

**Minutes of the Finance, Administration & Remuneration committee meeting
held on Wednesday, 08 December 2021 at 19:30
in Kings Worthy Community Centre, Fraser Road, Kings Worthy**

Attendees

Councillors (Cllrs) Stewart Newell (Chair of the meeting), Emily Fish, Ian Gordon, Matthew Miller-Hall.

Clerk(s)

Christopher Read

Apologies

Cllr Signe Biddle

Members of the public

None

F/21/110 – Public question time

None.

F/21/111 – Impact of COVID-19

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

F/21/112 – Agree and sign the minutes of the meeting held on the 17 November 2021

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

F/21/113 – Matters arising from the meeting held on the 17 November 2021

None.

F/21/114 – Proposed new expenditure for Finance approval

Planning and Highways (P&H) – A quotation had been received from Thomas Electrical Engineering Limited for the installation of a bus shelter light at the Church Green stop. It was unanimously agreed to accept this quotation at a cost of £480.00 (ex. VAT).

Finance, Administration & Remuneration (FAR) – It was agreed for the Clerk to procure a new projector for meeting with a budget of up to £550.00 (ex. VAT).

Recreation and Amenities (R&A) –

- **Swing parts** – It was agreed to accept the recommendation from Recreation & Amenities (via email) to purchase two sets of swing suspension parts from Kompan Ltd at a cost of £244.20 (including delivery but excluding VAT).

- Replacement wooden bollards – It was agreed to accept a quotation for £215.00 from Jacksons Fencing for 12 replacement wooden bollards. These will allow broken bollards to be replaced as required.

Communications – None.

Grants –

- Worthy Runners – Following confirmation that we are able to grant this organisation money; it was agreed to invite them to a committee meeting.

F/21/115 – To receive the statement of accounts and management reports for the period ended 30 November 2021

The Clerk/RFO gave a presentation on the accounts for the month ending 30 November 2021 (see attached).

F/21/116 – 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/21/117 – Authorise the payment listing

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

F/21/118 – Remuneration and Staffing

Clerk's hours – It was agreed to review the Clerk's overtime in March.

F/21/119 – Review of Grievance & Disciplinary policies

The Clerk noted that the policies have now been created based on what is contained within the contracts. It was agreed to defer this item to the next meeting.

F/21/120 – Tubbs Hall – landlord's responsibilities

Sub Lease on Tubbs Hall – Following recent confirmation from WCC regarding a change to the headlease, it was agreed to meet with Tubbs Hall Management Committee to discuss the reversal of the current arrangements, with the Parish Council becoming the sub-lessee. This will include discussion on rental charges and maintenance.

Action – Arrange a meeting with Tubbs Hall Management Committee.

F/21/121 – Office arrangements including COVID-19

We are awaiting a quotation from M.R.S. Services.

F/21/122 – Legal issues

- Lovedon Fields Site – No update; a meeting is expected with Winchester City Council in the new year.
- Defects with Church Green and Fryers Close play areas – Sovereign Play have responded and agreed to undertake repairs to the slide at Fryers Close free of charge. They stated

that the caps were not required but just an option. They also stated that air cracks are not covered under warranty. It was agreed to accept the price for the repairs of the air cracked posts (£187.90) but to request that the disposal of the cost for removed items is waved given the amount of time the Council has had to wait for a response.

Action: Contact Sovereign as above.

F/21/123 – Alternative accounting packages

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

F/21/124 – RFO/Clerk's notices

Defibrillator notification – It was agreed to investigate setting up an AED email address just for the purpose of being notified if a defibrillator has been used. This address could then be forwarded to staff or Councillors to ensure cover during annual leave etc.

PHS refund – Following further discussions with PHS, members agreed to accept a 50% refund of costs incurred when the building was closed.

R&A Tenders – It was agreed that due to the estimate costs for the proposed replacement exercise equipment and the play equipment that they will be formally tendered as appropriate.

