

**Kings Worthy Parish Council**

**Minutes of the Parish Council meeting  
held on Monday, 28 June 2021 at 19:30  
in the Main Hall at Kings Worthy Primary School, Church Lane, Kings Worthy**

This meeting was also streamed via Zoom to allow members of the public to observe the meeting remotely.

**Attendees**

Councillors Les Haswell (Chair), Signe Biddle, Sue Cook, Colin Cossburn, Emily Fish, Dorry Lawlor (PC/21/065 onwards), Matthew Miller-Hall and Charlotte Smith.

**Clerk(s)**

Parish Clerk (Christopher Read)

**Apologies**

Cllr Ian Gordon

Cllr Mandy Hallisey

Cllr Stewart Newell

Cllr Steve Waters

**Members of the public**

None.

**PC/21/063 – Procedures for the meeting (including COVID-19 prevent measures and fire safety)**

All attendees were given a briefing highlighting the procedures for the meeting.

**PC/21/064 – Public question time**

None.

**PC/21/065 – Impact of Coronavirus (COVID-19)**

It was agreed that due to the extension of lockdown until the 19<sup>th</sup> July, that the July Finance committee meeting would be cancelled and its business transacted at the July Parish Council meeting. It was also agreed for that the July Recreation & Amenities (R&A) committee meeting would be moved to the 5<sup>th</sup> August 2021. R&A committee members will hold an informal meeting on the 8<sup>th</sup> July.

**PC/21/066 – To receive the internal audit report**

All Councillors had received a copy of the report before the meeting and a copy was shown at the meeting. It was agreed that the first item relating to the initialing of minutes had been corrected and that the Finance committee would investigate item 2.

**PC/21/067 – To agree the end of year account and approve the Annual Governance Statement and Accountability Return (AGAR) for the year ending 31<sup>st</sup> March 2021**

All Councillors had been sent a copy of the final end of year accounts, annual governance statement and accounting statements (see attached).

The Clerk gave an explanation of the final end of year accounts (see attached) and it was unanimously agreed to adopt them.

Councillors reviewed the Annual Governance Statement 2020/21 [Section 1] (see attached) and answered yes to all questions except for question 9, which did not apply and question 4 which was answered No. This was answered No due to a bank holiday being included in the public rights period for the 2019/20 accounts, as notified by the external auditor in their report.

Councillors agreed the figures in the Accounting Statements 2020/21 [Section 2] (see attached).

**PC/21/068 – To receive the accounts for the month ending 31<sup>st</sup> May 2021 (including the April 2021 figures)**

All Councillors had received a copy of the accounts before the meeting. The Clerk went through the figures and noted the change in layout to simplify the summary.

The accounts and revised format were unanimously agreed.

**PC/21/069 – To ratify urgent decisions made since the last Parish Council meeting on 26<sup>th</sup> April 2021.**

- Eversley Park bin contract – It had been agreed via email by R&A to extend the contract for the large refuse bin at Eversley Park by a further 6-months from the 19<sup>th</sup> August 2021 at a cost was £18.91 per week. R&A committee will review this contract at their October/November meeting to ensure adequate time remains to give the required notice to cancel if they wish to do so. This was unanimously agreed for ratification.
- Payments previously authorised – Some payments had been authorised before this meeting due to their payment terms. These are included on the attached payment listing and were unanimously agreed.

**PC/21/070 – Finance, Administration & Remuneration**

New items for expenditure –

- Drainage works at Kings Worthy Community Centre – A quotation had been received for the replacement of a dropped drain in the car park at Kings Worthy Community Centre, at a cost of £371.70. The current drain is of a non-standard size and will be replaced with a larger size (including a concrete footing to ensure it can withstand vehicular loads). It was unanimously agreed to accept this quotation.

- Grants – We had received two grant applications from the Worthys Conservation Volunteers. The first grant request was for £200.00 to cover the cost of their annual insurance. The second grant request was for £144.00 to produce a leaflet and wheelie bin stickers for houses on Lovedon Lane to promote their “Save the Hedgehog” campaign. It was unanimously agreed by all members to grant both sums of money.
- Payment authority listing (see attached) – Councillors reviewed the list of payments to be authorised (including those already paid [see PC/21/069]) and unanimously agreed them.

## **PC/21/071 – Planning & Highways items**

Ratify planning responses made since the last committee meeting on the 20<sup>th</sup> April 2021 –

### **21/00832/HCS**

16 Wesley Road Kings Worthy SO23 7PX.

Existing conservatory removed and proposed boot room added to the rear of the property.  
New conservatory added.

