

**Minutes of the Finance, Administration & Remuneration committee meeting
held on Wednesday, 17 November 2021 at 19:30
in Kings Worthy Community Centre, Fraser Road, Kings Worthy**

Attendees

Councillors (Cllrs) Ian Gordon (Chair of the meeting), Signe Biddle and Matthew Miller-Hall.

Clerk(s)

Christopher Read

Apologies

Cllr Emily Fish

Cllr Stewart Newell

Members of the public

None

F/21/094 – Public question time

None.

F/21/095 – Impact of COVID-19

Recommended restrictions for meeting – It was agreed for the current recommendations to remain for meetings.

F/21/096 – Agree and sign the minutes of the meeting held on the 13 October 2021

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

F/21/097 – Matters arising from the meeting held on the 13 October 2021

None.

F/21/098 – Proposed new expenditure for Finance approval

Planning and Highways (P&H) – None.

Finance, Administration & Remuneration (FAR) – None.

Recreation and Amenities (R&A) –

- **Eversley Park Steps** – A quotation had been received from Ava Recreation at a cost of £1,291.41 for the removal and replacement of the resin bound surfacing on both sets of steps in Eversley Park with Conipave. This surfacing is black rubber mixed with yellow stone. This quotation also includes the installation of staples on the wood treads to provide more grip. It was unanimously agreed to proceed with this work.

- Burial ground bollard – It was agreed to accept the fixed price quotation from M.R.S. Services for £160.00 to install a telescopic bollard at the entrance to the burial ground. It was also agreed to order a telescopic bollard from Marshalls at a cost of £436.99 (including delivery).
- Refurbishment of multi play unit in Tubbs Hall play area – It was unanimously agreed to accept a quotation from Vita Play for the on-site sand blasting, priming and repainting of the multi-use play unit (with synthetic brushing enamel) in Fraser Road Play area at a cost of £1,725.00.
- Repair to rubber surfacing at Fraser Road play area – A quotation had been received from Vita play for the removal of a section of the wet pour surfacing that is starting to lift next to the concrete edging. This quotation also includes £150.00 to remove the concrete edging and to join the two pieces of surfacing. The total cost for this work is £735.00 which was unanimously agreed.
- Cleaning of the rubber surfacing at Fraser Road play area – A quotation had been obtained from Vita Play for the cleaning of the rubber surfacing to remove any moss or debris. It was unanimously agreed to accept this quotation at a cost of £485.00.
- Large refuse bin contract – It was agreed to keep the large refuse bin at Eversley Park for further 6-months at the current cost.

Communications – None.

Grants –

- Victim Support – Victim Support had requested £200.00 towards to the cost of purchasing security items they provide free of charge to victims and their families. They had helped approximately 83 Kings Worthy residents in the last year. It was unanimously agreed to grant them £250.00 given recent increases in crime in the area.
- Worthy Runners – Members did not feel that the additional information provided any more context on where the money will be spent.

Action: As a matter of procedure, it was agreed to confirm with the auditor that we are able to grant money towards a club of this type. If so, a representative will be invited to the next committee to speak to members about what the grant will be spent on.

F/21/099 – To receive the statement of accounts and management reports for the period ended 31 October 2021

The Clerk/RFO gave a presentation on the accounts for the month ending 31 October 2021 (see attached).

The Clerk noted that the Council has received another £14,720.59 in Community Infrastructure Levy (CIL). Winchester City Council have stated that we have now been paid all CIL currently due.

Nationwide deposit – The Clerk confirmed that this has now been opened and funded.

United Trust Bank – It was agreed to withdraw all funds from this deposit and place them in the new Nationwide deposit.

Procurement cards – The B4B card now has a monthly charge if not used. It was agreed to look into disposing of the Lloyds procurement cards and switching to use the B4B card solely.

Action: Look into the procurement cards as above.

F/21/100 – Draft forecast outturn 2021/22 and budget 2022/23

Cllrs reviewed the draft outturn 2021/22 and budget 2022/23; no changes were made.

