



## **Kings Worthy Parish Council**

### **Minutes of the Finance, Administration & Remuneration committee meeting held on Wednesday, 16 November 2022 at 19:30 held in Kings Worthy Community Centre, Fraser Road**

#### **Attendees**

Councillors Ian Gordon (Chair), Julia Archer, Emily Fish & Matthew Miller-Hall

#### **Clerk(s)**

Parish Clerk (Christopher Read)

#### **Apologies**

Cllr Signe Biddle (the committee resolved to approve Cllrs Biddle's reason for absence).

#### **Members of the public**

None.

#### **F/22/147 – Election of Vice-Chair**

It was agreed to defer this item until more committee members are in attendance.

#### **F/22/148 – Public Question Time [Please note that this is the only time that the public are able to speak and is limited to 5 minutes per subject]**

None.

#### **F/22/149 – Impact of COVID-19**

It was agreed to keep the current recommendations.

#### **F/22/150 – To agree and sign the Minutes of the Meeting held on 19 October 2022**

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

#### **F/22/151 – Matters arising from the Parish Council meeting on the 19 October 2022**

None.

#### **F/22/152 – Proposed new expenditure for Finance approval**

- Planning & Highways (P&H) – None.
- Finance, Administration & Remuneration (FAR) –
  - Broadband quotation – The Clerk had investigated renewed contracts but noted that most suppliers are now supplying digital lines. Conventional landlines are being phased out with the network being switched off in 2025. This will remove the ability for a landline to be powered from the socket itself.

**Action:** It was agreed for the Clerk to obtain prices for a digital package for the next meeting.

- Recreation & Amenities (R&A) –

- Church Green bollards – The R&A committee have agreed the contribution from the management company of £530.44.

Installation: R&A had accepted the quotation for the installation of the bollards from M.R.S. Services at the total cost of £960.00.

The Clerk noted that this quotation includes disposal of the current sandbags. This quotation includes an approximate cost of £250.00 for waste disposal and materials. It was agreed for the Clerk to authorise variances on the materials and disposal costs, up to the £200.00 discretionary spending limit.

It was agreed to proceed with the quotation from M.R.S. Services with a completion date of 31<sup>st</sup> January 2022.

Bollards: It was agreed to accept the revised quotation from Marshalls to supply the bollards at a total cost of £1,933.03.

- Communications (Comms) – None.

- Grants –

- A grant request had been received from Victim Support for help towards the cost of procuring personal security devices for victims. It was agreed to grant them the requested sum of £150.00.

### **F/22/153 – To receive the statement of accounts and management reports for period ended 30 September 2022**

The Clerk/RFO gave a presentation of the accounts for the month end 31 October 2022 (see attached). No changes were made, and the accounts were agreed.

### **F/22/154 – To review the draft forecast outturn (2022/23) & budget (2023/24)**

The Clerk/RFO gave a presentation of the first draft outturn and budget; no changes were made.

It was agreed to recommend that R&A have a full set of inspections carried out to ascertain a phased tree work plan to aid with budgeting.

**Action:** Clerk to obtain quotations for the next R&A committee meeting to consider.

### **F/22/155 – To authorise the payment listing**

Members reviewed and authorised all payments on the listing (see attached).

It was agreed to remove report the monthly salary figures as a total and remove the individual beneficiary's name.

**Action:** Clerk to obtain advice on in the information that needs to be published on salaries.

### **F/22/156 – Lovedon Fields open space transfer**

The Clerk had received a reply from regarding the information requested. We have not been provided with an update on the final costs (including the play area) or funding sources.

**Action:** Cllr Miller-Hall is to write to Winchester City Council to ask for the information requested.

**Action:** It was also agreed to discuss the site with the resident's management committee.

### **F/22/157 – Parish Council play areas –**

- Update on fire at Fraser Road play area – Councillors were updated on the current situation.

