

**Minutes of the Finance, Administration & Remuneration committee meeting  
held on Wednesday, 10 March 2021 at 19:30  
Due to COVID-19 this meeting was held electronically via Zoom**

**Attendees**

Councillors Stewart Newell (Chair), Signe Biddle, Emily Fish, Ian Gordon and Matthew Miller-Hall.

**Clerk(s)** Christopher Read (Clerk) & Lucia Foster-Found (Assistant Clerk)

**Apologies**

None

**Members of the public**

None

**F/21/025 – Public question time**

None

**F/21/026 – Agree and sign the minutes of the meeting held on the 10 February 2021**

The minutes were agreed as a true record of the meeting and it was agreed that the Chair will sign the minutes after the meeting via the post.

**F/21/027 – Matters arising from the meeting held on the 10 February 2021**

None.

**F/21/028 – Proposed new expenditure for Finance approval**

**Planning and Highways (P&H) –**

None.

**Finance, Administration & Remuneration (FAR) –**

Tubbs Hall - Ratification regarding payment for urgent repair to felt in Tubbs Hall roof. Including hire of tower, MRS Services charged £315.00 of which £157.50 will be payable by Kings Worthy Parish Council (KWPC).

All agreed to the ratification of charge for urgent roof repair.

Rentokil - Clerk reported that Rentokil had agreed to a £220.00 refund for the missed visits. However, they reported that 4 out of the 5 bait boxes have gone. The charge to purchase 4 replacements is a total of £280.00. This will be a shared cost with Tubbs Hall.

All agreed to the purchase of replacement bait boxes.

**Recreation and Amenities (R&A) –**

Dog Bins – R&A have voted for twice weekly dog bin emptying of Mill Lane and Hinton Park bins by ID Verde. The cost is £7.14 per bin, so an increase of £14.28 per week. However, in real

terms this is offset completely by the recent removal of three dog bins that have been replaced by Winchester City Council dual use bins.

All agreed to the increased frequency of emptying of these two bins.

**Action:** Notify ID Verde to increase bin emptying to twice weekly for Mill Lane and Hinton Park bins.

### **Communications –**

None.

### **Grants –**

Worthys Youth Football Club – More information had been received relating to the previous grant request from Worthys Youth Football Club. £189.00 has been requested for renovation of the 'café' and stock. A breakdown of costs has been provided. Councillors agreed to the funds, providing that all necessary licenses and certificates are in place for provision of foodstuffs.

**Action:** Take to full Parish Council for ratification on 22<sup>nd</sup> March

### **F/21/029 – To receive the statement of accounts and management reports for the period ended 28 February 2021 (see attached)**

The Clerk/RFO showed the management report, drawing the attention of members to the fact that owing to the short month of February, the Grounds Maintenance payment cleared on 1<sup>st</sup> March and so does not appear as a payment in February. Therefore, March will have two payments.

The Clerk/RFO gave a presentation of the accounts for the month ending 28 February 2021. This included showing the balance sheet, bank reconciliations and bank data.

### **F/21/030 – To consider the draft forecast outturn (2020/21) and draft budget (2021/22)**

Members reviewed the draft outturn and budget and did not make any changes.

### **F/21/031 – Review of the financial regulations and investment policy**

Members all agreed to adopt the policy.

### **F/21/032 – Review of Data Protection & Data Retention policies**

It was discussed that there had been no changes to these as, in spite of Brexit, UK organisations still have to comply with the Data Protection Act 2018 and the UK General Data Protection Regulation if they process only domestic data. Members all agreed the policies.

### **F/21/033 – Remuneration and Staffing**

HR Annual Review – This highlighted that there is an updated Disciplinary and Grievance policy available from HALC and that these policies are statutory requirements. Also that KWPC might look at an Equal Opportunity and Diversity Policy in the future.

Assistant Clerk's working hours – Current arrangement of 27 hours per week was agreed to be extended for a further period of six months. It was also agreed to allow the Assistant Clerk to

carry her remaining holiday allowance over to the next financial year in line with the current HMRC Covid related rules.

**F/21/034 – Tubbs Hall – landlord’s responsibilities**

Sub Lease on Tubbs Hall – Parish Council have taken legal advice and have been informed that the lease requires re-writing. Clerk has been quoted £1500.00 plus disbursements (e.g. land registry searches) for legal fees.

**F/21/035 – Legal issues**

Incident at Eversley Park – The matter is currently being dealt with by our insurers.

**F/21/036 – RFO/Clerk’s notices**

Review Commercial Use of Parish Council Facilities – Fees are to be reviewed the July Meeting.

**F/21/037 – Chairman’s notices**

None.

**F/21/038 – Items for discussion at the next meeting on the 14 April 2021**

None.