F/21/101 – Authorise the payment listing

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

F/21/102 – Remuneration and Staffing

Annual Review for the Clerk –

The Clerk suggested that it would make sense to carry out a review for the Assistant Clerk on the same day as his annual review as her probationary period ends in December.

F/21/103 – Review of Grievance & Disciplinary policies

It was agreed to defer this item to the next meeting.

F/21/104 – Tubbs Hall – landlord's responsibilities

Sub Lease on Tubbs Hall – A meeting had been held with representatives of Tubbs Hall Management committee (THMC). At that meeting it was agreed to contact Winchester City Council to ask that if agreed by both parties, would it be possible for the headlease to be transferred to THMC with a sub-lease to the Parish Council.

F/21/105 – Office arrangements including COVID-19

It was agreed to obtain a quotation for the removal of the party wall in the office to create a larger meeting space for committee meetings.

It was also agreed obtain a price for a new projector to use for meetings in the main hall.

Action: Obtain the prices as above.

F/21/106 – Legal issues

No update.

F/21/107 – RFO/Clerk’s notices

Potential alternative accounting packages – It was agreed to look into Scribe Accounts as a potential accounting package including the ability to attach electronic invoices when processed.

Action: Investigate the software and arrange for a trial and/or demonstration and costings.

F/21/108 – Chairman’s notices

None.

F/21/109 – Items for discussion at the next meeting on the 17 November 2021

Office arrangements including COVID-19

Meeting Closed at 21:20.

Signed:

Date:

Management Accounts for the period ending 31st October 2021

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	£6,442.26	£50,329.96	£43,887.71	£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	£101,629.41	£101,031.64	-£597.77	£172,830.50	£172,768.00
Kings Worthy Community Centre	£4,399.44	£2,566.34	£1,281.00	-£1,285.34	£4,399.44	£4,081.01
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£5,560.00	£2,435.42	£2,595.30	£159.88	£5,650.00	£5,650.00
Totals:	£205,577.03	£113,073.43	£155,237.90	£42,164.47	£233,209.90	£191,499.01

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	£51,308.37	£51,319.93	-£11.56	£84,547.55	£88,346.80
Kings Worthy Community Centre	£10,315.89	£6,549.55	£4,193.90	£2,355.65	£8,041.66	£10,411.27
Planning & Highways	£7,175.00	£3,289.87	£0.00	£3,289.87	£7,499.29	£8,970.00
Recreation & Amenities	£81,257.55	£38,304.04	£34,646.76	£3,657.28	£80,628.21	£80,185.00
Totals:	£189,454.11	£99,451.82	£90,160.59	£9,291.23	£180,716.71	£196,913.07

	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	£13,621.61	£65,077.31	£51,455.70	£52,493.19	-£5,414.06

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	£7,179.36	£14,747.35	£7,567.99	£2,163.23	-£5,414.06

Memorandum position – including play area transfer reserve

	2022/23 Budget
Memorandum Position (as above):	-£5,414.06

Play area reserve transfer:	£10,000.00
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Revised position:	-£15,414.06
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Precept required for balanced budget (including projects):	£187,632.06
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Projects/Major Changes in 2022/23 Budget

Project	Funded From	Cost
Bus shelter refurbishment	R&A	£4,860.00
Election expenses*	FAR	£3,500.00
Change in sub-lease (estimate)	KWCC	£957.00
Speed Initiatives	P&H	£1,320.00
Streetlights (based on forecast outturn)	P&H	£475.00
New trim trail equipment	CIL	TBC
New exercise trail equipment	CIL	TBC
Total:		£11,112.00

