

**Kings Worthy Parish Council**

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

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

Attendees:	Apologies:
Cllr Tracey Anderson      Cllr Ian Gordon	Cllr Martin Taylor

Members of the public:	None.
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**F/19/87– Public question time**

None.

**F/19/88 – Agree and sign the minutes of the meeting held on the 10 July 2019**

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

**F/19/89 – Matter arising from the meeting held on the 10 July 2019**

None

**P/19/90 – Proposed new expenditure for Finance approval**

**Recreation and Amenities (R&A)** – Agreed to ratify the £3,030 quotation agreed by email, to come from CIL

**Planning and Highways (P&H)**

The new speed sign had been purchased at a cost of £2826.25. An additional £200 for the purchase of a laptop was discussed and approved.

Action	To be actioned by:	Target date:
Order laptop.	Clerk	ASAP

Communications – None

## Grants – None

### **F/19/91 – To receive the statement of accounts and management reports for period ended 31 July 2019 (see attached)**

The Clerk/RFO gave a presentation of the accounts for the month ending 31<sup>st</sup> July 2019.

### **F/19/92 – Traveller encampment at Eversley Park**

The Clerk disseminated the details of the processes that he utilised to deal with the Traveller encampment situation, both during and after the occupation of Parish land, together with a timeline of events – all of which he had documented.

It was discussed that there should be a survey of all Parish Council owned spaces with a review of the security.

Action	To be actioned by:	Target date:
Chair of Parish Council and R&A Committee to be contacted to discuss/review security of R&A sites	Cllr Newell	ASAP

### **F/19/93 – Internal Audit report 2019**

Subsequent to the internal audit, the external auditor had one or two minor queries, which the Clerk/RFO will answer.

### **F/19/94 – Pension advice**

A quotation has been requested.

### **F/19/95 – Review of Privacy, Data Protection and Retention policies**

Policies have been reviewed and amended in line with Data Protection Act 2018 – copies to be distributed with the minutes, for discussion at the next meeting.

At this point it was requested that the Clerk, Christopher Read, leave the meeting.

### **F/19/96 – Remuneration & staffing**

There has been an email from the absent Chair of the Committee to the effect that there should be some form of honorarium to reward the Clerk for his efforts in dealing with the Traveller issue. This was discussed and agreed. It was asked to be minuted that the Parish Council is extremely grateful for his efficiency, his efforts and the level of commitment that he showed.

At this point the Clerk, Christopher Read, re-joined the meeting.

### **F/19/97 – Tubbs Hall – landlord's responsibilities**

None

### **F/19/98 – Legal issues – including licenses**

[41 Wesley Road](#) – discussed and it was decided to contact Land Registry.

Action	To be actioned by:	Target date:
Write to Land Registry.	Cllr Gordon	ASAP

**F/19/99 – RFO/Clerk’s Notices**

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None

**F/19/100 – Chairman’s Notices**

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None

**F/19/101 – Authorise Payments Listing**

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

**F/19/102 – Items for discussion at the next meeting on the 11 September 2019**

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Terms of Reference for FAR Committee; including membership numbers

Data Protection and Data Retention Policy Reviews

Handyman Review

Action	To be actioned by:	Target date:
Produce Terms of Reference	Clerk	11/09/2019
Distribute updated policies	Clerk	

<b>Meeting Closed:</b>	15:48
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**Signed:**

