater for You Ltd	50x paper cups for Pimms stall	Events	£ 40.01	£ -	
26/06/2019	FAR (KWCC)	Lincat Ltd	Replacement parts for the hot water boiler	Kitchen & Equipment	£ 37.15	£ -	
					Total:	£ 196.07	£ -
Committees:	FAR	Finance, Administration & Remuneration (KWCC= Kings Worthy Community Centre)					
	PC	Parish Council					
	P&H	Planning & Highways					
	R&A	Recreation & Amenities					