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

Balance Sheet for period ending 31st October 2021

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£10,000.99
Unity Trust Tailored Deposit Account	£118,037.34
Sub-Total:	£128,038.33
<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	£366.00
Debtors	£275.00
Prepayments	£0.00
Sub-Total:	£641.00
Total Current Assets:	£273,939.60
Current Liabilities	
Trade Creditors	£3,208.77
Received on Account (inc. Precept)	£71,757.50
PAYE Payments Due	£250.00
NI Payments Due	£501.09
Pension Payments Due	£916.84
VAT to be Paid	-£11.07
VAT to be Reclaimed	-£840.38
VAT that has been Reclaimed but not received	-£2,908.57
Total Current Liabilities:	£72,874.18
Current Assets Minus Liabilities:	£201,065.42
Earmarked Funds in Reserve	
Church Green Reserve	£5,578.49
Play area maintenance reserve	£34,053.22
CIL Reserve	£25,179.42
Total Current Liabilities:	£64,811.13
Net Assets	
Profit & Loss Accounts Brought Forward	-£8,558.49
General Reserves (inc. £19,297.65 for tree works)	£79,735.47
Profit & Loss Year to Date	£65,077.31
Total Net Assets:	£136,254.29

Payment Authorisation Listing – November 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
20/10/2021	FAR	SLCC Enterprises Ltd	Virtual training seminar - 10th November 2021	Staff & Councillors Training	£54.00	£0.00
20/10/2021	FAR	SLCC Enterprises Ltd	Virtual training seminar - 10th November 2021	Staff & Councillors Training	£54.00	£0.00
29/10/2021	FAR	Surrey Hill Solicitors	Legal advice on the S106 agreement for Lovedon Fields and liquidation of HAB at Lovedon Fields Ltd	Legal and Professional Fees	£480.00	£0.00
29/10/2021	FAR	Surrey Hill Solicitors	Interim invoices for advice on the sub-lease of Tubbs Hall (from 21/04/21 to date)	Legal and Professional Fees	£108.00	£0.00
				Total (all):	£696.00	£0.00

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
27/07/2021	FAR (KWCC)	Croma Locksmiths & Security Solutions	Replacement A4 CCTV warning signs	CCTV & Security	£63.60	£0.00

22/09/2021	R&A	M.R.S. Services	Monthly inspections of play area, open spaces and defibrillators (April 2021)	Maintenance Technician - General Repairs	£305.50	£0.00
22/09/2021	R&A	M.R.S. Services	Fill up the water feature in the Burial Ground (April 2021)	Burial Ground - General Maintenance	£33.00	£0.00
22/09/2021	R&A	M.R.S. Services	Repair water feature in the Burial Ground	Burial Ground - General Maintenance	£85.69	£0.00
22/09/2021	R&A	M.R.S. Services	Collect and erect speed sign in Lovedon Lane	Maintenance Technician - General Repairs	£27.50	£0.00
22/09/2021	R&A	M.R.S. Services	Meet with Clerk and Cllr Cossburn to adjust the sign	Maintenance Technician - General Repairs	£16.50	£0.00
22/09/2021	R&A	M.R.S. Services	Move one maxi bag at the entrance to Church Green	Maintenance Technician - General Repairs	£27.50	£0.00
				Invoice Sub-Total:	£495.69	£0.00

24/10/2021	R&A	M.R.S. Services	Pressure wash water feature, remove silt from the bottom, refill with water and fit new timer (including materials)	Burial Ground - General Maintenance	£223.50	£0.00
24/10/2021	R&A	M.R.S. Services	Remove tops of two noticeboards, trim and fit new headers	Noticeboards	£150.00	£0.00
24/10/2021	R&A	M.R.S. Services	Pressure wash play equipment at Fraser Road (in hire of pressure washer)	Playground Maintenance	£270.05	£0.00
24/10/2021	R&A	M.R.S. Services	Remove old wet pour in adult exercise area and re-lay as required	Sports Equipment & Facilities	£135.00	£0.00
24/10/2021	R&A	M.R.S. Services	Repair fence at the Burial Ground adjacent to farmland (including materials)	Burial Ground - General Maintenance	£347.50	£0.00

