

Kings Worthy Parish Council

Minutes of the Finance, Administration & Remuneration committee meeting
held on Wednesday, 16 October 2019 at 14:15 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 Tracey Anderson Cllr Stewart Newell	Cllr Ian Gordon

Members of the public:	None.
------------------------	-------

F/19/103 – Public question time

None.

F/19/104 – Agree and sign the minutes of the meeting held on the 14 August 2019

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

F/19/105 – Matters arising from the meeting held on the 14 August 2019

Honorarium to Clerk was confirmed as having been paid.

P/19/106 – Proposed new expenditure for Finance approval

Recreation and Amenities (R&A) – None

Finance Administration and Remuneration (FAR) – New photocopier contract options were reviewed and it was agreed to proceed with a new A4 copier from Kyocera, at a lower cost than the current machine.

Action	To be actioned by:	Target date:
Order photocopier	Clerk	ASAP

Planning and Highways (P&H) – None.

Grants – None.

F/19/107 – To receive the statement of accounts and management reports for period ended 30th September 2019 (see attached)

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

F/19/108 – Forecast Outturn for 2020/21 and Budget for 2020/21

The Clerk presented these figures.

It was decided that the Neighbourhood Plan income and expenditure have its own department.

Action	To be actioned by:	Target date:
Create new department	Clerk	ASAP

F/19/109 – Move of FAR Committee meetings

To enable new Councillor Emily Fish to join the FAR Committee, alternative days on which she is available were discussed. It was decided to move the meetings to Tuesdays at 09:30. The next FAR Committee meeting will therefore be on 12th November 2019.

Action	To be actioned by:	Target date:
All necessary notifications to be made regarding the change of day and time of the FAR Committee Meetings	Clerk	ASAP

F/19/110 – Internal Audit report 2019

Subsequent to the internal audit, the external auditor had one minor query, which the Clerk/RFO has answered to the auditor's satisfaction. Auditors have now passed Kings Worthy Parish Council.

F/19/111 – Pension advice

Clerk is attending Pension update on Friday 18th October 2019. Still awaiting a response from Lane Clark and Peacock LLP.

F/19/112 – Review of Privacy, Data Protection and Retention policies

Copies were emailed to the Councillors. All had read them and agreed to adopting these as our current policies.

Action	To be actioned by:	Target date:
Updated policies to be adopted and uploaded onto the website	Asst Clerk	ASAP

F/19/113 – Remuneration & staffing

Appraisals for Asst Clerk and Clerk are due this month. It was discussed that this is usually carried out by the Chair of the Parish Council.

F/19/114 – Tubbs Hall – landlord’s responsibilities

Discussions took place regarding the future structuring of the relationship and VAT implications with Tubbs Hall. It was agreed that there should be a meeting with the Chair of Tubbs Hall to further discuss.

F/19/115 – Legal issues – including licenses

Lovedon Field – The Clerk has discussed the current Lovedon Field situation with Kings Worthy Parish legal representative. Cllrs Haswell, Gordon and the Clerk met with representatives of the residents of the Lovedon Field development.

F/19/116 – RFO/Clerk’s Notices

None.

F/19/117 – Chairman’s Notices

None.

F/19/118 – Authorise Payments Listing

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

It was discussed to purchase reflective strips and ask maintenance contractor to affix them to the Lovedon Lane bridge.

F/19/119 – Items for discussion at the next meeting on the 12 November 2019

None.

Meeting Closed:	16:04
------------------------	-------

Signed:

Date:

Management Accounts for the period ending 31st September 2019

Income	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)	£32,687.35	£12,910.01	-£19,777.34	£195,011.90	£97,886.76	£78,538.09	-£19,348.67	£195,998.56
Kings Worthy Community Centre	£183.00	£183.00	£0.00	£6,086.71	£1,098.00	£1,098.00	£0.00	£5,366.10	£4,629.00
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£9,000.00
Recreation & Amenities	£305.29	£895.40	£590.11	£7,100.00	£3,768.65	£2,963.14	-£805.51	£5,900.38	£6,060.00
Totals:	£33,175.64	£13,988.41	-£19,187.23	£208,198.61	£102,753.42	£82,599.23	-£20,154.19	£207,265.04	£176,104.00
Revised Totals (excluding CIL receipts):	£14,175.64	£13,988.41	-£187.23	£170,198.61	£83,753.42	£82,599.23	-£1,154.19	£169,265.04	£176,104.00
Expenditure	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	£4,594.12	£4,956.06	-£361.94	£67,328.76	£37,938.96	£37,040.78	£898.18	£67,311.62
Kings Worthy Community Centre	£1,067.31	£579.82	£487.49	£15,680.45	£6,845.27	£6,596.62	£248.65	£9,100.65	£9,410.00
Planning & Highways	£0.00	£0.00	£0.00	£6,750.00	£0.00	£0.00	£0.00	£6,352.32	£15,500.00
Recreation & Amenities	£15,669.69	£5,540.73	£10,128.96	£88,300.00	£38,416.15	£27,804.63	£10,611.52	£88,979.54	£89,144.00
Totals:	£21,331.12	£11,076.61	£10,254.51	£178,059.21	£83,200.38	£71,442.03	£11,758.35	£171,744.13	£183,172.03
Current Position									
Net Surplus / Deficit	£11,844.52	£2,911.80	-£8,932.72	-£7,860.60	£553.04	£11,157.20	£10,604.16	-£2,479.09	-£7,068.03

