

**Minutes of the Finance, Administration & Remuneration committee meeting
held on Tuesday, 08 December 2020 at 19:30
Due to COVID-19 this meeting was held electronically via Zoom**

Attendees

Councillors Stewart Newell (Chair), Emily Fish, and Matthew Miller-Hall.

Clerk(s) Christopher Read (Clerk) & Lucia Foster-Found (Assistant Clerk)

Apologies

Ian Gordon (Vice-Chair), Signe Biddle,

Members of the public

None.

F/20/131 – Public question time

None.

F/20/132 – Agree and sign the minutes of the meeting held on the 10 November 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/20/133 – Matter arising from the meeting held on the 10 November 2020

None.

**F/20/134 – Proposed new expenditure for Finance approval
Planning and Highways (P&H) –**

None

Finance, Administration & Remuneration (FAR) –

Broadband for Kings Worthy Community Centre – It was agreed for the Clerk to renegotiate the phone and broadband cost, assuming a similar or lesser cost can be obtained.

Flush of radiators in Kings Worthy Community Centre – Following the installation of the new boiler, some of the radiators are not working correctly. It has been recommended to proceed with a power flush of the whole system at a cost of £866.67.

Recreation and Amenities (R&A) –

None.

Communications –

None. It was noted that Winchester City Council will pay the additional costs for the flyer that they wish to include with the Parish Council Newsletter.

Grants –

Football related grant application by volunteer helper for funds for Worthys FC still being considered – awaiting specifics on how the grant money would be spent.

F/20/135 – To receive the statement of accounts and management reports for the period ended 30 November 2020 (see attached) including authorisation of payments

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

- CIL Report for 2018/19 & 2019/20 – Councillors were happy with the drafted CIL reports for 2018/19 and 2019/20. These will be placed on the website and shared with Winchester City Council.
- Additional bank accounts – It was agreed that as these accounts can only be paid back into the Parish Council's bank accounts, which has triple authority requirements, that changes can be made to the new deposits via single signatory.

Action: Clerk and Chair of Finance to be signatories on the new deposit accounts.

- VAT on traveller insurance reclaim – It was agreed to obtain advice from HALC regarding the VAT on the invoices paid for the removal of travelers now that the insurance payments have been received.

Action: HALC to be consulted regarding VAT and check that this is correct.

- Authorise Payment Listing (see attached) – Members reviewed a list of payments due and authorised them for payment.

F/20/136 – To consider the draft forecast outturn (2020/21) and draft budget (2021/22)

Members reviewed the draft outturn and budget.

Proposed increase in Precept was agreed in principle.

Action: Proposal for increase in Precept to go to full Parish Council.

It was confirmed that R&A were happy with the minor changes made at the last meeting, although a Councillor had expressed reservations regarding the proposed increase in the maintenance contract hourly rate.

It was agreed to accept WCC proposal to make CIL payments in 2 stages.

Clerk informed Councillors that the required audit documentation had been published to the website, including the external audit report.

F/20/137 – Remuneration and Staffing

Pensions data request – Following new McCloud data rules, pension information from as far back as 2014 has been requested from the pension provider. As this information is prepared by our payroll provider, it was agreed to ask them for price to complete this work.

Action: Obtain price from E.K.S. Accounting for preparing the information above.

Staffing working group - Matthew Miller-Hall agreed to meet with our HR Services, alongside the Chair and Clerk.

Action: Arrange meeting as above.

Accumulated time in-lieu – It was agreed to pay the Clerk 25 hours of Time-in lieu accrued over the last few months. This is instead of the purchase of 7 days holiday that was previously agreed.

Action: Arrange for payment of above.

Annual leave approval – The Clerk had requested to take annual leave on:

1st – 5th February 2021 and also 23rd – 26th March. All agreed.

F/20/138 – Tubbs Hall – landlord’s responsibilities

Sub Lease on Tubbs Hall – All agreed for this lease to be sent to WCC and with a change to 50:50 on costs relating to heating repairs.

Action: Send to the sub-lease to WCC for approval.

F/20/139 – Legal issues

Vandalism – Perpetrators have been identified.

Action: Report to be drafted and sent to the Police with Cllrs Gordon and Miller-Hall’s input.

F/20/140 – RFO/Clerk’s notices

None.

F/20/141 – Chairman’s notices

None.

