

**Minutes of the Finance, Administration & Remuneration committee meeting
held on Thursday, 17 March 2022 at 19:30
in Kings Worthy Community Centre, Fraser Road, Kings Worthy**

Attendees

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

Clerk(s)

Christopher Read

Apologies

Cllr Miller-Hall

Members of the public

One

F/22/035 – Public question time

None.

It was agreed to move the discussion of grants to the point in the meeting.

F/22/036 – Proposed new expenditure for Finance approval

Grants

Strange TimesQuest grant request – A grant request had been received for £500.00 from Strange TimesQuest. A representative gave a short presentation to members and answered any questions.

The majority of the group are local but they do have members further afield.

£300 of the grant request is for the hire of St Marys Chapel Hall to host the event. This includes time to setup and pack away after the event. £200.00 was requested to 50% fund a set of community display boards which will be stored by the group for community use.

It was unanimously agreed to grant £500.00 subject to receipt of a receipt or invoice.

Wessex Cancer Trust – A grant request for £300.00 had been received for help towards their emotional support service for cancer patients.

Action: It was agreed for the Clerk to double check the maximum permissible amount (if any) that can be granted per person.

F/22/037 – Impact of COVID-19 including office arrangements

Office arrangements – A quotation had been received from M.R.S. Services for £2,750.00 to remove the party wall in the office (including the blocking up of one doorway).

Action: It was agreed to take this to Parish Council for discussion in principal before obtaining any additional quotations.

Recommended restrictions for meeting – It was agreed for the current recommendations to remain for meetings, with an amendment asking for attendees to wear a mask if vulnerable.

F/22/038 – Agree and sign the minutes of the meeting held on the 16 February 2022

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

F/22/039 – Matters arising from the meeting held on the 16 February 2022

None.

F/22/040 – Proposed new expenditure for Finance approval (continued)

Planning and Highways (P&H) –

Speed sign deployment initiative – It was agreed to allocate £4,100.00 of Community Infrastructure Levy funding for a proposal to purchase 6 demountable sockets for the speed sign (including a post and appropriate license fee).

This is to be sent before the Planning & Highways committee for discussion on the 22 March 2022.

Finance, Administration & Remuneration (FAR) –

Training courses for the Assistant Clerk – The Clerk noted that the Assistant Clerk has been booked on the first aid at work (£165.00) and fire marshal course (£140.00). It was agreed to ratify these bookings.

It was also agreed to book the Clerk on a first aid work refresher which is due for renewal soon.

Action: Book Clerk on first aid at work refresher course.

Recreation and Amenities (R&A) –

- Middle pitch renovation – Four quotations had been received for the renovation of the middle pitch at Eversley Park. These quotations were based on a request to each company for the renovation of the pitch with no specification being given.

Company A = £6,903.00 (60-ton of top dressing); £8,753.00 (90-ton of top dressing)

Other works specified are the same for both quotations.

Company B = £7,317.73

Company C = £4,360.00

R&A have requested funding to proceed with the quotation from Company A at a cost of £8,753.00.

Action: Send to Parish Council for ratification.

- Maintenance works at Tubbs Hall play area –
R&A had requested approval of the following quotations from M.R.S. Services:
Replacement of the metal shop front with plastic wood = £290.00.
Replacement of the wood on the train with plastic wood = £340.00.
Both quotations were for fitment and do not include the wood which had already been procured by the Parish Council.
- Repairs at Church Green play area – A revised quotation from Sovereign Design Play Systems Ltd for the replacement of 3x air cracked timbers at Church Green play area. The cost for this quotation was £187.90. An additional £200.00 for disposal of removed items was included.

It was agreed to approve this quotation on the basis that Sovereign are asked to remove this for free as a gesture of goodwill considering the amount of the time that has passed. If not, then the Parish Council will arrange for disposal.
- Bench and plaque to honor the Queen’s platinum jubilee – It was agreed to allow R&A to spend up to £850.00 on this project including installation.
- Defibrillator pads & batteries – Due to issues with stock arriving in time, the replacement pads and batteries had been ordered from the British Heart Foundation at a total cost of £1,252.20 (exc. VAT). It was unanimously agreed to ratify this decision.

Communications –

The Clerk noted that the Comms group have agreed to delay this newsletter until after the election so that information on the new council can be included.

F/22/041 – To receive the statement of accounts and management reports for the period ended 28 February 2022

The Clerk/RFO gave a presentation on the accounts for the month ending 28 February 2022 (see attached).

