

Finance, Administration & Remuneration (FAR) Committee

13 February 2019 at 14:15

Kings Worthy Community Centre, Fraser Road, Kings Worthy

Chair of the Meeting	Cllr M. Taylor
Councillors Present	Cllrs T. Anderson, I. Gordon and S. Newell.
Clerk(s) Present	Richard Hanney
Public	0

F/19/16 - Election of Vice-Chair

Following the resignation of Cllr Noel McCleery; Cllr Newell was proposed as Vice-Chair of this committee by Cllr Taylor, seconded by Cllr Anderson and it was agreed.

F/19/17 - Apologies for absence

None.

F/19/18 - Public question time

None.

F/19/19 - To agree and sign the minutes of the meeting held on the 16th January 2019

The minutes of the meeting held on the 12th December 2018 were agreed and signed by the Chair.

F/18/20 - Matters arising from the meetings held on 16th January 2019

[F/19/08 Tubbs Hall Management Committee- accessible toilet refurbishment](#) - A letter is to be sent to management committee confirming the decision to cover some of the cost but to ask that future requests are made before work is agreed.

Action:	Write to Tubbs Hall Management Committee regarding toilet		
Action By:	Clerk	Target Date:	ASAP

[F/19/10 Procurement Card](#) - The application is still being processed.

[Grant F/19/05](#). Letter of thanks from Worthys Youth Football Club for grant towards goalposts.

[Licences - rights of way F/18/11](#). It was agreed to accept the solicitors terms of business to prepare a licence for rights of way. It was also agreed to write to house owners regarding completion of a licence relating to right of way.

Action:	Accept solicitors terms of business.		
Action By:	Clerk	Target Date:	ASAP

Action:	Write to houseowners regarding licences.		
Action By:	Clerk	Target Date:	ASAP

F/19/21 - Proposed new expenditure
 Planning & Highways (P&H) - None.

Finance, Administration & Remuneration (FAR) - None.

Recreation & Amenities (R&A) - The cost of the tree survey for work undertaken was £660 against a budget of £600. It was agreed to sanction this expenditure.

Communications - None.

Grants - A grant request for £85 from Worthys Local History Group to erect a plaque on historical buildings on Springvale Road was approved.
 A grant request was received for £600 from Kings Worthy Church and Village Fete Committee to cover the cost of transport and first aid at the Annual fete. It was agreed to review the grounds for approval in previous years.

Action:	Send the above to Parish Council for ratification.		
Action By:	Clerk	Target Date:	18/02/2019

F/19/22 - To receive the statement of accounts and management reports for period ended 31st January 2019(see attached)

The Clerk gave a presentation of the accounts for the month ending 31st January 2019. The year to date figure showed a deficit of £6027 against a budgeted deficit of £4220.98, the major item of expenditure being the cost of tree work. It was agreed to transfer the retention from the footpath to reserves as it will not be returned and has been used to cover the survey on the footpath.

F/19/23 - Remuneration & staffing - including recruitment of an Assistant Clerk

It was agreed to recommend that an advertisement should be published in the Hampshire Chronicle and on the HALC website for an Assistant Clerk working 20 hours. Applications to be submitted by 18th March with interviews between 26 - 28th March. The proposed salary will be between £9.74 and £10.41 depending on experience. (see proposed advert attached).

F/19/24 - Tubbs Hall - landlord's responsibilities

Fitting of light sensors in toilets - £750. Before agreeing it was decided to ask the electrician if 1 sensor per toilet would be sufficient.
 It was agreed to consider a waterless urinal in the Gents toilet.

Action:	Query the number of sensors required in the toilets		
Action By:	Clerk	Target Date:	ASAP

Action:	Investigate a waterless urinal.		
Action By:	Clerk	Target Date:	ASAP

F/18/25 - Legal issues

41 Ramsay Road - Following a meeting of Cllrs Gordon and Anderson the house owner has suspended a request for a Freedom of Information request and had written a letter stating that he proposed to take down his fence and re-erect it on the Parish Council boundary. It was agreed to offer a further meeting to see if the alternative option, which would be the grant of a licence, with the Chair and Vice-Chair of the Parish Council to see if this would be acceptable.

Action:	Write to owners of 41 Ramsay Road.		
Action By:	Clerk	Target Date:	ASAP

Arson at Kings Worthy Community Centre - A letter had been sent by recorded mail but as there had still been no response it was agreed to refer the matter back to the police.