**Response:** No objections raised.

### **21/00720/FUL**

3 Tudor Way Kings Worthy SO23 7RF.

Erection of 7 dwellings with parking and associated landscaping following the demolition of the existing bungalow.

**Response:** Object on the grounds of density, inadequate access to the site, insufficient parking provision, insufficient vehicle turning/emergency vehicle access, site topography, lack of adequate pedestrian access, lack of open spaces, affordability and lack of local school places.

### **21/00772/HOU**

23 Church Green Close Kings Worthy SO23 7TT.

Single storey rear extension to kitchen/eating area Enclose existing front door canopy with extended storm porch.

**Response:** No objections raised.

### **21/00823/HOU**

Laurel Cottage Westfield Road Kings Worthy SO23 7NT

Double garage

**Response:** No objections raised.

### **21/00897/HOU**

8 Princess Court Kings Worthy SO23 7FN

Erection of two storey side extension, with dormer window to rear and single storey rear extension

**Response:** No objections raised.

**21/00939/HOU**

22 Maple Drive Kings Worthy Hampshire SO23 7NG  
Single storey rear extension

**Response:** No objections raised.

Consider current planning applications –

**21/01465/HCS**

Southstoke Farm, Lovedon Lane, Kings Worthy, SO21 1AQ  
Proposed construction of an above ground slurry store to enable this farm to become CIRIA and SSAFO compliant for slurry storage and management

**Response:** No objections raised.

**SDNP/21/03323/TCA**

Ramblers 2 Park Lane Abbots Worthy SO21 1DT  
G1 Hazel - Prune neighbours tree back to boundary. T1 Lime - Cut back epicormic growth from neighbours tree to boundary.

**Response:** No objections raised.

**21/00763/HOU**

9 Maple Drive Kings Worthy SO23 7NG  
Rear extension for extra living room, loft conversion, and utility room to garage.

**Response:** No objections raised.

**21/01013/HOU**

109 Springvale Road Kings Worthy Winchester Hampshire SO23 7LE  
Conversion of a Garage to a two storey Annex

**Response:** No objections raised.

**21/01188/HOU**

32A Springvale Road Kings Worthy Winchester Hampshire SO23 7LZ  
Glass verandah to the front of property

**Response:** No objections raised.

**21/01521/TPO**

21 Tovey Place Kings Worthy SO23 7PP  
T1 Walnut - Crown lift to approximately 5m and prune back side from house/garden by approximately 1.5m. T2 Horse chestnut- prune back side from house/parking area by approximately 1.5m. G1 Sycamo...

**Response:** No objections raised. It was agreed to check that these trees were not owned by Kings Worthy Parish Council.

**21/01642/FUL**

Bull Farm, Kingsway Farm House Lovedon Lane Kings Worthy SO21 1AQ

Application Reference Number: 20/01247/FUL Date of Decision: 23/09/2020 Condition Number(s): 2 Conditions(s) Removal: To allow external changes Development to be carried out in accordance with...

**Response:** The Parish Council wish to support the Winchester City Council landscape department's comments and wish to see that appropriate measures are taken to minimise the light pollution, with conditions if necessary.

**Junction 9 consultation** – A draft response was circulated to Councillors before the meeting. It was agreed to submit this subject to amendments made after the WCC meeting on the 29<sup>th</sup> June 2021. Cllr Cossburn will circulate any amendments to Councillors for comments.

**PC/21/072 – Items for discussion at the next meeting on the 26 July 2021**

None.

**Meeting Closed at 20:43.**

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**Signed:**

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**Date:**

Do the Numbers Limited  
37 Upper Brownhill Road  
Southampton  
SO16 5NG

4<sup>th</sup> June 2021

Chris Read, Clerk  
Kings Worthy Parish Council  
Fraser Road, Kings Worthy  
Winchester,  
Hants  
SO23 7PJ

Dear Chris,

**Subject: Review of matters arising from Internal Audit for 31 March 2021**

Please find below the list of matters arising following my visit today.

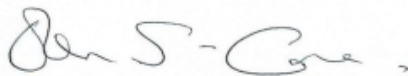
I found the records and systems of the council to be in excellent order and the visit went well.