Incident at Eversley Park lower pitch – The Clerk noted that an incident had occurred during a match on the 5th December. The Clerks have visited the site and taken no action due to nature of the incident. This decision had been agreed via email with the Chair of the Council and Recreation & Amenities committee. All members agreed that no action was required given the nature of the complaint. It has been reported to our insurers as a matter of procedure and to enable a reply to be drafted.

F/21/125 – Chairman's notices

None.

F/21/126 – Items for discussion at the next meeting on the 19 January 2022

None.

Meeting Closed at 20:21.

Signed:

Date:

Management Accounts for the period ending 30th November 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	£9,663.38	£50,329.96	£40,666.58	£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	£116,096.04	£115,383.14	-£712.90	£172,830.50	£172,768.00
Kings Worthy Community Centre	£4,399.44	£2,932.96	£1,464.00	-£1,468.96	£4,399.44	£3,991.01
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£5,560.00	£2,435.42	£3,044.40	£608.98	£5,650.00	£5,650.00
Totals:	£205,577.03	£131,127.80	£170,221.50	£39,093.70	£233,209.90	£191,409.01

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	£57,127.70	£57,149.39	-£21.69	£84,600.41	£88,346.80
Kings Worthy Community Centre	£10,315.89	£7,074.88	£4,671.67	£2,403.21	£7,672.25	£10,231.27
Planning & Highways	£7,175.00	£3,289.87	£3,239.37	£50.50	£7,499.29	£9,007.00
Recreation & Amenities	£81,257.55	£42,590.93	£40,943.78	£1,647.15	£81,214.82	£81,635.00
Totals:	£189,454.11	£110,083.38	£106,004.21	£4,079.17	£180,986.77	£198,220.07

	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	£21,044.42	£64,217.29	£43,172.87	£52,223.13	-£6,811.06

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	£11,381.04	£13,887.33	£2,506.29	£1,893.17	-£6,811.06

Memorandum position – including play area transfer reserve

	2022/23 Budget
Memorandum Position (as above):	-£6,811.06

Play area reserve transfer:	£10,000.00
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Revised position:	-£16,811.06
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Precept required for balanced budget (including projects):	£189,029.06
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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	£512.00
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 30th November 2021

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£13,019.54
Unity Trust Tailored Deposit Account	£104,739.34
Sub-Total:	£117,758.88
<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	£364.76
Debtors	£613.00
Prepayments	£0.00
Sub-Total:	£977.76
Total Current Assets:	£263,996.91
Current Liabilities	
Trade Creditors	£6,617.15
Received on Account (inc. Precept)	£57,406.00
PAYE Payments Due	£344.80
NI Payments Due	£632.15
Pension Payments Due	£1,052.31
VAT to be Paid	£11.15
VAT to be Reclaimed	-£2,272.05
VAT that has been Reclaimed but not received	£0.00
Total Current Liabilities:	£63,791.51
Current Assets Minus Liabilities:	£200,205.40
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:	£64,511.13
Net Assets	
Profit & Loss Accounts Brought Forward	-£8,558.49
General Reserves (inc. £19,297.65 for tree works)	£80,034.97
Profit & Loss Year to Date	£64,217.29
Total Net Assets:	£135,693.77

Payment Authorisation Listing – December 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
				Total (all):	£0.00	£0.00

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
26/10/2021	R&A	M.R.S. Services	Monthly inspections of play areas, exercise equipment and open spaces (July 2021)	Maintenance Technician - General repairs	£302.50	£0.00
26/10/2021	R&A	M.R.S. Services	Litter pick rubbish at Upper Broadview	Open Spaces Maintenance	£33.00	£0.00
26/10/2021	P&H	M.R.S. Services	Turn round speed sign in London Road	Maintenance Technician - General repairs	£22.00	£0.00
26/10/2021	R&A	M.R.S. Services	Fill up water feature at the Burial Ground x 4	Burial Ground - General Maintenance	£44.00	£0.00
26/10/2021	R&A	M.R.S. Services	Meet with Clerk at Kim Bishop Walk to look at fallen branch, cut off and make safe	Tree Works	£16.50	£0.00