Action:	Write to the police regarding the community court case.		
Action By:	Clerk	Target Date:	ASAP

Internal Audit - The internal audit will be undertaken on 5 June 2019.

F/19/26 - Review of Financial Regulations

The following amendments to the Financial Regulations were proposed:
 2.3 amend review of estimates to be reviewed in November (currently January)
 3.2 add 'moving balance from one budget to another' after 'virement'.
 9.2 remove 'relevant committee' and add 'Finance, Administration and Remuneration Committee'
 11.2.1 - phrase to be added to contracts; These will be anonymised, considered by the Finance, Administration and Remuneration Committee and ratified by the Parish Council.

F/19/27 - Website and email proposals

Website. As the current contract for the website had expired alternatives were considered which would make management of the site easier. It was agreed to accept Option 1 which would show a saving on expired contract.

Email. As there were issues with storage capacity and functionality with the current provider it was agreed to adopt Gmail providing exiting email addresses can be carried over.

Action:	Recommend transfer service for website and email		
Action By:	Parish Council	Target Date:	18/02/2019

F/19/28 - RFO/Clerk's notices

None.

F/19/29 - Chair's notices

Replacement of Cllr N McCleery will be needed on this committee

Cllr Anderson left the meeting at 16.15

F/19/30 - Authorise payment listing

The committee received the schedule of invoices due for payment (see attached). These payments were approved by the committee.

F/19/30 - Items for discussion at the next Meeting on the 13th March 2019

None.

Meeting closed 16:30.

Signed:	Date:

Website - Current costs		
Provider	Service	Cost (per annum)
TLC Online	Backend Maintenance	£ 240.00
TLC Online	Plugins/Software	£ 50.00
Freeola	Website hosting	£ 67.68
Sub-Total:		£ 357.68

Website - Option 1		
Provider	Annual Cost (Year One)	Annual Cost (Year Two onwards)
Hosting (100)	£ 72.00	£ 132.00
Software (One & Year)	£ 164.33	£ 164.33
Total:	£ 236.33	£ 296.33

Website - Option 2		
Provider	Annual Cost (Year One)	Annual Cost (Year Two onwards)
Hosting (100)	£ 72.00	£ 132.00
Software (One & Year)	£ 317.73	£ 79.00
Total:	£ 389.73	£ 211.00

Same as Option 1 but includes the purchase of the coding software in Year One.

Email - Current costs		
Provider	Service	Cost (per annum)
Freeola	Emails (0.53gb per user)	£ 65.40
Sub-Total:		£ 65.40

Freeola	Emails (2.00gb per user)	£ 202.40
Freeola	Emails (3.33gb per user)	£ 303.40

For comparison only

Freeola cannot provide same levels of storage as below.

		Year One Cost	Year Two Cost
1&1	Emails (50gb per user)	£ 450.00	£ 450.00
Sub-Total:		£ 450.00	£ 450.00

Advantages

- Cheaper than Gmail
- Interface has contacts and calendar
- Improved interface vs Freeola (current system)
- More storage than Freeola (current system)

Disadvantages

- Proprietary small scale software
- Potential issues with device compatibility
- More expensive than Freeola (current system)

		Year One Cost	Year Two Cost
Google (Gmail)	Emails (30gb per user)	£ 594.00	£ 594.00
Sub-Total:		£ 594.00	£ 594.00

Advantages

- Interface has contacts and calendars with the ability to share calendars (i.e. meeting dates etc.)
- Much improved interface vs Freeola (current system)
- More storage than Freeola (current system)
- Massively popular software (3.8 billion people worldwide)
- Maximum compatibility with devices

Disadvantages

- More expensive than Freeola (current system) and 1&1
- Less storage than 1&1

Assistant Clerk (Assistant Local Government Officer)

The Parish Council are seeking a new Assistant Clerk to provide administrative support to the Parish Council and Parish Clerk.

The key duties include:

- Assisting the Parish Clerk in ensuring that the Parish Council operates in an efficient, cost effective and legal manner.
- Assisting the Parish Clerk in administering the Parish Council's finances.
- Assisting the Parish Clerk in ensuring a good relationship is maintained with Parishioners.

The successful applicant will need to offer good written and verbal communication skills, IT skills and must be able to work independently. You will also need the aptitude to learn the Parish Council's policies and systems.

Location: Parish Office, Kings Worthy Community Centre.