**Action:** It was agreed to ask the police if the current equipment needs to be retained for evidence.

**Action:** It was agreed to ask the insurers if we need to provide cost estimates or full quotations/tenders.

- Eversley Play area tender – final agreement including tendering process – It was agreed to ratify the R&A decision to include Cllr Miller-Hall on the tender scoring group.

### **F/22/158 – Grounds Maintenance contract tender**

It was agreed to recommend to the R&A committee that an allowance for an annual CPI (Consumer Prices Index) increase is made in the revised contract.

### **F/22/159 – Review of fees & charges**

It was agreed to defer this until the December meeting.

### **FF/22/160 – Procurement card provision**

No update.

### **F/22/161 – Office arrangements including layout**

Quotation requested but not yet received.

### **F/22/162 – Remuneration & Staffing**

Recruitment of Assistant/Deputy Clerk – update – The advert is live with interviews planned for the 12<sup>th</sup> – 16<sup>th</sup> December.

Review of salaries – It was agreed to discuss this at the next meeting.

### **F/22/163 – Tubbs Hall – landlord's responsibilities**

Proposed new sub-lease – This meeting has taken place and work is ongoing.

### **F/22/164 – Legal issues**

None.

### **F/22/165 – Items for inclusion in council communications**

None.

**F/22/166 – Responsible Finance Officer / Clerk’s Notices**

None.

**F/22/167 – Chairman’s Notices**

None.

**F/22/168 – Items for discussion at the next meeting on 18 January 2023 (to be agreed)**

The Clerk noted that the next meeting is on the 7<sup>th</sup> December 2022. No items were raised for inclusion at this or the January meeting.

**Meeting Closed at 21:47.**

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**Signed:**

**Date:**

## Management Accounts for the period ending 31 October 2022

### Income

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2022/23 Forecast Outturn	2023/24 Budget
Community Infrastructure Levy	£0.00	£0.00	£13,148.53	£13,148.53	£19,657.63	£0.00
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£176,413.00	£103,346.56	£102,643.41	-£703.15	£175,610.52	£175,436.82
Kings Worthy Community Centre	£4,022.00	£2,346.17	£1,281.00	-£1,065.17	£4,022.00	£10,292.29
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£6,116.70	£2,630.30	£5,282.60	£2,652.30	£5,478.60	£5,575.00
<b>Totals:</b>	<b>£195,551.70</b>	<b>£108,323.02</b>	<b>£122,355.54</b>	<b>£14,032.52</b>	<b>£204,768.75</b>	<b>£191,304.10</b>

### Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2022/23 Forecast Outturn	2023/24 Budget
Community Infrastructure Levy	£0.00	£0.00	£0.00	£0.00	£75,509.38	£0.00
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£89,596.00	£56,741.72	£52,236.49	£4,505.23	£91,891.47	£103,344.65
Kings Worthy Community Centre	£8,483.00	£5,829.45	£4,925.64	£903.81	£8,921.95	£15,747.49
Planning & Highways	£11,405.00	£5,394.16	£0.00	£4,624.16	£10,605.60	£12,540.11
Recreation & Amenities	£85,048.89	£45,684.79	£36,365.91	£9,318.88	£98,749.59	£81,135.24
<b>Totals:</b>	<b>£203,532.89</b>	<b>£113,650.11</b>	<b>£93,528.04</b>	<b>£19,352.07</b>	<b>£285,677.99</b>	<b>£212,767.49</b>

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2022/23 Forecast Outturn*	2023/24 Budget
Actual Year to Date Position	<b>-£7,981.19</b>	<b>-£5,327.10</b>	<b>£28,827.50</b>	£34,154.60	<b>-£80,909.24</b>	<b>-£21,463.39</b>

### Memorandum Position - Excluding CIL Income and Expenditure

Memorandum Year to Date Position:	<b>-£7,981.19</b>	<b>-£5,327.10</b>	<b>£15,678.97</b>	£21,006.07	<b>-£25,057.49</b>	<b>-£21,463.39</b>
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\* The Forecast Outturn includes £100,000.00 spent on the renewal of Eversley Park play area.