Balance Sheet - 30th September 2019

Current Assets	
Bank Accounts	
Unity Trust Bank Current Account	£12,108.77
Unity Trust Tailored Deposit Account	£81,393.25
Sub-Total:	£93,502.02
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	£30.87
Debtors	£300.50
Prepayments	£516.34
Sub-Total:	£847.71
Total Current Assets:	£195,481.88
Current Liabilities	
Trade Creditors	£2,956.51
Retentions	£377.20
Received on Account (inc. Precept)	£77,157.48
PAYE Payments Due	£225.80
NI Payments Due	£456.66
Pension Payments Due	£935.63
VAT to be Paid	£29.29
VAT to be Reclaimed	(£3,936.87)
VAT that has been Reclaimed but not received	£0.00
Total Current Liabilities:	£78,201.70
Current Assets Minus Liabilities:	£117,280.18
Earmarked Funds in Reserve	
Church Green Reserve	£13,065.99
CIL Reserve	£30,728.06
Total Current Liabilities:	£43,794.05
Net Assets	
Profit & Loss Accounts Brought Forward	£20,284.40
General Reserves	£42,044.53
Profit & Loss Year to Date	£11,157.20
Total Net Assets:	£73,486.13

Payments to be authorised						
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
01/01/2019	R&A	L.A.L. Services	Retention for tree works carried out in 2018	Tree works	£ 1,300.00	£ -
23/09/2019	FAR	Amazon EU	Pens	Stationery	£ 3.51	£ -
24/09/2019	R&A	Environmental Hygiene Services	Cleaning of 3x bus shelters	Shelters	£ 34.00	£ -
24/09/2019	FAR	Hampshire County Council	Pens, pockets, copier paper and adhesive dots	Stationery / Printing	£ 42.31	£ -
24/09/2019	FAR	PKF Littlejohn LLP	External audit services	External Auditor's Fees	£ 480.00	£ -
24/09/2019	FAR	Amazon EU	Permanent pens and air duster	Stationery / Miscellaneous	£ 9.96	£ -
25/09/2019	R&A	Inspirascapes	Replace 5 broken slabs	Open Spaces Maintenance	£ 295.00	£ -
25/09/2019	FAR	Amazon EU	Pens, coffee, index tabs, wall planner & screwdriver	Stationery / Miscellaneous	£ 36.61	£ -
29/09/2019	R&A	T.C.A. Ltd.	Tree management consultancy services	Contract Supervision	£ 675.00	£ -
30/09/2019	FAR	Box-it UK Ltd	Document storage (01/10/19 - 31/12/19) and administration charge	Document Storage	£ 70.80	£ -
30/09/2019	FAR	EKS Accounting	Payroll services for July, August & September 2019	Accountancy, Book-keeping and Payroll	£ 64.32	£ -
01/10/2019	FAR (KWCC)	Croma Security Solutions	Annual charge for basic maintenance of CCTV system	CCTV / Security	£ 108.00	£ -
Sub-Total:					£ 3,119.51	

08/10/2019	R&A	M.R.S. Services	Filling up water feature at the Burial Ground (x4)	Burial Ground (Maintenance)	£ 44.00	£ -
08/10/2019	R&A	M.R.S. Services	Maintenance services (October 2019)	Maintenance Technician (General Repairs)	£ 253.50	£ -
08/10/2019	R&A	M.R.S. Services	Meet with Sovereign to inspect broken post	Maintenance Technician (General Repairs)	£ 22.00	£ -
08/10/2019	FAR (KWCC)	M.R.S. Services	Supply and install replacement LRD kitchen lights	Electrical infrastructure & PAT testing	£ 136.28	£ -
08/10/2019	R&A	M.R.S. Services	Tie up cricket nets	Maintenance Technician (General Repairs)	£ 59.80	£ -
08/10/2019	P&H	M.R.S. Services	Attempt to install new speed sign and adjust fittings	Maintenance Technician (General Repairs)	£ 79.76	£ -
Sub-Total:					£ 595.34	£ -