Hours: 20 hours per week worked over a minimum of 3 days (attendance of some evening meetings will be required).

Holiday: 21 days + all public holidays (pro-rata)

Salary: £9.74 - £10.41 an hour; paid monthly.

Applications should be submitted by Monday 18th March 2019.

Interviews will be taking place between 26 – 28 March 2019

The successful candidate would need to start in April 2019.

For further information visit: www.kingsworthy-pc.org.uk/A_Clerk, or contact the Clerk on the details below:

Email: clerk@kingsworthy-pc.org.uk

Telephone: 01962 884150

Postal Address: Lionel Tubbs Hall & Kings Worthy Community Centre, Fraser Road, Kings Worthy, Winchester, Hampshire, SO23 7PJ

Management Accounts for the period ending 31st January 2018

Income	Current Month			2018/19 Financial Year				Forecast Outturn	2019/20 Budget	Outurn Reason
	Budget	Actual	Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD			
Finance, Administration & Remuneration	£11,401.42	£11,351.25	-£50.17	£138,356.23	£114,776.26	£128,979.55	£14,203.29	£159,768.09	£157,713.90	Includes CIL income for the Cycle Chiances, Bank at Tubbs Hall & Solar Panels Includes solar panels THMC recharge
Kings Worthy Community Centre	£183.00	£1,388.93	£1,205.93	£8,249.00	£1,830.00	£3,035.93	£1,205.93	£8,550.62	£6,086.71	
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-
Recreation & Amenities	£341.53	£684.00	£342.47	£6,300.00	£4,459.86	£7,008.34	£2,548.48	£7,985.34	£7,100.00	Slight reduction in income for Football & the Burial Ground
Totals:	£11,925.95	£13,424.18	£1,498.23	£152,905.23	£121,066.12	£139,023.82	£17,957.70	£176,304.05	£170,900.61	
Expenditure	Current Month			2018/19 Financial Year				Forecast Outturn	2019/20 Budget	
	Budget	Actual	Variance	Annual Budget	Budget YTD	Actual YTD	Variance YTD			
Finance, Administration & Remuneration	£4,445.01	£4,222.55	£222.46	£64,263.84	£51,490.28	£54,286.84	£0.00	£62,403.35	£67,303.76	Includes expenditure on Solar Panels
Kings Worthy Community Centre	£475.39	£4,098.83	-£3,623.44	£15,024.00	£7,032.68	£9,535.71	-£2,503.03	£18,764.68	£15,034.85	
Planning & Highways	£0.00	£0.00	£0.00	£6,250.00	£3,125.00	£3,881.69	-£756.69	£8,440.78	£7,220.65	
Recreation & Amenities	£4,755.26	£20,101.71	-£15,346.45	£75,893.00	£63,639.14	£77,347.13	-£13,707.99	£91,600.05	£86,938.34	
Totals:	£9,675.66	£28,423.09	-£18,747.43	£161,430.84	£125,287.10	£145,051.37	-£16,967.71	£181,208.85	£176,497.60	
Current Position										
Net Surplus / Deficit	£2,250.28	-£14,998.91	-£17,249.19	-£8,525.61	-£4,220.98	-£6,027.55	-£1,806.57	-£4,904.81	-£5,596.99	
Balance Sheet - 31st January 2018										
Current Assets										
Bank Accounts										
Unity Trust Bank Current Account	£10,541.09									
Unity Trust Tailored Deposit Accounts	£39,109.07									
Investments/Deposits										
Hampshire Trust Bank Variable (90 day notice)	£69,632.15									
United Trust Bank Variable (100 day notice)	£31,500.00									
Other										
B4B Procurement Card	£100.10									
Debtors	£188.40									
Prepayments	£0.00									
Total Current Assets:	£151,070.81									
Current Liabilities										
Trade Creditors	£5,010.49									
Retentions	£1,742.40									
Received on Account (inc. Precept)	£22,694.50									
PAY Payments Due	£382.20									
NI Payments Due	£324.15									
Pension Payments Due	£582.03									
VAT to be Paid	-£10.20									
VAT to be Reclaimed	-£1,101.47									
VAT that has been Reclaimed but not received	-£3,928.29									
Total Current Liabilities:	£25,695.81									
Current Assets Minus Liabilities:	£125,375.00									
Earmarked Funds in Reserve										
Church Green Reserve	£15,461.99									
CIL Reserve	£55,613.91									
Total Current Liabilities:	£71,075.90									
Net Assets										
Profit & Loss Accounts Brought Forward (from 2017/18)	£20,678.12									
General Reserves	£39,648.53									
Profit & Loss Year to Date	-£6,027.55									
Total Net Assets:	£54,299.10									

