

**Minutes of the Finance, Administration & Remuneration committee meeting
held on Wednesday, 14 April 2021 at 19:30
Due to COVID-19 this meeting was held electronically via Zoom**

Attendees

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

Clerk(s) Christopher Read

Apologies

Matthew Miller-Hall

Members of the public

None

F/21/039 – Public question time

None

F/21/040 – Agree and sign the minutes of the meeting held on the 10 March 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/21/041 – Matters arising from the meeting held on the 10 March 2021

None.

F/21/042 – Proposed new expenditure for Finance approval

Planning and Highways (P&H) – None.

Finance, Administration & Remuneration (FAR) – None.

Recreation and Amenities (R&A) – None.

Communications – None.

Grants – None.

F/21/042 – To receive the statement of accounts and management reports for the period ended 31 March 2021 (including draft end of year accounts) and to authorise the payment listing

The Clerk/RFO gave a brief presentation on the accounts but noted that due to lack of some significant invoices, they were not yet completed in a draft form and would be going to Parish Council for approval.

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

F/21/043 – Remuneration and Staffing

Annual review – The Chair is to undertake annual reviews with the Clerk and Assistant Clerk.

Action: Chair to arrange annual reviews

F/21/044 – Tubbs Hall – landlord’s responsibilities

Sub Lease on Tubbs Hall – Our solicitor has been instructed to undertake this work.

F/21/045 – Legal issues

Vandalism at Kings Worthy Community Centre (KWCC) – The Clerk gave a report on the meeting between Cllrs Gordon, Miller-Hall and the Clerk, to discuss the damage to the green, the play area equipment and the external vent on KWCC. The damage to the vent was seen as the only deliberate act of vandalism.

Action: Having reviewed the CCTV and other evidence available it was agreed to report all 3 to the police to obtain a crime reference number.

Incident at Eversley Park – The Chair and Vice-Chair had agreed for our solicitor to draft a response to the complaint. This was agreed at a cost of £250-500 (exc. VAT). All members agreed to ratify this.

F/21/046 – RFO/Clerk’s notices

Meeting in person – The Clerk noted that the government had not extended the electronic meeting regulations created as a result of COVID-19. Thus, from the 7th May onwards, meetings of the Council will need to be in person again. However, the Clerk noted that we are currently awaiting a court decision, expected by the end of April, on whether the virtual meeting can continue.

F/21/047 – Chairman’s notices

None.

F/21/048 – Items for discussion at the next meeting on the 12 May 2021

None.

Meeting Closed at 20:21.

Signed:

Date:

Payment Authorisation Listing – March 2021

Committees:

FAR = Finance, Administration & Remuneration

KWCC = Kings Worthy Community Centre

PC = Parish Council

P&H = Planning & Highways

R&A = Recreation & Amenities

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
15/03/2021	FAR (KWCC)	Yellow Shield Ltd	Replacement green wheelie bin	Waste Collection Charges	£59.98	£0.00
22/03/2021	FAR (KWCC)	Rentokil Ltd	Pest control services (01/03/2021 - 31/03/2021)	Pest Control	£94.02	£0.00
22/03/2021	R&A	Imperative Training Ltd	Annual services of defibrillators	Defibrillators	£794.40	£0.00
24/03/2021	R&A	ID Verde Ltd	Emptying of 9x dog faeces bins (01/01/21 - 31/03/2021)	Dog Bins	£959.61	£0.00
30/03/2021	R&A	M.R.S. Services	Removal of 8x goal post feet (including hire of equipment and disposal of concrete)	Pitch Maintenance	£734.56	£0.00
30/03/2021	R&A	M.R.S. Services	Refixing of picnic bench including addition of slab base for feet	Seats	£155.00	£0.00
30/03/2021	FAR (KWCC)	M.R.S. Services	Repair toilet cistern at Kings Worthy Community Centre	Repairs in the Toilet Areas	£160.00	£0.00
30/03/2021	FAR (KWCC)	M.R.S. Services	Fit new locks on kitchen and gents toilet at Kings Worthy Community Centre	Kitchen and Equipment / Repairs in the Toilet Areas	£102.98	£0.00
30/03/2021	R&A	M.R.S. Services	Remove metal plate at Fraser Road play area and replace with 20mm shaped plywood	Playground Maintenance	£155.33	£0.00