F/20/142 – Items for discussion at the next meeting on the 13 January 2021

None.

Meeting Closed at 20:35.

Signed:

Date:

Management Accounts for the period ending 30th November 2020 (including precept recommendation)

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	£111,872.88	£124,155.96	£12,283.08	£205,025.46	£178,978.59
Kings Worthy Community Centre	£4,181.20	£2,787.47	£1,243.54	-£1,543.93	£5,553.91	£4,280.88
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£6,060.00	£2,547.78	£2,813.00	£265.22	£4,393.33	£5,560.00
Totals:	£233,376.22	£117,208.13	£128,212.50	£11,004.37	£214,972.69	£197,819.47

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	£73,517.28	£51,334.42	£53,651.63	-£2,317.21	£79,571.30	£78,211.69
Kings Worthy Community Centre	£9,685.00	£6,798.47	£5,370.50	£1,427.97	£10,797.85	£10,081.47
Planning & Highways	£6,500.00	£2,980.37	£0.00	£2,980.37	£7,376.95	£7,175.00
Recreation & Amenities	£81,269.00	£37,579.03	£42,391.98	-£4,812.95	£78,692.34	£74,513.29
Totals:	£179,971.28	£98,692.28	£101,414.11	-£2,721.83	£176,438.44	£178,981.45

	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:	£53,404.94	£18,515.85	£26,798.39	£8,282.54	£38,534.25	£18,838.02

Memorandum position - Excluding CIL receipts only

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2020/21 Forecast Outturn	2021/22 Budget
Revised Position (excluding CIL receipts):	£6,298.92	£18,515.85	£18,586.74	£70.89	£4,312.75	£5,953.51

Play area reserve transfer	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00
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Final memorandum position - Excluding CIL receipts and including play area reserve transfer

Final memorandum position	-£3,701.08	£8,515.85	£8,586.74	£70.89	-£5,687.25	-£4,046.49
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Precept required for balanced budget: £167,954.58

Forecast net asset level at the end of 2020/21: £51,438.41

Balance Sheet for period ending 30th November 2020

Bank Accounts	
Unity Trust Bank Current Account	£10,441.55
Unity Trust Tailored Deposit Account	£103,956.34
Sub-Total:	£113,997.89

Investments/Deposits	
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)	£5,213.92
Sub-Total:	£90,213.92

Other	
B4B Procurement Card	£1.44
Debtors	£609.41
Prepayments	£0.00
Sub-Total:	£610.85

Total Current Assets:	£204,822.66
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Current Liabilities	
Trade Creditors	£3,275.26
Retentions	£377.20
Received on Account (inc. Precept)	£54,859.64
PAYE Payments Due	£251.40
NI Payments Due	£571.78
Pension Payments Due	£935.97
VAT to be Paid	-£15.87
VAT to be Reclaimed	-£2,498.58
VAT that has been Reclaimed but not received	£0.00
Total Current Liabilities:	£57,756.60

Current Assets Minus Liabilities:	£1447,066.06
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Earmarked Funds in Reserve	
Church Green Reserve	£8,872.99
Play area maintenance reserve	£24,053.22
CIL Reserve	£31,746.75
Total Current Liabilities:	£64,672.46

Net Assets	
Profit & Loss Accounts Brought Forward	£12,582.28
General Reserves (inc. £7,364.59) for tree works)	£42,862.43
Profit & Loss Year to Date	£26,948.39
Total Net Assets:	£82,393.10

Payment Authorisation Listing – December 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
24/11/2020	R&A	Hillier Nurseries Ltd	Plants and bulbs for burial ground	Burial Ground - General Maintenance	£250.02	-
30/11/2020	FAR (KWCC)	1A Autoheat Ltd (GasCare)	50% deposit for gas boiler installation	Heating Repairs	£1,694.00	-
				Total (all):	£1,944.02	£0.00