Recommendation

Accruals from 2018/19 to 2019/20

Play area maintenance £9,398.34

Tree works (already agreed) £1,300.00

Total: £10,698.34

Payment Authorisation Listing - February 2019

Payments previously authorised							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
30/01/2019	FAR	Box-it	storage of new boxes and supply of pack of boxes	document storage	£ 103.01	£	-
07/02/2019	THMC	AES	25% deposit solar panel	solar panels	£ 1,582.35	£	-
						£	-
						£	-
				Total:	£ 1,685.36	£	-

Payments to be authorised							
Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT	
16/02/2019	R&A	Gentworks	public water fountain	Capital projects R&A	£ 663.60		
16/02/2019	THMC FAR	HCC	cleaning materials stationery	cleaning materials stationery	88.44 4.95	£	-
16/02/2019	R&A	Environmental Hygiene Services	3 shelters cleaned	Shelters	£ 36.00	£	-
16/02/2019	FAR	HALC	good councillors guides	training	£ 71.50	£	-
16/02/2019	FAR	N McCleery	ink cartridges	stationery	£ 61.79	£	10.30
16/02/2019	THMC FAR	WCC	structural engineer fee - solar panels	other Tubbs Hall expenses	£ 306.00	£	-
16/02/2019	FAR	Worthys YFC	grant	grant	£ 250.00		

16/02/2019	R&A	MRS	December maintenance bus shelter repair tap repair burial ground toilet repairs	maintenance shelters toilet repairs electrical repairs		349.25 46.56 53.00 33.33	£	-
	THMC		Christmas lights			586.03		
16/02/2019	R&A	MRS	January maintenance desk fittings installing notice board Christmas Lights down	maintenance office equipment Notice Boards electrical repairs		280.5 52.00 33.00 22.00	£	-
16/02/2019	THMC	MRS	cleaning items	cleaning materials	£	10.50		
16/02/2019	FAR	Amazon	stationery tea bags steel cleaner sign fittings	stationery travel & sustenance miscellaneous signs		52.19 16.67 7.36 11.99	£	-
							£	-
16/02/2019	FAR	S White	Christmas social	events	£	108.80		
				Total:	£	1,508.19	£	10.30

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
04/01/2019	FAR	Business Stream	Water - Eversley Park	Water - Eversley Park	£ 45.00	
02/01/2019	FAR	EDF	Gas - Tubbs Hall	Gas - Tubbs Hall	£ 81.00	
	FAR	BIFFA	Waste collection	Waste collection	£ -	
15/01/2019	FAR	TLC	Website maintenance	Website maintenance	£ 20.00	
14/01/2019	FAR	XLN	Telephone and broadband	Internet services	£ 53.78	
16/01/2019	FAR	Sage	Accountancy package	Computer software	£ 24.00	£ -

28/01/2009	R&A	Green Smile	Grounds maintenance	Grounds Maintenance	£	3,594.00	£	-
	FAR	Rentokil	Pest control	Pest control			£	-
15/01/2019	FAR	British Gas	Electricity at Tubbs Hall	Electricity Tubbs Hall	£	110.00		
Total:					£	3,927.78	£	-

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
25/02/2019	FAR	C Read	Salary (January)	Clerks' salary	£ 1,339.06	£ -
25/02/2019	FAR	R Hanney	Salary (January)	Clerks' salary	£ 852.30	£ -
19/03/2019	FAR	HMRC	National Insurance (January)	Employee NI	£ 324.15	
19/03/2019	FAR	HMRC	PAYE (January)	Employee PAYE	£ 382.20	£ -
19/03/2019	FAR	Hampshire County Council	Pensions (January)	Employee's Pension	£ 582.03	£ -
						£ -
						£ -
Total:					£ 3,479.74	£ -

Procurement Card Payments

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
01/01/2019	FAR	Scan Computers	stationery/ hipoint av cabinet	stationery	£ 15.47	
01/01/2019	R&A	Istock	image for sign	signs	£ 8.40	£ 1.40
Total:					£ 23.87	£ 1.40

Committees:

FAR	Finance, Administration & Remuneration
PC	Parish Council
P&H	Planning & Highways
R&A	Recreation & Amenities