30/03/2021	R&A	M.R.S. Services	Fence of the MUGA with Heras fencing including hire of fencing (18/11/21-18/12/21)	Open Spaces Maintenance	£161.06	£0.00
30/03/2021	R&A	M.R.S. Services	Supply and fix grip tape to steps in Eversley Park	Maintenance Technician - General repairs	£121.75	£0.00
30/03/2021	R&A	M.R.S. Services	Monthly inspections of play areas and open spaces (December 2020) and put more COVID-19 signs at Eversley Park	Maintenance Technician - General repairs	£275.00	£0.00
30/03/2021	R&A	M.R.S. Services	Collect plywood for additional COVID-19 sign (including materials)	Open Spaces Maintenance	£90.39	£0.00
30/03/2021	R&A	M.R.S. Services	Put up Christmas lights and fix bracket to tie cables to	Maintenance Technician - General repairs	£43.03	£0.00
30/03/2021	R&A	M.R.S. Services	Charge and change battery in speed sign	Maintenance Technician - General repairs	£22.00	£0.00
30/03/2021	R&A	M.R.S. Services	Put up more COVID-19 signs and repair/replace some boards	Open Spaces Maintenance	£71.50	£0.00
30/03/2021	R&A	M.R.S. Services	Monthly inspections of play areas and open spaces (January 2021)	Maintenance Technician - General repairs	£302.50	£0.00
30/03/2021	R&A	M.R.S. Services	Collect timber and plywood to block off the two ends of the MUGA (including materials)	Open Spaces Maintenance	£109.68	£0.00
30/03/2021	R&A	M.R.S. Services	Tape up adult exercise equipment	Open Spaces Maintenance	£27.50	£0.00
30/03/2021	R&A	M.R.S. Services	Arrange for hire and erect Heras fencing to close of the MUGA and erect extra COVID-19 signs (including hire of fencing [05/01/21 - 29/03/21])	Open Spaces Maintenance	£230.17	£0.00

30/03/2021	R&A	M.R.S. Services	Monthly inspections of play areas and open spaces (February 2021)	Maintenance Technician - General repairs	£242.00	£0.00
30/03/2021	R&A	M.R.S. Services	Re-tape adult exercise equipment	Open Spaces Maintenance	£27.50	£0.00
30/03/2021	R&A	M.R.S. Services	Collect and fit new padlock for burial ground gates (including padlock)	Burial Ground - General Maintenance	£36.00	£0.00
30/03/2021	FAR	M.R.S. Services	Remove old office window and fit new double glazed window with additional trim	Capital Projects - FAR	£165.42	£0.00
30/03/2021	FAR (KWCC)	M.R.S. Services	Repair patch of torn felt on roof at KWCC including removal and reinstatement of tiles (3m2)	Loft Space	£327.39	£0.00
30/03/2021	R&A	M.R.S. Services	Monthly inspections of play areas and open spaces (March 2021)	Maintenance Technician - General repairs	£236.50	£0.00
30/03/2021	R&A	M.R.S. Services	Refix Heras fence panel that someone cut loose at MUGA	Open Spaces Maintenance	£38.50	£0.00
30/03/2021	R&A	M.R.S. Services	Meet Assistant Clerk to discuss fencing/gate at the Burial Ground	Maintenance Technician - General repairs	£11.00	£0.00
30/03/2021	FAR (KWCC)	M.R.S. Services	Check for leak in heating system and tighten 2x drain off valves	Heating Repairs	£22.00	£0.00
30/03/2021	FAR	M.R.S. Services	Deliver 9x wheelies bins to house in the Parish	Grants to Village Organisations	£22.00	£0.00
30/03/2021	R&A	M.R.S. Services	Dig out old goal post feet, fill in hole and remove old pallet, wood and bricks from Eversley Park	Open Spaces Maintenance	£33.00	£0.00
30/03/2021	FAR (KWCC)	M.R.S. Services	Fit new tap end in Kitchen at KWCC	Kitchen and Equipment	£16.00	£0.00
30/03/2021	R&A	M.R.S. Services	Clean off paint from sign in adult exercise area	Playground Maintenance	£35.00	£0.00

