

**Minutes of the Finance, Administration & Remuneration committee meeting
held on Tuesday, 13 October 2020 at 19:30
Due to COVID-19 this meeting was held electronically via Zoom**

Attendees

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

Apologies

Cllr Emily Fish

Members of the public

Jackie Porter (Tubbs Hall Management Committee)

F/20/106 – Public question time

None.

F/20/107 – Tubbs Hall – landlord’s responsibilities

Members unanimously agreed to move this item up the agenda.

Tubbs Hall Management Committee (THMC) had supplied a risk assessment for re-opening the building which had been reviewed by all committee members. Jackie Porter noted that an automatic hand sanitiser will be installed, alongside two manual dispensers to ensure there is ample provision of hand cleansing facilities. Users will be informed that the entrance hall is for passing through only. Any user exhibiting symptoms will be asked to isolate and not attend. If someone does test positive, all users and the Parish Council will be informed.

It was agreed that locks will be fitted on the gents toilet (which is to be used by the Parish Council only) and kitchen to prevent public access. It was also agreed that as there is a manual override for emergency escape, the front door will be locked once all attendees have arrived to prevent unauthorised access. Members were happy for the Tubbs Hall to re-open with the agreed measures in place, subject to any changes in Government regulations/advice.

(Jackie Porter [THMC] left at this point)

It was noted that a revised sub-lease is being drafted subsequent to the meeting with THMC.

F/20/108 – Agree and sign the minutes of the meeting held on the 08 September 2020

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/20/109 – Matter arising from the meeting held on the 08 September 2020

None.

F/20/110 – Proposed new expenditure for Finance approval

Planning and Highways (P&H) – None.

Finance, Administration & Remuneration (FAR) –

Website review – It was agreed to spend £200.00 on the website with our provider TLC Online to improve accessibility, performance, Search Engine Optimisation and compatibility with mobile devices. This cost also includes the migration of our hosting to GURU at a cost of £40.00 (including TLC support). This will also include an SSL certificate to further improve site security.

Action: Arrange for work to be carried out.

Office Mobile – The office mobile requires replacement and a budget of £150.00 was agreed for a suitable replacement. This phone is also used as the emergency duty officer mobile for the flood action plan.

Action: Order replacement office mobile.

Recreation and Amenities (R&A) –

Play area fencing at Eversley Park –

Three prices were obtained for roll top wire mesh fencing to replace the fencing around the play area in Eversley Park which requires replacement. The quotations are from 3 reputable companies and include the removal of the existing fencing.

- Quotation A = £14,778.98 (ex. VAT)
- Quotation B = £16,693.38 (ex. VAT)
- Quotation C = £16,525.67 (ex. VAT)

R&A are recommending the acceptance of Quotation A. Members agreed unanimously to accept R&A recommendation to accept Quotation A.

Action: Send the decision above to Parish Council for ratification.

Communications – None.

Grants –

Worthys Conservation Volunteers – A grant of £500.00 had been requested towards the costs of public liability insurance and the purchase of a battery powered brush cutter. It was unanimously agreed to grant them the £500.00 requested.

F/20/111 – To receive the statement of accounts and management reports for the period ended 30 September 2020 (see attached)

The Clerk/RFO gave a presentation of the accounts for the month ending 30 September 2020. This included showing the balance sheet, bank reconciliations and bank data.

F/20/112 – To consider the draft forecast outturn (2020/21) and draft budget (2021/22)

Members reviewed the draft outturn and budget. The Clerk also presented a costing for the 15-year play area maintenance plan which indicates a deficit of approximately £136,000 based on current funding £10,000 per annum (excluding all CIL).

Action: It was agreed to ask Winchester City Council if the 5-year time limit for CIL spend is a cut-off, or if an extension is possible if a suitable timed plan to spend it were in place.

F/20/113 – Remuneration and Staffing

Due to COVID-19 the Assistant Clerk has accrued 30 hours in Time-in Lieu. Due to the number of hours it was agreed to pay 20 hours as overtime at the standard hourly rate.

Action: Arrange for this to be paid in the November payment run.

It was agreed to review both the Clerk's and Assistant Clerk's hours in February 2020.

F/20/114 – Legal issues

Vandalism – There has been 3 recent incidents of vandalism in and around Kings Worthy Community Centre (including damage to the play area and green). A parishioner had taken photographs to identify some of the perpetrators, but these turned out not to be of a good enough quality to identify them. There is CCTV footage is available and the Clerk has been informed by Cllr Hallisey that the perpetrators can be identified.

Action: Given the lack of success previously, it was agreed for Cllr Gordon and Miller-Hall to assist the Clerk in getting a case together before reporting this to the Police.