The Clerk also noted that the VAT clearance issue was due to the reverse charge system used for items purchased from outside the UK. The Clerk will resolve this as part of the end March (end of year) accounts.

Action: Resolve issue with reverse charge VAT.

F/22/042 – Draft forecast outturn 2021/22 and budget 2022/23

Cllrs had been sent a copy of the revised outturn and budget before the meeting. The Clerk gave a presentation of the draft outturn 2021/22 and budget 2022/23 (see attached); no changes were made.

The Clerk noted that the changes related to the movement of some expected expenditure into the new financial year.

F/22/043 – Authorise the payment listing

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

F/22/044 – Alternative accounting packages

Following the recent demonstration, the Clerk had discovered that the system works on receipts and payments with the accounts converted to Income & Expenditure at the end of the year.

The Clerk is to discuss this with Scribe to ascertain if this would work and is permitted for a Council of our size.

Action: Discuss accounting package with Scribe.

F/22/045 – Remuneration and Staffing

- Update on staff hours accrued – The Clerk will be taking the final hour accrued figure to Parish Council. The Assistant Clerk had accrued 31 ¼ hours overtime. It was agreed to allow her to keep this as time off in lieu and review later in the year.
- Review of salaries – It was agreed for the Clerks to submit a proposal to the committee for consideration in April.
- Updated grievance and disciplinary policies – No further update.
- HR annual review – It was agreed to arrange this with our Human Resources (HR) service after the elections have taken place.

Action: Arrange HR review after election.

F/22/046 – Review of financial regulations and investment policy

A copy of the draft revised financial regulations and investment & reserves policy had been shared with all members. It was unanimously agreed to recommend them for adoption at the March Parish Council meeting.

Action: Send regulations/policy to Parish Council for ratification.

F/22/047 – Review of data protection and data retention policies.

A copy of the draft revised data protection policy, data/document retention policy and privacy policy had been shared with all members. It was unanimously agreed to recommend them for adoption at the March Parish Council meeting.

Action: Send policies to Parish Council for ratification.

F/22/048 – Review of risk register

A copy of the draft revised risk register had had been shared with all members. It was unanimously agreed to recommend them for adoption at the March Parish Council meeting.

Action: Send risk register to Parish Council for ratification.

F/22/049 – Tubbs Hall – landlord’s responsibilities

Proposed new-sub lease including VAT advice – A reply is awaited from the Chair of Tubbs Hall Management Committee.

F/22/050 – Legal issues

Lovedon Fields Site – A confidential request had been received from the liquidators regarding the S106 agreement for the site.

As this would need agreement at a full Parish Council meeting, it was agreed to recommend to Parish Council that this is not discussed until May due to purdah.

A meeting with Winchester City Council has also been chased.

Developer meeting request – A request had also been received from a developer requesting a meeting to discuss a proposed development in the village.

It was also agreed to recommend to Parish Council that this is not discussed until May due to purdah.

F/22/051 – RFO/Clerk’s notices

None.

F/22/052 – Chairman’s notices

None.

F/22/053 – Items for discussion at the next meeting on the 13 April 2022

None.

Meeting Closed at 20:51.

Signed:

Date:

Management Accounts for the period ending 28th February 2022

Income

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2021/22 Forecast Outturn	2022/23 Budget
Community Infrastructure Levy	£12,884.51	£12,884.51	£50,329.96	£37,445.45	£50,329.96	£0.00
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	£0.00	£9,000.00
Finance, Administration & Remuneration	£173,733.08	£159,270.45	£158,488.09	-£782.36	£172,839.59	£176,413.00
Kings Worthy Community Centre	£4,399.44	£4,032.82	£2,013.00	-£2,019.82	£4,188.19	£4,022.00
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£5,560.00	£5,100.18	£7,349.70	£2,249.52	£7,349.70	£6,116.70
Totals:	£205,577.03	£181,287.96	£218,180.75	£36,892.79	£234,707.44	£195,551.70

Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2021/22 Forecast Outturn	2022/23 Budget
Community Infrastructure Levy	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	£0.00	£9,000.00
Finance, Administration & Remuneration	£81,705.67	£75,667.63	£72,962.36	£2,705.27	£79,683.51	£89,596.00
Kings Worthy Community Centre	£10,315.89	£9,194.88	£6,458.01	£2,736.87	£8,001.98	£8,483.00
Planning & Highways	£7,175.00	£3,289.87	£3,239.37	£50.50	£7,499.29	£11,405.00
Recreation & Amenities	£81,257.55	£67,064.65	£61,098.06	£5,966.59	£70,541.58	£85,048.89
Totals:	£189,454.11	£155,217.03	£143,757.80	£11,459.23	£165,726.36	£203,532.89

