

**Minutes of the Finance, Administration & Remuneration committee meeting
held on Wednesday, 11 August 2021 at 19:30
in Kings Worthy Community Centre, Fraser Road, Kings Worthy**

Attendees

Councillors (Cllrs) Stewart Newell (Chair), Signe Biddle, Emily Fish and Ian Gordon.

Clerk(s) Christopher Read

Apologies

None

Members of the public

None

F/21/049 – Election of Chair

Councillor Newell was proposed by Cllr Gordon and seconded by Cllr Fish. Cllr Newell was unanimously elected.

F/21/050 – Election of Vice-Chair

Councillor Gordon was proposed by Cllr Fish and seconded by Cllr Miller-Hall. Cllr Gordon was unanimously elected.

F/21/051 – Public question time

None.

F/21/052 – Impact of COVID-19

- **Recommended restrictions for meeting** – It was agreed for the current recommendations to remain for meetings.
- **Meeting room re-opening for hire** – It was agreed not to re-open the meeting room for public hire at this stage. This will be reviewed in October.
- **Parish Office re-opening for the public** – It was agreed not to re-open the office to the public at this stage. This will be reviewed in October.

F/21/053 – Agree and sign the minutes of the meeting held on the 14 April 2021

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

F/21/054 – Matters arising from the meeting held on the 14 April 2021

None.

F/21/055 – Proposed new expenditure for Finance approval

Planning and Highways (P&H) – None.

Finance, Administration & Remuneration (FAR) – None.

Replacement external lights for Tubbs Hall – A quotation has been received for 3x external vandal resistant lights to replace the current ones. The current lights have been damaged in the past, likely by large vehicles and/or ball games. It was agreed to accept quotation for £261.00 from Brooks Electrical, subject to confirmation of the type of light.

Keypad for front door at Tubbs Hall – A quotation had been received for £380.00 to install an additional keypad on the front door to allow locking from the inside. It was agreed to review this once the new Assistant Clerk was in place.

Fire shutter servicing – It was agreed to accept the quotation from Britannia Security Shutters for the servicing of the fire shutter, at a cost of £275.00.

Recreation and Amenities (R&A) –

Replacement hurdle at Upper Broadview – R&A had agreed a quotation for £354.97 from M.R.S. Services, for the replacement some damaged hurdle fencing at Upper Broadview. This quotation was unanimously agreed.

Communications – None.

Grants –

Worthy Runners – A grant request has been received from the Worthy Runners for £150.00, to update their website and marketing materials in order to attract new members to the club and facilitate further social inclusion in the local community.

Action: It was agreed to contact the Worthy Runners to ask for more information on what marketing materials they intend to purchase, and what works they will undertake to their website.

F/21/056 – To receive the statement of accounts and management reports for the period ended 31 July 2021 (including draft end of year accounts) and to authorise the payment listing

The Clerk/RFO gave a brief presentation on the accounts for the month ending 31 July 2021. It was agreed to absorb the £377.20 retention as the company is no longer trading.

F/21/057 – Authorise the payment listing

All members reviewed and authorised a copy of the payment listing (see attached).

F/21/058 – Review of fees and charges

It was agreed to increase our hire charges by 1% (rounded to the nearest pound for burial fees) with affect from 11th August 2021.

F/21/059 – Remuneration and Staffing

Recruitment of new Assistant Clerk – It was agreed to ratify the £249.00 spent on a job advertisement on the SE1 jobs website.

Interviews are planned for the 25th – 27th August. An extraordinary PC meeting is planned for the 31st August to agree the successful candidate (if any).

Previous Assistant Clerk's remaining hours & holiday – It was agreed to pay any remaining time in lieu or holiday owed.

Pay Review –

It was agreed to hold the Clerk's annual review and pay review at a later date. However, it was agreed to award the Assistant Clerk a 1.5% increase backdated to April 2021.

It was agreed to pay 34 hours' time in lieu owed to the Clerk as overtime.