26/10/2021	P&H	M.R.S. Services	Remove speed sign and return to office for download, collect sign and erect in Springvale Road	Maintenance Technician - General repairs	£55.00	£0.00
26/10/2021	R&A	M.R.S. Services	Met with Clerk regarding fallen branch at Eversley Park. Cut up and pull it down to the ground to make safe. Collected fencing and stakes from Winchester (including materials - Barrier fencing and stakes of £73.37)	Tree Works	£122.87	£0.00
26/10/2021	P&H	M.R.S. Services	Turn round speed sign in Springvale Road	Maintenance Technician - General repairs	£22.00	£0.00
26/10/2021	P&H	M.R.S. Services	Remove speed sign and return to office for download, collect sign and erect in Lovedon Lane	Maintenance Technician - General repairs	£55.00	£0.00
26/10/2021	R&A	M.R.S. Services	Meet with Sovereign with regards to the equipment at Church Green & Fryers Clos	Maintenance Technician - General repairs	£27.50	£0.00
26/10/2021	P&H	M.R.S. Services	Take speed sign back to office as it is not working	Maintenance Technician - General repairs	£22.00	£0.00

Sub-Total: £722.37 £0.00

28/10/2021	R&A	M.R.S. Services	Monthly inspections of play areas, exercise equipment and open spaces (August 2021)	Maintenance Technician - General repairs	£242.00	£0.00
28/10/2021	R&A	M.R.S. Services	Fill up water feature at the Burial Ground x 4	Burial Ground - General Maintenance	£44.00	£0.00
28/10/2021	P&H	M.R.S. Services	Collect speed sign and put up in Lovedon Lane	Maintenance Technician - General repairs	£22.00	£0.00
28/10/2021	P&H	M.R.S. Services	Collect speed sign and put up in Lovedon Lane	Maintenance Technician - General repairs	£22.00	£0.00

28/10/2021	P&H	M.R.S. Services	Remove speed sign and return to office for download, collect sign and erect in Springvale Road	Maintenance Technician - General repairs	£55.00	£0.00
28/10/2021	P&H	M.R.S. Services	Turnaround the speed sign around in Springvale Road	Maintenance Technician - General repairs	£22.00	£0.00

Sub-total: £407.00 £0.00

28/10/2021	R&A	M.R.S. Services	Monthly inspections of play areas, exercise equipment and open spaces (September 2021)	Maintenance Technician - General repairs	£242.00	£0.00
28/10/2021	P&H	M.R.S. Services	Remove speed sign and return to office for download, collect sign and erect in Lovedon Lane	Maintenance Technician - General repairs	£55.00	£0.00
28/10/2021	R&A	M.R.S. Services	Fill up water feature at the Burial Ground x 4	Burial Ground - General Maintenance	£44.00	£0.00
28/10/2021	R&A	M.R.S. Services	Refix the gate at the adult exercise area, remove old sign and replace with new one. Cut off 20 long bolts on other signs and make good	Maintenance Technician - General repairs	£57.75	£0.00
28/10/2021	P&H	M.R.S. Services	Turnaround speed sign in Lovedon Lane	Maintenance Technician - General repairs	£22.00	£0.00
28/10/2021	P&H	M.R.S. Services	Remove speed sign and return to office for download, collect sign and erect in Springvale Road	Maintenance Technician - General repairs	£55.00	£0.00
28/10/2021	FAR (KWCC)	M.R.S. Services	Finish fitting new emergency light batteries in all toilets, cut off cables and fit new ends	Fire Safety	£68.75	£0.00
28/10/2021	P&H	M.R.S. Services	Turnaround speed sign in Springvale Road	Maintenance Technician - General repairs	£22.00	£0.00
28/10/2021	FAR (KWCC)	M.R.S. Services	Remove speed sign and return to office for download, collect sign and erect in Church Lane	Maintenance Technician - General repairs	£60.50	£0.00