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2021/22 Forecast Outturn	2022/23 Budget
Actual Year to Date Position	£16,122.92	£26,070.93	£74,422.95	£48,352.02	£68,981.07	-£7,981.19

Memorandum position - Excluding Community Infrastructure Levy receipts and expenditure

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2021/22 Forecast Outturn	2022/23 Budget
Memorandum Year to Date Position:	£3,238.41	£13,186.42	£24,092.99	£10,906.57	£18,651.11	-£7,981.19

Memorandum position – including play area transfer reserve

	2022/23 Budget
Memorandum Position (as above):	-£7,981.19

Play area reserve transfer:	£10,000.00
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Revised position:	-£17,981.19
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Projects/Major Changes in 2022/23 Budget

Project	Funded From	Cost
Bus shelter refurbishment	R&A	£4,900.00
Election expenses*	FAR	£3,500.00
Change in sub-lease (estimate)	KWCC	£665.19
Speed Initiatives	P&H	£1,320.00
Streetlights (based on forecast outturn)	P&H	£2,910.00
	Total:	£13,295.19

***WCC Electoral Services have verbally confirmed this is a reasonable budget**

Balance Sheet for period ending 28th February 2022

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£13,137.42
Unity Trust Tailored Deposit Account	£66,355.20
Sub-Total:	£79,492.62
<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)	£5,260.27
Sub-Total:	£145,260.27
<u>Other</u>	
B4B Procurement Card	£218.14
Debtors	£0.00
Prepayments	£0.00
Sub-Total:	£218.14
Total Current Assets:	£224,971.03
Current Liabilities	
Trade Creditors	£865.26
Received on Account (inc. Precept)	£0.00
PAYE Payments Due	£14,351.50
NI Payments Due	£261.60
Pension Payments Due	£516.57
VAT to be Paid	£933.26
VAT to be Reclaimed	-£44.40
VAT that has been Reclaimed but not received	-£2,323.82
Total Current Liabilities:	£14,559.97
Current Assets Minus Liabilities:	£210,411.06
Earmarked Funds in Reserve	
Church Green Reserve	£4,380.49
Play area maintenance reserve	£34,053.22
CIL Reserve	£25,179.42
Total Current Liabilities:	£63,613.13
Net Assets	
Profit & Loss Accounts Brought Forward	-£8,558.49
General Reserves (inc. £19,297.65 for tree works)	£80,933.47
Profit & Loss Year to Date	£74,422.95
Total Net Assets:	£146,797.93

Payment Authorisation Listing – March 2022

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
21/02/2022	R&A	Tom Fisher Tree Care	Cut down dangerous trees after storm on old railway line (Kim Bishop Walk)	Tree Works	£360.00	£0.00
28/02/2022	R&A	Tom Fisher Tree Care	Cut Hawthorn off of the boundary of two properties	Tree Works	£390.00	£0.00
				Total (all):	£750.00	£0.00

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
23/02/2022	R&A	KPCM Display Ltd	Footpath closed signs	Signs	£9.77	£0.00
24/02/2022	FAR	Street Solutions UK Ltd	Footpath closed ahead temporary road signs	Miscellaneous Expenditure	£89.98	£0.00
24/02/2022	FAR	Amazon EU UK	Stanley Fatmax 23W toolbox & sandbags (pack of 10)	Miscellaneous Expenditure	£33.92	£0.00
24/02/2022	FAR	Ram online Ltd	50x Galvanised ground pegs	Miscellaneous Expenditure	£6.89	£0.00
24/02/2022	FAR	Amazon EU UK	Cable ties (various sizes) and scotch tape	Miscellaneous Expenditure	£34.70	£0.00
28/02/2022	FAR	Worthy Runners	Grants towards communications and website	Grants to village organisations	£150.00	£0.00
01/03/2022	FAR	Amazon EU UK	Hex/Allen key set	Miscellaneous Expenditure	£10.70	£0.00