24/10/2021	R&A	M.R.S. Services	Monthly inspections of play area, open spaces and defibrillators (May 2021)	Maintenance Technician - General Repairs	£242.00	£0.00
24/10/2021	R&A	M.R.S. Services	Fill up the water feature in the Burial Ground (May 2021)	Burial Ground - General Maintenance	£33.00	£0.00
24/10/2021	R&A	M.R.S. Services	Fill up water feature and clean up sick at Church Green bus shelter	Maintenance Technician - General Repairs	£38.50	£0.00
24/10/2021	R&A	M.R.S. Services	Return speed sign to office for download and erect in Springvale Road	Maintenance Technician - General Repairs	£55.00	£0.00
24/10/2021	R&A	M.R.S. Services	Turn around speed sign in Springvale Road	Maintenance Technician - General Repairs	£22.00	£0.00
24/10/2021	R&A	M.R.S. Services	Remove old air conditioning vent and replace with new, cut and mount key safe on inside of vent	External Repairs - Tubbs Hall	£63.25	£0.00
24/10/2021	R&A	M.R.S. Services	Remove and replace fire extinguisher (in different location) within lobby at Tubbs Hall	Fire Safety	£11.00	£0.00
24/10/2021	R&A	M.R.S. Services	Check Burial Ground for wood that may be a trip hazard	Burial Ground - General Maintenance	£11.00	£0.00
				Invoice Sub-Total:	£475.75	£0.00

25/10/2021	R&A	M.R.S. Services	Replace damaged crocodile post at Eversley Park (including materials)	Open Spaces Maintenance	£58.75	£0.00
25/10/2021	R&A	M.R.S. Services	Fit new gate at the Burial Ground	Burial Ground - Capital Expenditure	£200.00	£0.00

25/10/2021	R&A	M.R.S. Services	Monthly inspections of play area, open spaces and defibrillators (June 2021)	Maintenance Technician - General Repairs	£242.00	£0.00
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25/10/2021	R&A	M.R.S. Services	Return speed sign to office for download and erect in Church Lane	Maintenance Technician - General Repairs	£55.00	£0.00
25/10/2021	R&A	M.R.S. Services	Fill up water feature at the Burial Ground (June)	Burial Ground - General Maintenance	£55.00	£0.00
25/10/2021	R&A	M.R.S. Services	Remove rope and tape at Adult Exercise Area (Fraser Road)	Sports Equipment & Facilities	£11.00	£0.00
25/10/2021	R&A	M.R.S. Services	Turn around speed sign in Church Lane	Maintenance Technician - General Repairs	£22.00	£0.00
25/10/2021	R&A	M.R.S. Services	Remove two boards from MUGA and return to shed	Sports Equipment & Facilities	£11.00	£0.00
25/10/2021	R&A	M.R.S. Services	Return speed sign to office for download and erect at Lovedon Lane	Maintenance Technician - General Repairs	£55.00	£0.00
25/10/2021	R&A	M.R.S. Services	Collect plasterboard and fire rated foam, repair holes in cupboards at Tubbs Hall (including materials)	Fire Safety	£87.93	£0.00
25/10/2021	R&A	M.R.S. Services	Turn around speed sign in Lovedon Lane	Maintenance Technician - General Repairs	£22.00	£0.00
25/10/2021	R&A	M.R.S. Services	Remove old emergency light batteries and replace	Fire Safety	£50.00	£0.00
25/10/2021	R&A	M.R.S. Services	Return speed sign to office for download and erect at London Road	Maintenance Technician - General Repairs	£55.00	£0.00
				Invoice Sub-Total:	£665.93	£0.00

29/10/2021	R&A	Daren George Ltd (Traditional Pest Control)	To carry out a survey and treat one wasp nest on 23rd September 2021	Pest Control	£60.00	£0.00
30/10/2021	FAR	EKS Accounting	Run payroll for July, August & September and October 2021 (including leaver and starter forms)	Accountancy, book keeping and Payroll	£129.60	£0.00
03/11/2021	FAR	Tubbs Hall Management Committee	Council meetings from (13/10/21 - 25/10/21)	Miscellaneous Expenditure	£110.00	£0.00