**Meeting Closed at 20:40.**

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**Signed:**

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**Date:**

**Management Accounts for the period ending 28<sup>th</sup> February 2021**

**Income**

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2020/21 Forecast Outturn	2021/22 Budget
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	£0.00	£9,000.00
Finance, Administration & Remuneration (inc. CIL receipts)	£214,135.02	£153,169.11	£165,300.72	£12,131.61	£205,025.46	£186,617.59
Kings Worthy Community Centre	£4,181.20	£3,832.77	£1,792.54	-£2,040.23	£5,553.91	£4,399.44
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£6,060.00	£5,600.18	£5,963.00	£362.82	£4,393.33	£5,560.00
<b>Totals:</b>	<b>£233,376.22</b>	<b>£162,602.06</b>	<b>£173,056.26</b>	<b>£10,454.20</b>	<b>£214,972.70</b>	<b>£205,577.03</b>

**Expenditure**

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2020/21 Forecast Outturn	2021/22 Budget
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	£0.00	£9,000.00
Finance, Administration & Remuneration	£73,517.28	£67,881.34	£71,676.14	-£3,794.80	£80,279.85	£81,705.67
Kings Worthy Community Centre	£9,685.00	£8,818.20	£8,524.58	£293.62	£11,243.91	£10,315.89
Planning & Highways	£6,500.00	£2,980.37	£2,949.38	£30.99	£7,376.95	£7,175.00
Recreation & Amenities	£81,269.00	£65,173.48	£54,134.12	£11,039.36	£69,421.47	£81,257.55
<b>Totals:</b>	<b>£179,971.28</b>	<b>£144,853.39</b>	<b>£137,284.22</b>	<b>£7,569.17</b>	<b>£168,322.18</b>	<b>£189,454.11</b>

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2020/21 Forecast Outturn	2021/22 Budget
<b>Actual Year to Date Position:</b>	<b>£53,404.94</b>	<b>£17,748.67</b>	<b>£35,772.04</b>	<b>£18,023.37</b>	<b>£46,650.52</b>	<b>£16,122.92</b>

**Memorandum position – Excluding CIL receipts only**

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2020/21 Forecast Outturn	2021/22 Budget
<b>Revised Position (excluding CIL receipts):</b>	<b>£6,298.92</b>	<b>£17,748.67</b>	<b>£27,560.39</b>	<b>£9,811.72</b>	<b>£12,429.02</b>	<b>£3,238.41</b>

<b>Play area reserve transfer</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>
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**Final memorandum position – Excluding CIL receipts and including play area reserve transfer**

<b>Final memorandum position</b>	<b>-£3,701.08</b>	<b>£7,748.67</b>	<b>£17,560.39</b>	<b>£9,811.72</b>	<b>£2,429.02</b>	<b>-£6,761.59</b>
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## Balance Sheet for period ending 28th February 2021

<b>Bank Accounts</b>	
Unity Trust Bank Current Account	£15,431.07
Unity Trust Tailored Deposit Account	£50,956.34
<b>Sub-Total:</b>	<b>£66,387.41</b>

<b>Investments/Deposits</b>	
Hampshire Trust Bank Variable (45-day notice)	£42,313.17
Hampshire Trust Bank Variable (90-day notice)	£42,686.83
United Trust Bank Variable (100-day notice)	£5,213.92
<b>Sub-Total:</b>	<b>£90,213.92</b>

<b>Other</b>	
B4B Procurement Card	£4.94
Debtors	£743.41
Prepayments	£0.00
<b>Sub-Total:</b>	<b>£748.35</b>

<b>Total Current Assets:</b>	<b>£157,349.68</b>
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<b>Current Liabilities</b>	
Trade Creditors	£1,194.35
Retentions	£377.20
Received on Account (inc. Precept)	£13,714.88
PAYE Payments Due	£251.20
NI Payments Due	£603.77
Pension Payments Due	£966.13
VAT to be Paid	-£27.60
VAT to be Reclaimed	-£840.98
VAT that has been Reclaimed but not received	£0.00
<b>Total Current Liabilities:</b>	<b>£16,238.95</b>

<b>Current Assets Minus Liabilities:</b>	<b>£141,110.73</b>
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<b>Earmarked Funds in Reserve</b>	
Church Green Reserve	£7,974.49
Play area maintenance reserve	£24,053.22
CIL Reserve	£16,967.77
<b>Total Current Liabilities:</b>	<b>£48,995.48</b>

<b>Net Assets</b>	
Profit & Loss Accounts Brought Forward	£12,582.28
General Reserves (inc. £7,364.59) for tree works)	£43,760.93
Profit & Loss Year to Date	<b>£35,772.04</b>
<b>Total Net Assets:</b>	<b>£92,115.25</b>