28/10/2021	P&H		Cable joiners and loan of machine for emergency lights	Fire Safety	£10.00	£0.00
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Sub-total: £637.00 £0.00

28/10/2021	FAR (KWCC)	M.R.S. Services	Replace manhole cover (at Kings Worthy Community Centre) including new coldlay tarmac	Maintenance Technician - General repairs	£371.70	£0.00
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06/11/2021	R&A	M.R.S. Services	Monthly inspections of play areas, exercise equipment and open spaces (October 2021)	Maintenance Technician - General repairs	£302.50	£0.00
06/11/2021	R&A	M.R.S. Services	Fill up water feature at the Burial Ground (x4)	Burial Ground - General Maintenance	£44.00	£0.00
06/11/2021	P&H	M.R.S. Services	Turnaround speed sign in Church Lane	Maintenance Technician - General repairs	£22.00	£0.00
06/11/2021	P&H	M.R.S. Services	Collect speed sign and batteries from office and put up in Springvale Road	Maintenance Technician - General repairs	£27.50	£0.00
06/11/2021	R&A	M.R.S. Services	Cut out a turf from other side of fence and put in hole in Adult Exercise Area	Maintenance Technician - General repairs	£11.00	£0.00
06/11/2021	P&H	M.R.S. Services	Turnaround speed sign in Springvale Road	Maintenance Technician - General repairs	£22.00	£0.00

Sub-total: £429.00 £0.00

06/11/2021	R&A	M.R.S. Services	Monthly inspections of play areas, exercise equipment and open spaces (November 2021)	Maintenance Technician - General repairs	£242.00	£0.00
06/11/2021	R&A	M.R.S. Services	Fill up water feature at the Burial Ground (x4)	Burial Ground - General Maintenance	£44.00	£0.00

06/11/2021	P&H	M.R.S. Services	Remove speed sign and return to office for download, collect sign and erect in Church Lane	Maintenance Technician - General repairs	£49.50	£0.00
06/11/2021	P&H	M.R.S. Services	Remove speed sign from Church Lane and remove all brackets from other posts. Return to the office and put brackets in the shed.	Maintenance Technician - General repairs	£57.75	£0.00
06/11/2021	R&A	M.R.S. Services	Take down bunting from outside hall	Maintenance Technician - General repairs	£16.50	£0.00
06/11/2021	R&A	M.R.S. Services	Turn off the water feature and cover up connectors	Burial Ground - General Maintenance	£11.00	£0.00
06/11/2021	R&A	M.R.S. Services	Replace lockable post at Eversley Park with recycled one	Maintenance Technician - General repairs	£22.00	£0.00

Sub-total: £442.75 £0.00

24/11/2021	FAR	GO CABLESTIES LTD	100x black cable ties (12")	Miscellaneous Expenditure	£6.99	£0.00
24/11/2021	FAR	GO CABLESTIES LTD	100x Black cable ties (10")	Miscellaneous Expenditure	£2.99	£0.00
24/11/2021	FAR	Amazon EU UK	Ballpoint pens, steel security cable and steel chain	Office Stationery / Miscellaneous Expenditure	£17.53	£0.00
24/11/2021	FAR	Plastoreg Smidt GmbH (Amazon)	A4 cut flush folder (pack of 100)	Office Stationery	£12.98	£0.00
26/11/2021	FAR (KWCC)	Hampshire PAT Testing	PAT testing of 91 items (25/11/21)	Electrical Infrastructure, installations and PAT testing	£231.42	£0.00
29/11/2021	R&A	Green Smile Ltd	Bin emptying from 07/10/21 - 11/11/21)	Open Spaces Maintenance	£216.00	£0.00
30/11/2021	FAR	Cllr Mandy Hallisey	Refreshments for litter pick held in November 2021	Events	£10.00	£0.00