30/03/2021	R&A	M.R.S. Services	Relabel all COVID-19 signs at Eversley Park	Open Spaces Maintenance	£33.00	£0.00
31/03/2021	R&A	M.R.S. Services	Check fence at Broadview and advise on what is required to repair + remove slab left near fence at Burial Ground	Maintenance Technician - General repairs	£16.50	£0.00
31/03/2021	FAR	EKS Accounting	Payroll services (Jan - March 2021)	Accountancy, Book-keeping and Payroll	£72.00	£0.00
31/03/2021	FAR	Kings Worthy PTFA	Grants towards the cost of a composting toilet	Grants to Village Organisations	£500.00	£0.00
31/03/2021	FAR	BOX-IT UK Ltd	Document Storage (01/04/21 - 30/06/2021)	Document Storage	£42.36	£0.00
14/04/2021	R&A	Winchester City Council	2021 annual play area inspections	Playground Maintenance	£199.60	£0.00
07/04/2021	R&A	WEL Medical	New transformer, floor and electrical assembly	Defibrillators	£145.14	£0.00
07/04/2021	R&A	Environmental Hygiene Services	Cleaning of 6x bus shelters	Shelters	£72.00	£0.00
08/04/2021	R&A	Plane Arboriculture Ltd	Tree Inspection report for Upper Broadview	Tree Works	£160.00	£0.00
08/04/2021	R&A	Plane Arboriculture Ltd	Tree Inspection report for Eversley Park	Tree Works	£400.00	£0.00
				Total (all):	£7,523.37	£0.00

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
01/03/2021	FAR (KWCC)	EDF Energy	Gas -Tubbs Hall	Gas	£68.00	£0.00
05/03/2021	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water rates - Tubbs Hall	£12.00	£0.00
09/03/2021	FAR (KWCC)	Octopus Energy	Business advance payment	Electricity	£170.66	£0.00

10/03/2021	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£87.17	£0.00
15/03/2021	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park	Open Space Maintenance	£90.76	£0.00
15/03/2021	FAR	TLC Online	Website support and maintenance services	Website/Email Expenses	£20.00	£0.00
16/03/2021	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£26.40	£0.00
22/03/2021	FAR (KWCC)	Biffa Waste Services	Waste Collection Charges for Tubbs Hall	Waste Collection Charges	£185.01	£0.00
29/03/2021	FAR (KWCC)	Personnel Hygiene Services	Sanitary disposal (01/04/21 - 31/03/2022)	Sanitary Disposal	£354.98	£0.00
29/03/2021	R&A	Green Smile	Monthly grounds maintenance contract	Grounds Maintenance	£3,594.00	£0.00
31/03/2021	R&A	Business Waste Ltd	Excess weight charge for large commercial bin at Eversley Park	Open Space Maintenance	£10.80	£0.00
				Total:	£4,619.78	£0.00

Remuneration costs

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Notes
25/03/2021	FAR	C Read	Salary	Employee Wages and Salaries	£1,847.42	£0.00
25/03/2021	FAR	Lucia Foster Found	Salary	Employee Wages and Salaries	£1,250.26	£0.00
19/04/2021	FAR	HMRC	National Insurance	NI	£603.77	£0.00
19/04/2021	FAR	HMRC	PAYE	PAYE	£251.20	£0.00
19/04/2021	FAR	Hampshire County Council	Pensions	Pensions	£966.13	£0.00
				Total:	£4,918.78	£0.00

Procurement card payments

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
02/03/2021	FAR	Giffgaff	Goodybag of Minutes, Data and Texts (Office Mobile)	Miscellaneous Expenditure	£6.00	£0.00
02/03/2021	FAR	Springvale Stores	Kettle Descaler	Miscellaneous Expenditure	£2.35	£0.00
02/03/2021	FAR	Giffgaff	Goodybag of Minutes, Data and Texts (Emergency Mobile)	Miscellaneous Expenditure	£6.00	£0.00
02/03/2021	FAR	Microsoft	Office 365 subscription	Computer Software	£18.96	£0.00
02/03/2021	FAR	Zoom Video Communications Inc.	Standard Pro subscription	Computer Software	£11.99	£0.00
02/03/2021	FAR	Lloyds Bank	Monthly card charges	Bank Interest & Charges	£6.00	£0.00
				Total:		£0.00