08/10/2019	R&A	M.R.S. Services	Repainting of two sets of goal posts	Sports Equipment & Facilities	£ 697.50	£ -
10/10/2019	FAR	Christopher Read	Reclaim of expenses (July - September 2019)	Travel & Subsistence	£ 13.31	£ -
11/10/2019	FAR	Amazon EU	Pens, Wallets, padlock and chain	Stationery	£ 134.00	£ -
11/10/2019	FAR	allpremio Handel GmbH	Pens	Stationery	£ 10.44	£ -
14/10/2019	P&H	Hampshire County Council	Streetlighting (01/04/19 - 30/09/19)	Street Lighting	£ 3,422.90	£ -
15/10/2019	FAR	Amazon EU	Label printer and cartridges	Small Office Equipment (under £100) / Stationery	£ 97.88	£ -
Sub-Total:					£ 4,376.03	
Total (all):					£ 8,090.88	£ -

Direct Debits & Standing Orders						
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
02/09/2019	FAR (KWCC)	EDF Energy	Gas -Tubbs Hall	Gas	£ 85.00	£ -
05/09/2019	FAR (KWCC)	Business Stream	Water - Tubbs Hall	Water	£ 132.00	£ -
12/09/2019	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£ 51.30	£ -
13/09/2019	FAR	Information Commissioner's Office	Annual charge	Information Commissioner	£ 35.00	£ -
15/08/2019	FAR (KWCC)	British Gas Lite	Electricity - Tubbs Hall	Electricity	£ 51.09	£ -
16/09/2019	FAR (KWCC)	Rentokil Initial Ltd	Pest control services	Pest Control	£ 82.28	£ -
16/09/2019	FAR	TLC Online	Website maintenance services	Website/Email Expenses	£ 20.00	£ -
16/09/2019	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£ 26.40	£ -
16/09/2019	FAR	Lloyds Bank Plc	Payment to pay off card purchases listed below	Bank Charges and Interest	£ 89.81	£ -
23/09/2019	FAR (KWCC)	Biffa Waste Services	Waste collection charges (28/9/19 - 27/12/19)	Waste collection charges	£ 156.47	£ -
25/09/2019	FAR (KWCC)	PHS Group	Sanitary disposal services (01/10/19 - 30/9/2020)	Sanitary disposal	£ 91.80	£ -
27/09/2019	R&A	Green Smile Ltd	Grounds maintenance service	Grounds maintenance	£ 3,594.00	£ -
Total:					£ 4,415.15	£ -

Remuneration Costs						
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
25/10/2019	FAR	C Read	Salary	Employee Wages and Salaries	£ 1,603.35	£ -
25/10/2019	FAR	Lucia Foster Found	Salary	Employee Wages and Salaries	£ 815.34	£ -
19/11/2019	FAR	HMRC	National Insurance	NI	£ 394.74	£ -
19/11/2019	FAR	HMRC	PAYE	PAYE	£ 181.00	£ -
19/11/2019	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
02/09/2019	R&A	TC Fixings Ltd	18x Stainless anti-theft nuts	Maintenance Technician (General Repairs)	£ 13.88	£ -
02/09/2019	P&H	Sign Trade Supplies	6x 89mm post clips and bolts	Signs	£ 26.56	£ -
02/09/2019	FAR	Zazzle	14x ID cards	Miscellaneous Expenditure	£ 39.92	£ -
02/09/2019	FAR	Springvale Stores	Stationery	Stationery	£ 3.45	£ -
09/09/2019	P&H	TC Fixings Ltd	Anti-theft fixings for speed sign brackets	Maintenance Technician (General Repairs)	£ 56.44	£ -
09/09/2019	P&H	B4B	Payment fee for above payment	Bank Charges and Interest	£ 1.13	£ -
10/09/2019	FAR	giffgaff	Top-up for office phone	Miscellaneous Expenditure	£ 10.00	£ -
09/09/2019	FAR	B4B	Payment fee for above payment	Bank Charges and Interest	£ 0.20	£ -
Total:					£ 151.58	£ -

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