01/03/2022	FAR	Amazon EU UK	No entry pedestrian sign (x4)	Miscellaneous Expenditure	£28.00	£0.00
01/03/2022	FAR	M.A.C. UK TRADING LTD	Roughneck fencing pins (pack of 10)	Miscellaneous Expenditure	£37.03	£0.00
02/03/2022	FAR	Tubbs Hall Management Committee	February Council meetings in Tubbs Hall	Miscellaneous Expenditure	£80.00	£0.00
03/03/2022	R&A	BHF Shops Ltd	Replacement batteries (x5) & pads (x9) for Council defibrillators	Defibrillators	£1,503.00	£0.00
14/03/2022	R&A	Environmental Hygiene Services	Cleaning of 5x bus shelters	Shelters	£60.00	£0.00
14/03/2022	R&A	Plane Arboriculture Ltd	Emergency call out attended at Eversley Park (04/03/2022) - For split in cherry tree	Tree Works	£120.00	£0.00
15/03/2022	R&A	M.R.Smith trading as M.R.S.Services	Collect fencing from Winchester, stakes from shed and make barriers around 10 trees at Hinton Park to stop them being eaten by Deer & Rabbits (Labour & Materials)	Maintenance Technician - General repairs	£169.70	£0.00
				Sub-Total:	£2,333.69	£0.00
15/03/2022	R&A	M.R.Smith trading as M.R.S.Services	Monthly inspections of play areas, open spaces and defibrillators	Maintenance Technician - General repairs	£242.00	£0.00
15/03/2022	R&A	M.R.Smith trading as M.R.S.Services	Go to Hinton Park and look to see what is needed to protect the trees that are being eaten by deer.	Maintenance Technician - General repairs	£22.00	£0.00
15/03/2022	FAR (KWCC)	M.R.Smith trading as M.R.S.Services	Repair hot water boiler in kitchen (fit new parts)	Kitchen and Equipment	£44.00	£0.00
15/03/2022	R&A	M.R.Smith trading as M.R.S.Services	Remove boards from the train at Fraser Road play area	Playground Maintenance	£22.00	£0.00
15/03/2022	FAR (KWCC)	M.R.Smith trading as M.R.S.Services	Callout for hall door that would not lock due to power cut, tested back up battery was okay. Drilled holes to fit chain and padlock	External Doors	£16.50	£0.00
				Sub-Total:	£346.50	£0.00

15/03/2022	R&A	R E Dawson Ltd	Black 240L wheelie bin (replacement for Burial Ground)	Burial Ground - General Maintenance	£59.99	£0.00
				Sub-Total:	£59.99	£0.00
				Total (all):	£2,740.18	£0.00

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
04/02/2022	FAR (KWCC)	Business Stream	Water supply at Lovedon Lane Burial Ground	Water (Burial Ground)	£19.77	£0.00
07/02/2022	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water - Tubbs Hall	£7.00	£0.00
10/02/2022	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£87.17	£0.00
14/02/2022	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park	Open Spaces Maintenance	£113.45	£0.00
15/02/2022	FAR (KWCC)	Octopus Energy	Electricity & Gas (01/01/22 - 31/1/22)	Electricity & Gas	£191.00	£0.00
17/02/2022	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£26.40	£0.00
28/02/2022	R&A	Green Smile	Monthly grounds maintenance contract	Grounds Maintenance	£3,594.00	£0.00
				Total:	4,038.79	£0.00

Remuneration costs

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Notes
25/02/2022	FAR	C Read	Salary	Employee Wages and Salaries	£1,887.88	£0.00
25/02/2022	FAR	L Daniel	Salary	Employee Wages and Salaries	£931.73	£0.00
19/03/2022	FAR	HMRC	National Insurance	NI	£516.57	£0.00
19/03/2022	FAR	HMRC	PAYE	PAYE	£261.60	£0.00
19/03/2022	FAR	Hampshire County Council	Pensions	Pensions	£933.26	£0.00

				Total:	£4,531.04	£0.00
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Procurement card payments

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
02/02/2022	FAR	Microsoft	Office 365 subscription	Computer Software	£18.96	£0.00
02/02/2022	FAR	Lloyds Bank	Monthly card charges	Bank Interest & Charges	£6.00	£0.00
02/02/2022	FAR	Giffgaff	Monthly Goodybag of data, mins and texts	Miscellaneous Expenditure	£6.00	£0.00
02/02/2022	FAR	Springvale Stores	Roll of duct tape	Miscellaneous Expenditure	£4.99	£0.00
				Total:	£35.95	£0.00