Control area	Issue	Recommended Action
Minute approval	It is a <a href="#">requirement of LGA 1972</a> that each page of the minutes is initialled by the chair.	Two sets of minutes had not been properly authorised. This should be rectified in advance of approval of the AGAR
Accounting software	The council has used Sage for many years but as it is not specific to parishes, multiple spreadsheets are needed for reporting.	It may be worth the council looking at one of the sector specific packages in time for next year end.

Please find enclosed my invoice for the agreed fee.

If either you or your members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

# Annual Internal Audit Report 2020/21

KINGS WORTHY PARISH COUNCIL

Kingsworthy - pc.org.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			NOT USED
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			N/A
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			N/A
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).		✓	RAISED BY EA
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

4/6/21

Name of person who carried out the internal audit

EMANDIA S. GREENE

Signature of person who carried out the internal audit



Date

4/6/21

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

**Management Accounts for the period ending 31<sup>st</sup> March 2021 (Final)**

**Income**

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2020/21 Forecast Outturn	2021/22 Budget
CIL expenditure	£0.00	£0.00	-£18,244.14	-£18,244.14	£0.00	£9,000.00
Neighbourhood Plan	£9,000.00	£9,000.00	£0.00	-£9,000.00	£0.00	£9,000.00
Finance, Administration & Remuneration	£214,135.02	£214,135.02	£160,648.64	-£53,486.38	£205,025.46	£186,617.59
Kings Worthy Community Centre	£4,181.20	£4,181.20	£2,936.47	-£1,244.73	£6,514.84	£4,399.44
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£6,060.00	£6,060.00	£7,095.00	£1,035.00	£4,393.33	£5,560.00
<b>Totals:</b>	<b>£233,376.22</b>	<b>£233,376.22</b>	<b>£152,435.97</b>	<b>-£80,940.25</b>	<b>£215,933.63</b>	<b>£205,577.03</b>

Budgeted new CIL income not received this year: £38,894.37

Corrections (from P&L to Reserves): £51,412.99

**Expenditure**

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2020/21 Forecast Outturn	2021/22 Budget
CIL expenditure	£0.00	£0.00	£14,778.98	£14,778.98	£0.00	£9,000.00
Neighbourhood Plan	£9,000.00	£9,000.00	£0.00	-£9,000.00	£0.00	£9,000.00
Finance, Administration & Remuneration	£73,517.28	£73,517.28	£78,167.77	-£4,650.49	£80,279.85	£81,705.67
Kings Worthy Community Centre	£9,685.00	£9,685.00	£9,580.28	£29.72	£11,631.30	£10,315.89
Planning & Highways	£6,500.00	£6,500.00	£6,827.95	-£327.95	£7,376.95	£7,175.00
Recreation & Amenities	£81,269.00	£81,269.00	£64,221.76	£17,047.24	£69,384.85	£81,257.55
<b>Totals:</b>	<b>£179,971.28</b>	<b>£179,971.28</b>	<b>£173,576.74</b>	<b>£3,098.52</b>	<b>£168,672.95</b>	<b>£189,454.11</b>

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2020/21 Forecast Outturn	2021/22 Budget
<b>Actual Year to Date Position:</b>	<b>£53,404.94</b>	<b>£53,404.94</b>	<b>-£21,140.77</b>	<b>-£74,545.71</b>	<b>£47,260.68</b>	<b>£16,122.92</b>



**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
<b>Revised Position (excluding CIL receipts):</b>	<b>£6,298.92</b>	<b>£6,298.92</b>	<b>-£29,352.42</b>	<b>-£35,651.34</b>	<b>£13,039.18</b>	<b>£3,238.41</b>

<b>Play area reserve transfer</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>	<b>£10,000.00</b>
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**Final memorandum position - Excluding CIL receipts and including play area reserve transfer**

<b>Net surplus / Deficit</b>	<b>-£3,701.08</b>	<b>-£3,701.08</b>	<b>-£39,352.42</b>	<b>-£35,651.34</b>	<b>£3,039.18</b>	<b>-£6,761.59</b>
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## Balance Sheet for period ending 31<sup>st</sup> March 2021