30/11/2021	FAR	Christopher Read	Solid State Drive (SSD), SSD external enclosure and 128gb usb drive	Small Office Equipment (under £100) / Miscellaneous Expenditure	£90.25	£15.04
03/12/2021	R&A	Ava Recreation Ltd	Works to both sets of Eversley Park steps	Open Spaces Maintenance	£1,849.69	£0.00
06/12/2021	FAR (KWCC)	Gas Care (Southampton) Ltd	Servicing hot water cylinder	Heating Repairs	£92.00	£0.00
06/12/2021	FAR (KWCC)	Gas Care (Southampton) Ltd	Supercare heating service (including boiler service and safety check)	Heating Repairs	£176.00	£0.00
08/12/2021	FAR (KWCC)	Gas Care (Southampton) Ltd	Replacement of room thermostat in Tubbs Hall	Heating Repairs	£95.00	£0.00
				Total (all):	£5,810.67	£15.04

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
03/11/2021	R&A	Business Stream	Water rates for the Burial Gound (28/7/21 - 19/10/21)	Burial Ground - Water Rates	£5.93	£0.00
05/11/2021	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water rates -Tubbs Hall	£12.00	£0.00
05/11/2021	R&A	Business Stream	Water rates for the Eversley Park (28/7/21 - 21/10/21)	Water Rates - Eversley Park	£11.45	£0.00
10/11/2021	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£87.17	£0.00
09/11/2021	FAR (KWCC)	Octopus Energy	Electricity & Gas (01/10/21 - 31/10/21)	Electricity & Gas	£127.61	£0.00
15/11/2021	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park	Open Spaces Maintenance	£113.45	£0.00
17/11/2021	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£26.40	£0.00
29/11/2021	R&A	Green Smile	Monthly grounds maintenance contract	Grounds Maintenance	£3,594.00	£0.00
30/11/2021	R&A	Business Waste Ltd	Charge for excess weight on large commercial bin at Eversley Park	Open Spaces Maintenance	£8.44	£0.00
				Total:	£3,986.45	£0.00

Remuneration costs

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Notes
25/11/2021	FAR	C Read	Salary	Employee Wages and Salaries	£2,167.82	£0.00
25/11/2021	FAR	L Daniel	Salary	Employee Wages and Salaries	£931.73	£0.00
19/12/2021	FAR	HMRC	National Insurance	NI	£632.15	£0.00
19/12/2021	FAR	HMRC	PAYE	PAYE	£344.80	£0.00
19/12/2021	FAR	Hampshire County Council	Pensions	Pensions	£1,052.31	£0.00
				Total:	£5,128.81	£0.00

Procurement card payments

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
02/11/2021	FAR	Giffgaff	Monthly Goodybag of data, mins and texts	Miscellaneous Expenditure	£6.00	£0.00
02/11/2021	FAR	1&1 IONOS	Annual fee for worthys.org.uk (old domain)	Website/Email expenses	£35.86	£0.00
02/11/2021	FAR	Royal British Legion Poppy Appeal	Tybe B poppy wreath	Miscellaneous Expenditure	£17.00	£0.00
02/11/2021	FAR	Stagecoach Bus	Return bus ticket for annual pension meeting	Travel & Subsistence	£4.30	£0.00
02/11/2021	FAR	HM Land Registry	Land Registry search	Legal and Professional Fees	£3.00	£0.00
02/11/2021	FAR	Post Office	1st Class postage (signed for)	Postage and Carriage	£2.25	£0.00
02/11/2021	FAR	Post Office	1st Class postage (recorded delivery)	Postage and Carriage	£0.85	£0.00
02/11/2021	FAR	Microsoft	Office 365 subscription	Computer Software	£18.96	£0.00
02/11/2021	FAR	Lloyds Bank	Monthly card charges	Bank Interest & Charges	£6.00	£0.00
				Total:	£94.22	£0.00