F/21/060 – Tubbs Hall – landlord's responsibilities

Sub Lease on Tubbs Hall – It was agreed to investigate the possibility of the Parish Council being the sub-lessees to Tubbs Hall Management Committee, to simplify the arrangement for all parties involved and reduce the large workload related to the building.

Action: Raise the above proposal at the next full council meeting.

F/21/061 – Legal issues

It was agreed to no further action relating to the previous incidences of minor vandalism.

F/21/062 – RFO/Clerk's notices

VAT advice – It was agreed to obtain a price for advice on whether the Parish Council still needs to be VAT registered.

Action: Obtain a quotation for the above from the company previously for VAT advice.

Sale of redundant PC – It was agreed to sell a redundant computer for £75.00.

F/21/063 – Chairman's notices

None.

F/21/064 – Items for discussion at the next meeting on the 15 September 2021

None.

Meeting Closed at 21:06.

Signed:

Date:

Management Accounts for the period ending 31st July 2021

Income

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date
Community Infrastructure Levy	£12,884.51	£3,221.13	£35,609.37	£32,388.24
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£173,733.08	£57,689.14	£57,868.29	£179.15
Kings Worthy Community Centre	£4,399.44	£1,466.48	£732.00	-£734.48
Planning & Highways	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£5,560.00	£1,542.83	£1,252.00	-£290.83
Totals:	£205,577.03	£63,919.57	£95,461.66	£31,542.09

Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date
Community Infrastructure Levy	£0.00	£0.00	£0.00	£0.00
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£81,705.67	£27,883.40	£24,673.23	£3,210.17
Kings Worthy Community Centre	£10,315.89	£4,323.38	£2,715.92	£1,607.46
Planning & Highways	£7,175.00	£0.00	£0.00	£0.00
Recreation & Amenities	£81,257.55	£20,506.41	£19,562.00	£944.41
Totals:	£189,454.11	£52,713.19	£46,951.15	£5,762.04

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date
Actual Year to Date Position	£16,122.92	£11,206.38	£48,510.51	£37,304.13

Memorandum position - Excluding Community Infrastructure Levy receipts and expenditure

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date
Memorandum Year to Date Position:	£3,238.41	£7,985.25	£12,901.14	£4,915.89

Balance Sheet for period ending 31st July 2021

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£13,798.95
Unity Trust Tailored Deposit Account	£109,306.34
Sub-Total:	£123,105.29
<u>Investments/Deposits</u>	
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
Sub-Total:	£90,213.92
<u>Other</u>	
B4B Procurement Card	£7.24
Debtors	£575.55
Prepayments	£0.00
Sub-Total:	£582.79
Total Current Assets:	£213,902.00
<u>Current Liabilities</u>	
Trade Creditors	£3,861.10
Retentions	£377.20
Received on Account (inc. Precept)	£28,703.00
PAYE Payments Due	£284.40
NI Payments Due	£601.19
Pension Payments Due	£1,016.30
VAT to be Paid	-£3.00
VAT to be Reclaimed	-£794.38
VAT that has been Reclaimed but not received	-£4,265.23
Total Current Liabilities:	£29,780.58
Current Assets Minus Liabilities:	£181,121.42
<u>Earmarked Funds in Reserve</u>	
Church Green Reserve	£6,476.99
Play area maintenance reserve	£34,053.22
CIL Reserve	£25,179.42
Total Current Liabilities:	£65,709.63
<u>Net Assets</u>	
Profit & Loss Accounts Brought Forward	-£8,558.49
General Reserves (inc. £19,297.65 for tree works)	£78,459.77
Profit & Loss Year to Date	£48,510.51
Total Net Assets:	£118,411.79

Payment Authorisation Listing – August 2021

Committees:

FAR = Finance, Administration & Remuneration

KWCC = Kings Worthy Community Centre

PC = Parish Council

P&H = Planning & Highways

R&A = Recreation & Amenities

Payments previously authorised on the bank (paid to meet payment deadlines)