## **Balance Sheet for period ending 31 October 2022**

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£12,894.61
Unity Trust Tailored Deposit Account	£153,794.05
<b>Sub-Total:</b>	<b>£96,320.75</b>
<u>Investments/Deposits</u>	
Nationwide variable (35-day notice)	£55,000.00
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)	£0.00
<b>Sub-Total:</b>	<b>£140,000.00</b>
<u>Other</u>	
B4B Procurement Card	£93.80
Debtors	£0.00
Prepayments	£0.00
<b>Sub-Total:</b>	<b>£93.80</b>
<b>Total Current Assets:</b>	<b>£306,782.46</b>
<b>Current Liabilities</b>	
Trade Creditors	£675.08
Received on Account (inc. Precept)	£72,859.56
PAYE Payments Due	£285.00
NI Payments Due	£495.81
Pension Payments Due	£738.18
Other Creditors (awaiting advice from HMRC before payment)	£4.89
VAT to be Paid	£0.00
VAT to be Reclaimed	-£1,116.86
VAT that has been Reclaimed but not received	-£2,829.22
<b>Total Current Liabilities:</b>	<b>£71,112.44</b>
<b>Current Assets Minus Liabilities:</b>	<b>£235,670.02</b>
<b>Earmarked Funds in Reserve</b>	
Church Green Reserve	£1,984.49
Play area maintenance reserve	£44,053.22
CIL Reserve	£75,509.38
<b>Total Current Liabilities:</b>	<b>£121,547.09</b>
<b>Net Assets</b>	
Profit & Loss Accounts Brought Forward	£62,673.12
General Reserves (inc. £19,297.65 for tree works)	£22,622.31
Profit & Loss Year to Date	<b>£28,827.50</b>
<b>Total Net Assets:</b>	<b>£114,122.93</b>

**CPI inflation estimate (2022) = 10.37%**

**Precept requirement for balanced budget = £196,326.39**

Band D average = £99.85

**Current precept = £174,863.00**

Band D average = £88.94

<b>Current potential contingency budgets</b>	
Play Area maintenance	£5,000.00
Tree Works (no reduction for planned works)	£7,500.00
Legal & Professional Fees	£1,000.00
<b>Total:</b>	<b>£13,500.00</b>

<b>Budget Increases (above £1,000)</b>	
Additional cost for full-time Deputy Clerk	£16,437.25
Grounds Maintenance Contract	£8,738.34
Energy for KWCC	£7,371.49
Streetlights	£1,135.11
<b>Total:</b>	<b>£33,702.19</b>

## Payment Authorisation Listing – November 2022

### Committees:

**FAR** = Finance, Administration & Remuneration

**FAR (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
17/10/2022	FAR	TLC Online	Website maintenance (July, Aug, Sept & Oct 2022), Annual hosting fee and domain renewal	Website/Email Expenses	£127.99	£0.00
21/10/2022	R&A	Tom Fisher Tree Care	Crown lift trees on the green to 7/8ft, reduce sides of 2x cherry tress & chip/remove waste	Tree Works	£690.00	£0.00
<b>Total:</b>					<b>£817.99</b>	<b>£0.00</b>

### Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
20/10/2022	FAR	Office Depot International Ltd	Office shredder, shredder oil sheets, white sacks, black sacks & teabags	Office - Capital Expenditure / Miscellaneous Expenditure	£473.61	£0.00
26/10/2022	R&A	Glasdon U.K. Limited	Bio-degradable bags (4packs of 250 bags) for bag dispenser including delivery	Dog Bins	£103.48	£0.00



