

## Kings Worthy Parish Council

**Minutes of the Finance, Administration & Remuneration committee meeting  
held on Tuesday, 11 February 2020 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

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

Members of the public:	None
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### **F/20/014 – Public question time**

None.

### **F/20/015 – Agree and sign the minutes of the meeting held on the 14 January 2020**

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

### **F/20/016 – Matters arising from the meeting held on the 14 January 2020**

**F/20/012 Dog Bins** – As requested, this was raised at the R&A Committee meeting on 6<sup>th</sup> February 2020. It may be possible to replace up to 4 dog bins with dual purpose bins.

### **P/20/017 – Proposed new expenditure for Finance approval**

**Planning and Highways (P&H)** – None.

**Finance, Administration & Remuneration (FAR)** – £85.00 for Assistant Clerk training courses. Agreed.

### **Recreation and Amenities (R&A) –**

**Tree works to Broadview** – additional amount of approx. £1200.00 may be required to complete the amended proposed works. Still well within tree work budget for R&A. Agreed

**Rolling Goals** - £1380.00 for KWPC contribution towards 2 sets of rolling goals for Worthys Youth Football Club (WYFC) at Eversley Park. Agreed.

**Bat Inspection** – Needs to be carried out on six trees before tree works can go ahead. £939.00. Agreed.

**Bollards on Church Green** – Clerk discussed that this was likely to be in the region of £2000.00 due to the types of bollards that would be suitable/acceptable in the conservation area.

**Height Restriction Barrier** – Agreement in principle from Worthies Sports and Social Club.

**Padlocks** – These have been bought at a cost of ~ £240.00.

### **Councillor Taylor joined the meeting at this point**

**Communications** – Newsletter production and distribution scheduled.

**Grants** – Request Charity Race Night Raffle Prize for WYFC. Refused due to dwindling grant budget and aforementioned substantial contribution towards new WYFC goals.

### **F/20/018 – To receive the statement of accounts and management reports for period ended 31<sup>st</sup> January 2020 (see attached)**

The Clerk/RFO gave a presentation of the accounts for the month ending 31<sup>st</sup> January 2020.

Points of note:

**Tree Works** – Clerk will put exact figure for tree works in General Reserves description at the end of the year, once final figures are known.

<b>Action</b>	<b>To be actioned by:</b>	<b>Target date:</b>
Exact tree work figure to be included in General Reserves description.	Clerk	31/03/2020

### **F/20/019 – Review of Financial Regulations, Risk Register and Standing Orders**

**Standing Orders** – Change meeting dates.

**Investment Policy** – Amendment concerning Reserves.

<b>Action</b>	<b>To be actioned by:</b>	<b>Target date:</b>
Amend Standing Orders and Investment Policy.	Clerk	ASAP

### **F/20/020– Remuneration and Staffing**

None.

### **F/20/021 – Tubbs Hall Landlord’s Responsibilities**

**VAT for Tubbs Hall** – To be discussed with specialist advisor on Thursday 13<sup>th</sup> February 2020.

### **F/20/022 – Legal issues**

**Ramsay Road** – Parish solicitors have indicated the cost of legal advice likely to be approximately 2 hours at £250.00/hour. Agreed.

<b>Action</b>	<b>To be actioned by:</b>	<b>Target date:</b>
Clerk to instruct solicitors.	Clerk	ASAP

**F/20/023 – RFO/Clerk’s Notices**

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None.

**F/20/024 – Chairman’s Notices**

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None.

**F/20/025 – Authorise Payments Listing (see attached)**

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Payments authorised.