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
18/05/2021	FAR (KWCC)	Fire Link Ltd	Extinguisher servicing, new fire blanket, fire alarm test, fire alarm battery replacement, emergency lighting test and fire risk assessment	Fire Safety	£627.30	£0.00
03/08/2021	FAR	Newsquest Media Group Ltd	Advertisement of Assistant Clerk role on SE1 jobs website	Publicity & Advertising	£298.80	£0.00
				Total (all):	£2,281.99	£2.17

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
28/06/2021	FAR	Worthys Conservation Volunteers	Grant for cost of annual insurance cover	Grants to Village Organisations	£200.00	£0.00
28/06/2021	FAR	Worthys Conservation Volunteers	Grant for publicity leaflets and stickers for "save the hedgehog" campaign	Grants to Village Organisations	£144.00	£0.00
30/07/2021	FAR (KWCC)	1a Autoheat Ltd	Attend to check hot water cylinder was functioning properly after hot water issue	Heating Repairs	£123.00	£0.00

02/08/2021	FAR	xianyouxianlichengzheng riqinfuzhuangdian (Amazon Seller)	Sanitiser dispenser drip tray	Miscellaneous Expenditure	£12.99	£2.17
02/08/2021	FAR	Amazon UK	Caution hot water stickers (x12)	Miscellaneous Expenditure	£11.42	£0.00
02/08/2021	FAR	Samantha Landing T/A Landing Designs (Amazon seller)	Not drinking water stickers (x 10)	Miscellaneous Expenditure	£5.58	£0.00
09/08/2021	FAR	Culverlands	Printing, fulfillment and postage of 2,100 newsletters	Leaflets and publications	£1,785.00	£0.00
				Total (all):	£2,281.99	£2.17

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
05/07/2021	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water rates - Tubbs Hall	£12.00	£0.00
09/07/2021	FAR (KWCC)	Octopus Energy	Electricity & gas charges (01//06/21 - 30/06/2021)	Electricity & Gas	£36.04	£0.00
12/07/2021	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£87.17	£0.00
14/07/2021	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park	Open Space Maintenance	£106.95	£0.00
15/07/2021	FAR (KWCC)	Winchester City Council	Business rates	Business rates	£61.00	£0.00
15/07/2021	FAR	TLC Online	Website support and maintenance services	Website/Email Expenses	£20.00	£0.00
15/07/2021	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£26.40	£0.00
27/07/2021	R&A	Green Smile	Monthly grounds maintenance contract	Grounds Maintenance	£3,594.00	£0.00
				Total:	£3,943.56	£0.00

Remuneration costs

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Notes
23/07/2021	FAR	C Read	Salary - July	Employee Wages and Salaries	£1,849.02	£0.00
23/07/2021	FAR	Lucia Foster Found	Salary - July	Employee Wages and Salaries	£1,216.66	£0.00
19/08/2021	FAR	HMRC	National Insurance - July	NI	£601.19	£0.00
19/08/2021	FAR	HMRC	PAYE - July	PAYE	£284.40	£0.00
19/08/2021	FAR	Hampshire County Council	Pensions - July	Pensions	£1,016.30	£0.00
				Total:	£4,967.57	£0.00

Procurement card payments

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
02/07/2021	FAR	Giffgaff	Monthly Goodybag of data, mins and texts	Miscellaneous Expenditure	£6.00	£0.00
02/07/2021	FAR	Giffgaff	Monthly Goodybag of data, mins and texts	Miscellaneous Expenditure	£6.00	£0.00
02/07/2021	FAR	Southwestern Railway	Train ticket to and from Portsmouth Fire Marshal training on 05/07/21)	Travel & Subsistence	£13.70	£0.00
02/07/2021	FAR	The Sign Shed	Play area closed signs	Signs	£31.85	£0.00
02/07/2021	FAR	Microsoft	Office 365 subscription	Computer Software	£18.96	£0.00
02/07/2021	FAR	Zoom Video Communications Inc.	Standard Pro subscription	Computer Software	£11.99	£0.00
02/07/2021	FAR	Lloyds Bank	Monthly card charges	Bank Interest & Charges	£6.00	£0.00
				Total:	£94.50	£0.00