03/11/2022	FAR (KWCC)	Croma Security Systems	Call out charge (including 30 mins) to look at problem with front door auto system + additional labour charge	External Doors	£114.00	£0.00
04/11/2022	FAR	Tubbs Hall Management Committee	Full council meeting - 31/10/2022	Miscellaneous Expenditure	£25.00	£0.00
08/11/2022	FAR	Konica Minolta Business Solutions (UK) Ltd	Colour and Black & White printing charges (07/08/2022 - 06/11/2022)	Printing	£171.36	£0.00
08/11/2022	FAR	Hampton Frames Ltd	A3 snap frame poster holder (x2)	Miscellaneous Expenditure	£25.26	£0.00
08/11/2022	FAR	GOCABLETIES LTD	Heavy Duty Long Black Cable Ties, 370mm x 7.6mm (pack of 100) x 2	Miscellaneous Expenditure	£25.72	£0.00
08/11/2022	FAR	Amazon EU UK	M5 5mm x 25mm A2 Stainless Steel Carriage Bolts (Pack of 50)	Miscellaneous Expenditure	£7.67	£0.00
08/11/2022	FAR	Amazon EU UK	Gorilla tape (clear) & Lincat FC02 filter cartridge	Miscellaneous Expenditure / Kitchen & Equipment	£37.03	£0.00
08/11/2022	FAR	Houseware Ltd	198-piece locking nut set	Miscellaneous Expenditure	£6.95	£0.00
11/11/2022	R&A	Environmental Hygiene Services	Steam clean & sanitation of 6x bus shelters	Shelters	£72.00	£0.00
<b>Total:</b>					<b>£1,062.08</b>	<b>£0.00</b>

#### Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
05/10/2022	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water - Tubbs Hall	£7.00	£0.00

06/10/2022	FAR (KWCC)	Octopus Energy	Gas & Electricity (01/07- 31/08/22)	Gas - Tubbs Hall & Electricity - Tubbs Hall	£118.99	£0.00
10/10/2022	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£98.35	£0.00
14/10/2022	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£121.44	£0.00
14/10/2022	FAR (KWCC)	Octopus Energy	Gas & Electricity (01/09 - 30/09/22)	Gas - Tubbs Hall & Electricity - Tubbs Hall	£94.07	£0.00
17/10/2022	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£31.20	£0.00
27/10/2022	R&A	Green Smile	Monthly grounds maintenance contract	Grounds Maintenance	£3,594.00	£0.00
<b>Total:</b>					<b>£4,065.05</b>	<b>£0.00</b>

#### Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Notes
25/10/2022	FAR	Parish Council employee(s)	October Salaries, National Insurance, PAYE & Pensions	Employee Wages & Salaries / NI / PAYE / Pensions	£3,496.09	None.
<b>Total:</b>					<b>£3,496.09</b>	

#### Procurement Card Payments (including transaction fees where applicable)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
03/10/2022	FAR	Giffgaff	SIM monthly plan - office mobile	Miscellaneous Expenditure	£6.00	£0.00

03/10/2022	FAR	Cherished Condolences	Black Loose Leaf 'Book of Condolence' Binder including delivery	Miscellaneous Expenditure	£47.99	£0.00
03/10/2022	FAR	Wildbunch Florists	Wreath for the passing of HRH Queen Elizabeth II	Miscellaneous Expenditure	£65.00	£10.83
03/10/2022	FAR	Lloyds Bank	Monthly card charges	Bank Charges and Interest	£6.00	£0.00
04/10/2022	FAR	Giffgaff	SIM monthly plan - office mobile (including transaction fee)	Miscellaneous Expenditure	£6.20	£0.00
12/10/2022	FAR	1&1 Ionos Ltd	PHP7.3 Extended Support monthly (including transaction fee)	Website/Email expenses	£8.69	£0.00
12/10/2022	FAR	Stagecoach bus	Return ticket for annual pension meeting	Travel & Subsistence	£5.00	£0.00
14/10/2022	FAR	Royal British Legion Trading Ltd (Poppy Shop)	Poppy Wreath including delivery (including transaction fee)	Miscellaneous Expenditure	£24.46	£4.00
18/10/2022	FAR	Microsoft	Office 365 subscription (including transaction fee)	Computer Software	£19.34	£0.00
22/10/2022	FAR	Giffgaff	SIM monthly plan - emergency mobile (including transaction fee)	Miscellaneous Expenditure	£6.20	£0.00
<b>Total:</b>					<b>£194.88</b>	<b>£14.83</b>