**F/20/026 – Items for discussion at the next meeting on the 10 March 2020**

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None

**Meeting Closed:**

11:07

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**Signed:**

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**Date:**

Grants

DRAFT

## Management Accounts for the period ending 31st January 2020

<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. CL receipts)	£12,928.23	£14,148.93	£1,220.70	£195,011.90	£150,051.23	£132,245.44	-£17,805.79	£165,676.24
Kings Worthy Community Centre	£540.98	£183.00	£357.98	£6,086.71	£4,781.78	£1,830.00	-£2,951.78	£5,366.10	£5,103.00
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£208.20	£182.00	-£26.20	£7,100.00	£5,357.51	£6,433.94	£1,076.43	£6,310.00	£6,060.00
<b>Totals:</b>	<b>£13,677.40</b>	<b>£14,513.93</b>	<b>£1,552.48</b>	<b>£208,198.61</b>	<b>£160,190.53</b>	<b>£140,509.38</b>	<b>-£19,681.15</b>	<b>£177,352.33</b>	<b>£225,698.02</b>
<b>Revised Totals (excluding CIL receipts):</b>	<b>£13,677.40</b>	<b>£13,247.08</b>	<b>-£430.32</b>	<b>£170,198.61</b>	<b>£141,190.53</b>	<b>£139,242.53</b>	<b>-£1,948.00</b>	<b>£169,135.69</b>	<b>£178,592.00</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	Expenditure Budget
	Finance, Administration & Remuneration	£4,822.85	£4,816.63	£6.22	£67,328.76	£57,987.27	£59,748.19	-£1,760.92	£72,303.69
Kings Worthy Community Centre	£4,028.96	£1,455.35	£2,573.61	£15,680.45	£13,885.90	£9,586.87	£4,299.03	£9,992.76	£9,535.00
Planning & Highways	£0.00	£0.00	£0.00	£6,750.00	£3,028.79	£2,852.41	£176.38	£6,352.32	£6,500.00
Recreation & Amenities	£19,951.00	£6,279.05	£13,671.95	£88,300.00	£71,459.25	£48,238.00	£23,221.25	£76,765.80	£79,889.00
<b>Totals:</b>	<b>£28,802.80</b>	<b>£12,551.03</b>	<b>£16,251.77</b>	<b>£178,059.21</b>	<b>£146,361.20</b>	<b>£120,425.47</b>	<b>£25,935.73</b>	<b>£165,414.57</b>	<b>£168,591.28</b>
Current Position									
<b>Net Surplus / Deficit</b>	<b>-£15,125.40</b>	<b>£1,962.90</b>	<b>£17,088.30</b>	<b>-£7,860.60</b>	<b>-£5,170.67</b>	<b>£18,817.06</b>	<b>£23,987.73</b>	<b>£3,721.12</b>	<b>£10,000.72</b>
								£7,860.00	£10,000.00
<b>Transfers into ringfenced 15 year play area maintenance fund</b>									
<b>Revised position (including transfers above)</b>								<b>-£4,138.88</b>	<b>£0.72</b>

## Balance Sheet - 31st January 2020

Current Assets		
Bank Accounts		
Unity Trust Bank Current Account	£11,886.39	
Unity Trust Tailored Deposit Account	£37,205.30	
<b>Sub-Total:</b>	<b>£49,091.69</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	£3,063.01	Includes WYFC bill
Prepayments	£35.18	
<b>Sub-Total:</b>	<b>£3,121.56</b>	
<b>Total Current Assets:</b>	<b>£153,790.72</b>	
Current Liabilities		
Trade Creditors	£5,022.73	
Retentions	£377.20	
Received on Account (inc. Precept)	£25,719.16	
PAYE Payments Due	£181.20	
NI Payments Due	£394.74	
Pension Payments Due	£920.10	
VAT to be Paid	£4.50	
VAT to be Reclaimed	(£1,275.23)	
VAT that has been Reclaimed but not received	(£3,692.32)	
<b>Total Current Liabilities:</b>	<b>£27,652.08</b>	
<b>Current Assets Minus Liabilities:</b>	<b>£126,138.64</b>	
Earmarked Funds in Reserve		
Church Green Reserve	£11,867.99	
CIL Reserve	£31,926.66	
<b>Total Current Liabilities:</b>	<b>£43,794.65</b>	
Net Assets		
Profit & Loss Accounts Brought Forward	£20,284.40	
General Reserves (inc. £8,500.00 for tree works)	£43,242.53	
Profit & Loss Year to Date	<b>£18,817.06</b>	
<b>Total Net Assets:</b>	<b>£82,343.99</b>	

## Payment Authorisation Listing - February 2020

### Payments previously authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
07/02/2020	FAR	Mailbox Door Drop Distribution	Delivery of newsletters	Newsletter Distribution	£ 331.20	£ -
					<b>Total:</b>	
					£ 331.20	£ -

### Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
01/01/2020	FAR	EKS Accounting	Payroll services (Oct - Dec 19)	Accountancy, Book-keeping and Payroll	£ 85.20	£ -
01/01/2020	FAR	The Society of Local Council Clerks	Full membership for Clerk (Annual)	Subscriptions to Professional Bodies	£ 202.00	£ -
05/01/2020	R&A	M.R.S. Services	October 2019 maintenance services	Burial Ground (Maintenance) / Maintenance Technician (General Repairs) / Sports Equipment & Facilities	£ 378.94	£ -
05/01/2020	R&A / FAR (KWCC)	M.R.S. Services	November 2019 maintenance services	Burial Ground (Maintenance) / Maintenance Technician (General Repairs) / Repairs in toilet area	£ 425.00	£ -
05/01/2020	R&A	M.R.S. Services	Fit dog bin at Eversley Park	Dog bins	£ 71.75	£ -
05/01/2020	R&A	M.R.S. Services	Replace fence post at Fryers Close	Maintenance Technician (General Repairs)	£ 79.70	£ -
05/01/2020	R&A	M.R.S. Services	Replacement of 2x crocodile posts	Maintenance Technician (General Repairs)	£ 117.50	£ -
05/01/2020	R&A / FAR (KWCC)	M.R.S. Services	December 2019 maintenance services	Maintenance Technician (General Repairs)	£ 280.30	£ -
21/01/2020	R&A	Tom Fisher Tree Care	Half of the work at Hinton Field	Tree Works	£ 720.00	£ -
23/01/2020	FAR (KWCC)	Croma Security Solutions Group PLC	Repairs to front door mechanism	External doors	£ 1,338.00	£ -
27/01/2020	R&A	Environmental Hygiene Services	Cleaning of 6x bus shelters	Shelters	£ 72.00	£ -
31/01/2020	FAR	The Worthys Jubilee Hall	Grant towards the cost of refurbishing the toilets	Grants to Village Organisations	£ 400.00	£ -
31/01/2020	FAR	Box-it UK Ltd	Storage of 24x boxes and administration charge	Document Storage	£ 46.34	£ -
31/01/2020	FAR	Box-it UK Ltd	Administration charge	Document Storage	£ 6.00	£ -
31/01/2020	R&A	Green Smile Ltd	Additional bin emptying in Summer 2019	Open Spaces Maintenance	£ 504.00	£ -
31/01/2020	R&A	Green Smile Ltd	Additional bin emptying in Summer 2018 (not invoiced by Green Smile)	Open Spaces Maintenance	£ 252.00	£ -
31/01/2020	R&A	Green Smile Ltd	Filling and seeding centre/penalty spots	Open Spaces Maintenance	£ 24.00	£ -
						£ -
09/02/2020	FAR	Fine Star UK Ltd	3x Waste bins (40L)	Miscellaneous Expenditure	£ 29.95	£ -
10/02/2020	FAR	KPCM Display Ltd	Waste Stickers (x2)	Miscellaneous Expenditure	£ 4.38	£ -
					<b>Total (all):</b>	
					£ 5,037.06	£ -

### Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
02/01/2020	FAR (KWCC)	EDF Energy	Gas -Tubbs Hall	Gas	£ 85.00	£ -
03/01/2020	FAR (KWCC)	Business Stream	Water - Tubbs Hall	Water	£ 57.00	£ -
13/01/2020	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£ 57.77	£ -
15/01/2020	FAR (KWCC)	British Gas Lite	Electricity for Kings Worthy Community Centre	Electricity	£ 102.65	£ -
16/01/2020	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£ 26.40	£ -
16/01/2020	FAR	Lloyds Bank Plc	Monthly card charges	Bank Charges and Interest	£ 47.18	£ -
17/01/2020	FAR	Sharp Business Systems	Copier rental and charges	Office Equipment Rental	£ 157.78	£ -
23/01/2020	R&A	Business Stream	Water - Burial Ground	Water (Burial Ground)	£ 10.16	£ -
27/01/2020	R&A	Green Smile Ltd	Grounds maintenance service	Grounds maintenance	£ 3,594.00	£ -
					<b>Total:</b>	
					£ 4,137.94	£ -

**Remuneration Costs**

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
25/02/2020	FAR	C Read	Salary	Employee Wages and Salaries	£ 1,603.35	£ -
25/02/2020	FAR	Lucia Foster Found	Salary	Employee Wages and Salaries	£ 815.34	£ -
19/03/2020	FAR	HMRC	National Insurance	NI	£ 394.94	£ -
19/03/2020	FAR	HMRC	PAYE	PAYE	£ 181.00	£ -
19/03/2020	FAR	Hampshire County Council	Pensions	Pensions	£ 920.10	£ -
					<b>Total: £ 3,914.73</b>	<b>£ -</b>

**Procurement Card Payments (Total includes transaction fees)**

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
02/01/2020	FAR	HM Land Registry	Land registry search	Professional & Legal Fees	£ 6.00	£ -
02/01/2020	FAR	ColorCoral Inc.	Keyboard cleaner	Miscellaneous Expenditure	£ 5.34	£ -
02/01/2020	FAR	Amazon EU Ltd	A4 Paper	Printing	£ 26.85	£ -
02/01/2020	FAR	Amazon EU Ltd	Scotch tape	Stationery	£ 2.99	£ -
02/01/2020	FAR	Lloyds Bank	Monthly card charges	Bank Charges and Interest	£ 6.00	£ -
					<b>Total: £ 47.18</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