F/20/115 – RFO/Clerk's notices

Pension scheme meeting – The Clerk will be attending the employer pension scheme update meeting on the 9th November, at 10am via Microsoft Teams. An additional space was available for a Councillor and Cllr Gordon volunteered to attend.

F/20/116 – Chairman's notices

None.

F/20/117 – Authorise payments listing (see attached)

Members were given a copy of the listing and the payments were authorised.

F/20/118 – Items for discussion at the next meeting on the 10 November 2020

None.

Meeting Closed at 20:47.

Signed:

Date:

Management Accounts for the period ending 30th September 2020

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	£83,185.65	£86,101.07	£2,915.42	£203,056.11	£178,974.11
Kings Worthy Community Centre	£4,181.20	£2,090.60	£877.54	-£1,213.06	£3,599.74	£4,203.60
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£6,060.00	£2,500.96	£2,713.00	£212.04	£4,810.00	£6,060.00
Totals:	£233,376.22	£87,777.21	£89,691.61	£1,914.40	£211,465.85	£198,237.71
Revised Totals (excluding CIL receipts):	£186,270.20	£87,777.21	£89,691.61	£1,914.40	£177,244.34	£185,353.20

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 (inc. CIL receipts)	£73,517.28	£39,992.07	£42,149.43	-£2,157.36	£75,997.30	£76,770.77
Kings Worthy Community Centre	£9,685.00	£5,512.39	£3,196.38	£2,316.01	£7,438.19	£9,680.46
Planning & Highways	£6,500.00	£0.00	£0.00	£0.00	£6,500.00	£6,500.00
Recreation & Amenities	£81,269.00	£29,230.59	£32,376.96	-£3,146.37	£73,922.59	£71,075.64
Totals:	£179,971.28	£74,735.04	£77,722.77	-£2,987.73	£163,858.07	£173,026.87

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2020/21 Forecast Outturn	2021/22 Budget
Actual Year to Date Position:	£6,298.92	£13,042.17	£11,968.84	-£1,073.33	£13,386.27	£12,326.33

Memorandum to show transfer to revised position (including budget & outturn)

Play area reserve transfer	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00
Revised Year to Date Position (including transfer to internal play area reserve):	-£3,701.08	£3,042.17	£1,968.84	-£1,073.33	£3,386.27	£2,326.33

Balance Sheet for period ending 30th September 2020

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£14,268.71
Unity Trust Tailored Deposit Account	£113,956.34
Sub-Total:	£128,225.05
<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)	£5,000.00
Sub-Total:	£90,000.00
<u>Other</u>	
B4B Procurement Card	£1.44
Debtors	£3,289.82
Prepayments	£0.00
Sub-Total:	£3,291.26
Total Current Assets:	£221,516.31
Current Liabilities	
Trade Creditors	£9,236.79
Retentions	£377.20
Received on Account (inc. Precept)	£82,289.48
PAYE Payments Due	£288.40
NI Payments Due	£561.46
Pension Payments Due	£889.72
VAT to be Paid	-£9.22
VAT to be Reclaimed	-£4,204.03
VAT that has been Reclaimed but not received	£0.00
Total Current Liabilities:	£89,429.80
Current Assets Minus Liabilities:	£132,086.51
Earmarked Funds in Reserve	
Church Green Reserve	£9,471.99
Play area maintenance reserve	£24,053.22
CIL Reserve	£31,746.75
Total Current Liabilities:	£65,271.96
Net Assets	
Profit & Loss Accounts Brought Forward	£12,582.28
General Reserves (inc. £7,364.59) for tree works)	£42,263.43
Profit & Loss Year to Date	£11,968.84
Total Net Assets:	£66,814.55

Payment Authorisation Listing – October 2020

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
29/09/2020	FAR	Came & Company	Annual premium for insurance (01/10/20 - 30/09/2021)	Insurance	£5,376.40	£0.00

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
15/09/2020	R&A	RP Gardening	Weedkilling of Broadview	Open Spaces Maintenance	£100.00	£0.00
19/09/2020	R&A	Business Waste Ltd	Emptying of 1100L bin at Eversley Park (October 2020)	Litter Pickers & Bins	£37.20	£0.00
19/09/2020	FAR	ShenZhenShi HuaRuiXing ShangMao YouXianGongSi	Non-slip furniture pad (pack of 48) for meeting room	Miscellaneous Expenditure	£8.65	£0.00
19/09/2020	FAR	Amazon EU	Powerline adaptors for meeting room	Miscellaneous Expenditure	£69.65	£0.00
19/09/2020	FAR	Amazon EU	8-way extension lead	Miscellaneous Expenditure	£25.65	£0.00
19/09/2020	FAR	Wrimes Cosmetics Ltd	Alcohol hand sanitiser gel	Miscellaneous Expenditure	£6.99	£0.00
24/09/2020	FAR	Amazon EU	Box of paper (5 reams)	Stationery	£25.89	£0.00
25/09/2020	FAR	Viking Payments	4x 12 pack of 2nd class stamps	Postage & Carriage	£35.86	£0.00
28/09/2020	R&A	Green Smile Ltd	Additional bin emptying and disinfecting of bins (June - Sept 20)	Open Spaces Maintenance	£1,404.00	£0.00