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
22/09/2020	R&A	Environmental Hygiene Services	Cleaning of bus shelters	Shelters	£72.00	-
14/10/2020	FAR	Spigen Korea Co Ltd	Mobile phone case	Miscellaneous Expenditure	£9.99	-
19/10/2020	FAR	Amazon EU	Key cabinet	Miscellaneous Expenditure	£36.63	-
06/11/2020	FAR	Konica Minolta Business Solutions (UK) Ltd	Copier rental (07/11/20 - 06/02/21)	Printing	£76.07	-
10/11/2020	FAR (KWCC)	1A Autoheat Ltd (GasCare)	Boiler Service (stopped due to fault that required repair)	Heating Repairs	£82.00	-
19/11/2020	R&A	Worthy Tree Care	Removal of deadwood of large ash tree with TPO (Kim Bishop Walk)	Tree works	£135.00	-
19/11/2020	FAR	Amazon EU	PC headset for zoom meetings	Small Office Equipment (under £100)	£29.99	-

20/11/2020	FAR	PKF Littlejohn	External audit fee (2019/20)	External Auditor Fees	£480.00	-
24/11/2020	FAR	Worthys Conservation Volunteers	Grant towards the cost of public liability insurance and a new brushcutter	Grants to Village Organisations	£500.00	-
25/11/2020	FAR	Amazon EU	Pack of A4 cut flush folders	Stationery	£9.94	-
27/11/2020	FAR	Amazon EU	Marker pen and post-it notes	Stationery	£15.07	-
27/11/2020	FAR	Amazon EU	Hand sanitiser gel	Miscellaneous Expenditure	£4.25	-
30/11/2020	FAR (KWCC)	Christopher Read	Expenses reclaim (Gas check and safety certificate)	Heating Repairs	£180.00	-
02/12/2020	R&A	Worthy Tree Care	Removal of deadwood at Hinton Fields	Tree works	£187.50	-
03/12/2020	FAR (KWCC)	1A Autoheat Ltd (GasCare)	50% deposit for gas boiler installation	Heating Repairs	£1,694.00	-
04/12/2020	FAR	Victim Support	Grant towards the cost of personal protection items provided free of charge to victims	Grants to Village Organisations	£200.00	-
04/12/2020	R&A	Charlotte Smith	Expenses reclaim (bulbs for the burial ground)	Burial Ground - General Maintenance	£16.50	-
04/12/2020	R&A	M.R.S. Services	Fence of the mound at Fraser Road and ensure it stays up	Open Spaces Maintenance	£85.00	-
04/12/2020	R&A	M.R.S. Services	Remove weeds and spread grass seed	Open Spaces Maintenance	£143.99	-
04/12/2020	R&A	M.R.S. Services	Install COVID-19 signs (including new posts)	Open Spaces Maintenance	£730.65	-
04/12/2020	R&A	M.R.S. Services	Board up play area tunnels to reduce COVID-19 transmission	Play Area Maintenance	£136.78	-
04/12/2020	R&A	M.R.S. Services	Block entrance to Church Green with bulk bags of sand	Maintenance Technician - general repairs	£173.40	-
04/12/2020	R&A	M.R.S. Services	Replace 2x wooden dragons teeth at Eversley Park	Maintenance Technician - general repairs	£117.50	-

04/12/2020	R&A	M.R.S. Services	Supply sleepers to allow entrance to Eversley Park to be blocked off	Maintenance Technician - general repairs	£53.00	-
04/12/2020	R&A	M.R.S. Services	Remove, clean and turn over seat on Tug Boat at Fraser Road play area	Play Area Maintenance	£25.00	-
27/11/2020	FAR	Amazon EU	Marker pen and post-it notes	Stationery	£15.07	-
27/11/2020	FAR	Amazon EU	Hand sanitiser gel	Miscellaneous Expenditure	£4.25	-
30/11/2020	FAR (KWCC)	Christopher Read	Expenses reclaim (Gas check and safety certificate)	Heating Repairs	£180.00	-
06/12/2020	R&A	M.R.S. Services	Monthly inspections (September 2020)	Maintenance Technician - general repairs	£236.50	-
06/12/2020	R&A	M.R.S. Services	Change battery on speed sign	Maintenance Technician - general repairs	£22.00	-
06/12/2020	R&A	M.R.S. Services	Collect padlock and fit on post at Hinton Park	Maintenance Technician - general repairs	£53.98	-
06/12/2020	R&A	M.R.S. Services	Attend Fraser Road play area to check broken equipment. Sharp edges removed and made safe to use	Play Area Maintenance	£11.00	-
06/12/2020	R&A	M.R.S. Services	Move 1 bulk bag of sand at Church Green for tree contractors	Maintenance Technician - general repairs	£16.50	-
06/12/2020	R&A	M.R.S. Services	Monthly inspections (October 2020)	Maintenance Technician - general repairs	£297.00	-
06/12/2020	R&A	M.R.S. Services	Collect new external vents and fit one to the meeting room vent	Maintenance Technician - general repairs	£70.77	-
06/12/2020	R&A	M.R.S. Services	Cut a hole in cabinet to fit on the inside of the vent to provide additional security	Maintenance Technician - general repairs	£22.00	-