04/11/2021	FAR	Konica Minolta Business Solutions (UK) Ltd	Copier rental (07/11/21 - 06/02/2022)	Printing	£76.07	£0.00
05/11/2021	P&H	Hampshire County Council	Street lighting charges (01/04/21 - 30/12/2021)	Street Lighting	£3,887.23	£0.00
06/11/2021	FAR	(Amazon Seller) Shenzhenshi Kelisishiye Youxiangongsi	A1 wall planner	Office Stationery	£9.36	£1.56
06/11/2021	FAR	Amazon EU (UK)	Highlighter pens, post-it notes and A5 notebooks	Office Stationery	£31.93	£0.00
08/11/2021	R&A	Environmental Hygiene Services	Cleaning of 6x bus shelters	Shelters	£72.00	£0.00
15/11/2021	FAR	CommuniCorp	Subscription to Local Councils Updates (Clerks and Councils Direct) - 2021/22	Subscriptions	£100.00	£0.00
16/11/2021	FAR	Parish Online by GeoXphere Ltd	Annual Parish Online subscription (16th November 2021 to 16th November 2022)	Computer Software	£180.00	£0.00
				Total (all):	£7,741.96	£1.56

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
05/10/2021	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water rates -Tubbs Hall	£12.00	£0.00
11/10/2021	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£87.17	£0.00
12/10/2021	FAR (KWCC)	Octopus Energy	Electricity & Gas (01/09/21 - 30/09/21)	Electricity & Gas	£69.10	£0.00
14/10/2021	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park	Open Space Maintenance	£90.76	£0.00
15/10/2021	FAR	TLC Online	Website support and maintenance services	Website/Email Expenses	£20.00	£0.00
15/10/2021	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£26.40	£0.00
27/10/2021	R&A	Green Smile	Monthly grounds maintenance contract	Grounds Maintenance	£3,594.00	£0.00
				Total:	£3,899.43	£0.00

Remuneration costs

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Notes
25/10/2021	FAR	C Read	Salary	Employee Wages and Salaries	£1,849.22	£0.00
25/10/2021	FAR	L Daniel	Salary	Employee Wages and Salaries	£931.73	£0.00
19/11/2021	FAR	HMRC	National Insurance	NI	£501.09	£0.00
19/11/2021	FAR	HMRC	PAYE	PAYE	£250.00	£0.00
19/11/2021	FAR	Hampshire County Council	Pensions	Pensions	£916.84	£0.00
				Total:	£4,448.88	£0.00

Procurement card payments

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
04/10/2021	FAR	Giffgaff	Monthly Goodybag of data, mins and texts	Miscellaneous Expenditure	£6.00	£0.00
04/10/2021	FAR	Giffgaff	Monthly Goodybag of data, mins and texts	Miscellaneous Expenditure	£6.00	£0.00
04/10/2021	FAR	Giffgaff	Monthly Goodybag of data, mins and texts	Miscellaneous Expenditure	£6.00	£0.00
04/10/2021	FAR	Stagecoach Bus	Return bus ticket for WCC planning meeting	Travel & Subsistence	£4.30	£0.00
04/10/2021	FAR	HM Land Registry	Land Registry search	Legal and Professional Fees	£3.00	£0.00
04/10/2021	FAR	Croma Locksmiths & Security Solutions	2x Cylinder and 2x double sided keys cut	Miscellaneous Expenditure	£22.00	£0.00
04/10/2021	FAR	Microsoft	Office 365 subscription	Computer Software	£18.96	£0.00
04/10/2021	FAR	Lloyds Bank	Monthly card charges	Bank Interest & Charges	£6.00	£0.00
				Total:	£72.26	£0.00