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**Date:**

## Management Accounts for the period ending 31st July 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)	£13,064.73	£12,859.58	(£205.15)	£195,011.90	£52,258.11	£52,768.50	£510.39
Kings Worthy Community Centre	£183.00	£183.00	£0.00	£6,086.71	£732.00	£732.00	£0.00
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£215.28	£332.00	£116.72	£7,100.00	£1,958.23	£1,832.00	(£126.23)
<b>Totals:</b>	<b>£13,463.01</b>	<b>£13,374.58</b>	<b>-£88.43</b>	<b>£208,198.61</b>	<b>£54,948.34</b>	<b>£55,332.50</b>	<b>£384.16</b>
<b>Revised Totals (excluding CIL receipts):</b>	<b>£13,463.01</b>	<b>£13,374.58</b>	<b>-£88.43</b>	<b>£170,198.61</b>	<b>£54,948.34</b>	<b>£55,332.50</b>	<b>£384.16</b>
Expenditure	Current Month			2019/20 Financial Year			
	Budget	Actual	Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Finance, Administration & Remuneration	£4,664.45	£4,405.28	£259.17	£67,328.76	£24,059.38	£22,937.07	£1,122.31
Kings Worthy Community Centre	£1,607.19	£1,357.40	£249.79	£15,680.45	£4,873.43	£5,310.24	(£436.81)
Planning & Highways	£0.00	£0.00	£0.00	£6,750.00	£0.00	£0.00	£0.00
Recreation & Amenities	£3,487.75	£5,779.13	(£2,291.38)	£88,300.00	£17,048.99	£17,132.81	(£83.82)
<b>Totals:</b>	<b>£9,759.39</b>	<b>£11,541.81</b>	<b>-£1,782.42</b>	<b>£178,059.21</b>	<b>£45,981.81</b>	<b>£45,380.12</b>	<b>£601.69</b>
Current Position							
<b>Net Surplus / Deficit</b>	<b>£3,703.62</b>	<b>£1,832.77</b>	<b>(£1,870.85)</b>	<b>(£7,860.60)</b>	<b>£8,966.54</b>	<b>£9,952.38</b>	<b>£985.84</b>
Balance Sheet - 31st July 2019							
Current Assets							
Bank Accounts							
Unity Trust Bank Current Account	£8,542.94						
Unity Trust Tailored Deposit Account	£40,640.97						
<b>Sub-Total:</b>	<b>£49,183.91</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	£788.60						
Debtors	£27.50						
Prepayments	£0.00						
<b>Sub-Total:</b>	<b>£816.10</b>						
<b>Total Current Assets:</b>	<b>£151,132.16</b>						
Current Liabilities							
Trade Creditors	£6,835.29						
Retentions	£377.20						
Received on Account (inc. Precept)	£25,719.14						
PAYE Payments Due	£181.20						
NI Payments Due	£394.74						
Pension Payments Due	£920.10						
VAT to be Paid	£1.54						
VAT to be Reclaimed	(£1,648.96)						
VAT that has been Reclaimed but not received	(£2,844.14)						
<b>Total Current Liabilities:</b>	<b>£29,936.11</b>						
<b>Current Assets Minus Liabilities:</b>	<b>£121,196.05</b>						
Earmarked Funds in Reserve							
Church Green Reserve	£13,664.99						
CIL Reserve	£35,848.75						
<b>Total Current Liabilities:</b>	<b>£49,513.74</b>						
Net Assets							
Profit & Loss Accounts Brought Forward	£20,284.40						
General Reserves	£41,445.53						
Profit & Loss Year to Date	£9,952.38						
<b>Total Net Assets:</b>	<b>£71,682.31</b>						

**Payment Authorisation Listing - August 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
08/07/2019	R&A	M.R.S. Services	Play area inspections (June 2019)	Maintenance Technician (General Repairs)	£ 332.75	£ -
08/07/2019	R&A	M.R.S. Services	Refilling of water feature	Burial Ground (Maintenance)	£ 44.00	£ -
08/07/2019	FAR (KWCC)	M.R.S. Services	Repair of door closer	Internal repairs	£ 27.25	£ -
08/07/2019	FAR (KWCC)	M.R.S. Services	Repair of hot water boiler	Kitchen & Equipment	£ 54.00	£ -
					<b>£ 458.00</b>	<b>£ -</b>