06/12/2020	R&A	M.R.S. Services	Tie up cricket nets	Sports Equipment and Facilities	£55.00	-
06/12/2020	R&A	M.R.S. Services	Monthly inspections (October 2020)	Maintenance Technician - general repairs	£297.00	-
06/12/2020	R&A	M.R.S. Services	Collect new external vents and fit one to the meeting room vent	Maintenance Technician - general repairs	£70.77	-
06/12/2020	R&A	M.R.S. Services	Cut a hole in cabinet to fit on the inside of the vent to provide additional security	Maintenance Technician - general repairs	£22.00	-
06/12/2020	R&A	M.R.S. Services	Tie up cricket nets	Sports Equipment and Facilities	£55.00	-
06/12/2020	R&A	M.R.S. Services	Retape adult exercise equipment (due to lockdown) and collect discarded tape	Sports Equipment and Facilities	£27.50	-
06/12/2020	R&A	M.R.S. Services	Repair to the three-cycle roundabout (dismantle to make safe)	Play Area Maintenance	£100.00	-
06/12/2020	R&A	M.R.S. Services	Retape cross bar with large bolts and refit cycle	Play Area Maintenance	£80.50	-
				Total (all):	£6,917.78	£0.00

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
02/11/2020	FAR (KWCC)	EDF Energy	Gas -Tubbs Hall	Gas	£87.00	-
05/11/2020	FAR (KWCC)	Business Stream	Water rates for Kings Worthy Community Centre (monthly)	Water Rates - Tubbs Hall	£21.00	-
09/11/2020	FAR	Freeola Ltd	Hosting and email charges (26/10/20 - 25/1/21)	Website/Email Expenses	£69.20	-
10/11/2020	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£67.81	-
16/11/2020	FAR	TLC Online	Website support and maintenance services	Website/Email Expenses	£20.00	-

16/11/2020	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£26.40	-
20/11/2020	FAR (KWCC)	British Gas Lite	Electricity for Kings Worthy Community Centre	Electricity	£62.14	-
27/11/2020	R&A	Green Smile Ltd	Grounds maintenance service	Grounds maintenance	£3,594.00	-
				Total:	£3,947.55	£0.00

Remuneration costs

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Notes
23/12/2020	FAR	C Read	Salary	Employee Wages and Salaries	£2,088.05	Estimate Includes 25 hours overtime
23/12/2020	FAR	Lucia Foster Found	Salary	Employee Wages and Salaries	£950.92	
19/01/2020	FAR	HMRC	National Insurance	NI	£608.38	See above
19/01/2020	FAR	HMRC	PAYE	PAYE	£323.06	See above
19/01/2020	FAR	Hampshire County Council	Pensions	Pensions	£974.63	See above
				Total:	£5,755.14	£0.00

Procurement card payments

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
02/11/2020	FAR	Royal British Legion Poppy Appeal	Type B Poppy Wreath	Miscellaneous Expenditure	£17.00	-
02/11/2020	FAR	GiffGaff	Monthly goodybag of data, minutes and texts (Office Phone)	Miscellaneous Expenditure	£6.00	-
02/11/2020	FAR	GiffGaff	Monthly goodybag of data, minutes and texts (Emergency Phone)	Miscellaneous Expenditure	£6.00	-
02/11/2020	FAR (KWCC)	Screwfix	Locks for gents toilet and kitchen (COVID-19 safety measure)	CCTV and Security	£59.94	-
02/11/2020	FAR	Zoom Video Communications Inc.	Standard Pro monthly subscription	Computer Software	£11.99	-
02/11/2020	FAR	Springvale Stores	Face Masks (x50)	Miscellaneous Expenditure	£12.99	-

02/11/2020	FAR	Springvale Stores	Duracell AA batteries	Miscellaneous Expenditure	£3.99	-
				Total:	£241.47	£0.00