28/09/2020	R&A	Idverde Ltd	Dog bin emptying (01/07/20 - 30/09/20)	Dog Bins	£1,336.61	£0.00
30/09/2020	FAR	Oasis (Box-it UK LTD)	Document storage (01/10/20 - 31/12/20)	Document Storage	£40.80	£0.00
30/09/2020	FAR	EKS Accounting	Payroll services (July - September 2020)	Accountancy, Book-keeping and Payroll	£72.00	£0.00
30/09/2020	FAR	Citizens Advice Bureau	Grant towards cost of the service	Grants to Village Organisations	£750.00	£0.00
01/10/2020	R&A	Business Waste Ltd	Emptying of 1100L bin at Eversley Park (November 2020)	Litter Pickers & Bins	£74.40	£0.00
01/10/2020	FAR (KWCC)	CSS Total Security Ltd	Annual charge for basic maintenance of CCTV System (28/11/20 - 27/11/21)	CCTV	£108.00	£0.00
02/10/2020	R&A	Plane Arboriculture	Tree inspection and report	Tree Works	£240.00	£0.00
05/10/2020	FAR	Amazon EU	A4 Pads (x3) & pen	Stationery	£15.81	£0.00
05/10/2020	FAR	Hong Kong Ugreen Ltd	External Hard Drive/SSD Enclosure	Miscellaneous Expenditure	£13.24	£0.00
07/10/2020	FAR	Amazon EU	Key cabinet	Miscellaneous Expenditure	£34.99	£0.00
13/10/2020	FAR	Kings Worthy Pre-School	Grant towards cost of COVID-19	Grants to Village Organisations	£500.00	£0.00
				Total (all):	£4,899.74	£0.00

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
01/09/2020	FAR (KWCC)	EDF Energy	Gas -Tubbs Hall	Gas	£87.00	£0.00
07/09/2020	FAR (KWCC)	Business Stream	Water rates for Kings Worthy Community Centre (monthly)	Water Rates - Tubbs Hall	£21.00	£0.00
10/09/2020	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£60.77	£0.00
15/09/2020	FAR	Information Commissioners Office	ICO Annual fee	Information Commissioner	£35.00	£0.00
15/09/2020	FAR	TLC Online	Website support and maintenance services	Website/Email Expenses	£20.00	£0.00
16/09/2020	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£26.40	£0.00

21/09/2020	FAR (KWCC)	British Gas Lite	Electricity for Kings Worthy Community Centre	Electricity	£24.38	£0.00
21/09/2020	FAR (KWCC)	Rentokil UK Ltd	Pest control services	Pest Control	£87.96	£0.00
21/09/2020	FAR (KWCC)	Biffa Waste Services	Bin Emptying at Kings Worthy Community Centre	Waste collection charges	£185.01	£0.00
				Total:	£0.00	£0.00

Remuneration costs

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
23/10/2020	FAR	C Read	Salary	Employee Wages and Salaries	£1,847.42	£0.00
23/10/2020	FAR	Lucia Foster Found	Salary	Employee Wages and Salaries	£950.92	£0.00
19/11/2020	FAR	HMRC	National Insurance	NI	£509.86	£0.00
19/11/2020	FAR	HMRC	PAYE	PAYE	£251.20	£0.00
19/11/2020	FAR	Hampshire County Council	Pensions	Pensions	£877.56	£0.00
				Total:	£4,436.96	£0.00

Procurement card payments

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
02/09/2020	FAR	Giffgaff	Goodybag (minutes and data) for office mobile phone	Miscellaneous Expenditure	£6.00	£0.00
02/09/2020	FAR	Giffgaff	Goodybag (minutes and data) for emergency mobile phone	Miscellaneous Expenditure	£6.00	£0.00
02/09/2020	FAR	Zoom Video Communications Inc.	Monthly Pro subscription	Computer Software	£11.99	£0.00
02/09/2020	FAR	Lloyds Bank	Monthly card fees	Bank Charges and Interest	£6.00	£0.00
03/09/2020	R&A	Banner Buzz	Reflective custom parking signs for Eversley Park barrier	Signs	£66.79	£0.00
				Total:	£96.78	£0.00