11/07/2019	R&A	Green Smile Ltd	Removal of soil humps from graves, top soil, seeding and removal of spoil	Burial Ground (Maintenance)	£ 1,268.20	£ -
19/07/2019	FAR	Hampshire County Council	Cut flush folders and jug lid	Stationery / Miscellaneous Expenditure	£ 18.58	£ -
23/07/2019	R&A	Environmental Hygiene Services	Cleaning of 7x bus shelters	Shelters	£ 84.00	£ -
27/07/2019	FAR	Surrey Hill Solicitors	Costs for right of access licences	Legal & Professional Fees	£ 90.00	£ -
31/07/2019	P&H	Stocksigns Ltd	Purchase of Smiley Activated Speed Sign	CIL Projects (P&H)	£ 3,391.50	£ -
					<b>£ 4,852.28</b>	<b>£ -</b>

15/07/2019	FAR	Amazon	Wireless rechargeable mouse	Small Office Equipment (under £100)	£ 36.99	£ -
15/07/2019	FAR	Amazon (OSTAR GmbH)	Expandable hose pipe (50ft)	Miscellaneous Expenditure	£ 20.99	£ -
29/07/2019	FAR (KWCC)	Amazon	Auto fire door closer	Fire Safety	£ 99.99	£ -
29/07/2019	FAR	Amazon	Pens & mouse pad	Stationery / Small Office Equipment (under £100)	£ 12.18	£ -
29/07/2019	FAR	Amazon	Laptop bag	Miscellaneous Expenditure	£ 15.95	£ -
30/07/2019	FAR	Amazon (Ad Fontes Company Ltd)	Plastic feet for chairs	Miscellaneous Expenditure	£ 12.45	£ -
31/07/2019	FAR	Amazon (Goldstar Lesiure Ltd)	Snap on hook plate	Miscellaneous Expenditure	£ 6.46	£ -
14/08/2019	FAR	Amazon (ABK International Co Ltd)	Hose nozzle	Miscellaneous Expenditure	£ 13.99	£ -
					<b>£ 219.00</b>	<b>£ -</b>
					<b>Total (all):</b>	<b>£ 5,529.28</b>

**Direct Debits & Standing Orders**

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
01/07/2019	FAR (KWCC)	EDF Energy	Gas - Tubbs Hall	Gas	£ 85.00	£ -
05/07/2019	R&A	Business Stream	Water - Tubbs Hall	Water	£ 132.00	£ -
12/07/2019	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£ 51.35	£ -
15/07/2019	FAR (KWCC)	British Gas Lite	Electricity - Tubbs Hall	Electricity	£ 93.45	£ -
15/07/2019	FAR	Winchester City Council	Business rates	Business rates	£ 60.00	£ -
15/07/2019	FAR	TLC Online	Website maintenance services	Website/Email Expenses	£ 20.00	£ -
16/07/2019	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£ 26.40	£ -
16/07/2019	FAR	Lloyds Bank Plc	Service charge for procurement cards	Bank Charges and Interest	£ 67.12	£ -
29/07/2019	R&A	Green Smile Ltd	Grounds maintenance service	Grounds maintenance	£ 3,594.00	£ -
31/07/2019	R&A	Business Stream	Water - Burial Ground	Water (Burial Ground)	£ 32.55	£ -
					<b>£ 4,161.87</b>	<b>£ -</b>

**Remuneration Costs**

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
23/08/2019	FAR	C Read	Salary	Employee Wages and Salaries	£ 1,603.15	£ -
23/08/2019	FAR	Lucia Foster Found	Salary	Employee Wages and Salaries	£ 815.34	£ -
19/09/2019	FAR	HMRC	National Insurance	NI	£ 394.74	£ -
19/09/2019	FAR	HMRC	PAYE	PAYE	£ 181.20	£ -
19/09/2019	FAR	Hampshire County Council	Pensions	Pensions	£ 920.10	£ -
					<b>£ 3,914.53</b>	<b>£ -</b>

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

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
02/07/2019	FAR	HM Land Registry	Land registry searches	Legal & Professional Fees	£ 6.00	£ -
02/07/2019	FAR	Evolve Office Ltd	Custom rubber stamps (x 2)	Stationery / Small Office	£ 66.14	£ -
02/07/2019	FAR	Lloyds Bank	Charge for cards	Bank Charges & Interest	£ 6.00	£ -
					<b>£ 78.14</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