Bank Accounts	
Unity Trust Bank Current Account	£10,152.73
Unity Trust Tailored Deposit Account	£43,256.34
<b>Sub-Total:</b>	<b>£53,409.07</b>
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
<b>Sub-Total:</b>	<b>£90,213.92</b>
Other	
B4B Procurement Card	£43.68
Debtors	£1,872.72
Prepayments	£1,139.92
<b>Sub-Total:</b>	<b>£3,056.32</b>
<b>Total Current Assets:</b>	<b>£146,679.31</b>
Current Liabilities	
Trade Creditors	£7,573.34
Retentions	£3,878.57
Received on Account (inc. Precept)	£377.20
PAYE Payments Due	£251.20
NI Payments Due	£603.77
Pension Payments Due	£966.13
VAT to be Paid	£52.34
VAT to be Reclaimed	-£2,634.15
VAT that has been Reclaimed but not received	£0.00
<b>Total Current Liabilities:</b>	<b>£11,068.40</b>
<b>Current Assets Minus Liabilities:</b>	<b>£135,610.91</b>
Earmarked Funds in Reserve	
Church Green Reserve	£7,674.99
Play area maintenance reserve	£24,053.22
CIL Reserve	£16,967.77
<b>Total Current Liabilities:</b>	<b>£48,695.98</b>
Net Assets	
Profit & Loss Accounts Brought Forward	£12,582.28
General Reserves (inc. £7,364.59) for tree works)	£95,473.42
Profit & Loss Year to Date	-£21,140.77
<b>Total Net Assets:</b>	<b>£86,914.93</b>

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		✓	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

## Section 2 – Accounting Statements 2020/21 for

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	124,120	120,118	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies.	154,315	164,579	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	15,858	24,491	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	47,701	55,914	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	126,474	117,663	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	120,118	135,611	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	124,912	143,667	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	782,790	801,072	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.  N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

## Management Accounts for the period ending 31<sup>st</sup> May 2021 (including April 2021 figures)

### Income

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date
Community Infrastructure Levy	£12,884.51	£3,221.13	£35,609.37	£32,388.24
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£173,733.08	£28,982.35	£29,165.29	£182.94
Kings Worthy Community Centre	£4,399.44	£733.24	£366.00	-£367.24
Planning & Highways	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£5,560.00	£496.87	£136.00	-£360.87
<b>Totals:</b>	<b>£205,577.03</b>	<b>£33,433.59</b>	<b>£65,276.66</b>	<b>£31,843.07</b>

### Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date
Community Infrastructure Levy	£0.00	£0.00	£0.00	£0.00
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£81,705.67	£15,953.78	£12,653.45	£3,300.33
Kings Worthy Community Centre	£10,315.89	£2,417.78	£840.28	£1,577.50
Planning & Highways	£7,175.00	£0.00	£0.00	£0.00
Recreation & Amenities	£81,257.55	£10,025.25	£11,091.09	-£1,065.84
<b>Totals:</b>	<b>£189,454.11</b>	<b>£28,396.80</b>	<b>£24,584.82</b>	<b>£3,811.98</b>

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date
Actual Year to Date Position	£16,122.92	£5,036.78	£40,691.84	£35,655.06

### Memorandum position - Excluding Community Infrastructure Levy receipts and expenditure

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date
Memorandum Year to Date Position:	£3,238.41	£1,815.66	£5,082.47	£3,266.81

## Balance Sheet for period ending 31<sup>st</sup> May 2021

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£8,738.30
Unity Trust Tailored Deposit Account	£133,506.34
<b>Sub-Total:</b>	<b>£142,244.64</b>
<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)	£5,213.92
<b>Sub-Total:</b>	<b>£90,213.92</b>
<u>Other</u>	
B4B Procurement Card	£7.24
Debtors	£1,157.52
Prepayments	£0.00
<b>Sub-Total:</b>	<b>£1,164.76</b>
<b>Total Current Assets:</b>	<b>£233,623.32</b>
Current Liabilities	
Trade Creditors	£563.94
Retentions	£377.20
Received on Account (inc. Precept)	£57,406.00
PAYE Payments Due	£316.00
NI Payments Due	£601.19
Pension Payments Due	£1,016.30
VAT to be Paid	-£21.00
VAT to be Reclaimed	-£2,939.06
VAT that has been Reclaimed but not received	£0.00
<b>Total Current Liabilities:</b>	<b>£57,320.57</b>
<b>Current Assets Minus Liabilities:</b>	<b>£176,302.75</b>
Earmarked Funds in Reserve	
Church Green Reserve	£7,075.99
Play area maintenance reserve	£34,053.22
CIL Reserve	£25,179.42
<b>Total Current Liabilities:</b>	<b>£66,308.63</b>
Net Assets	
Profit & Loss Accounts Brought Forward	-£8,558.49
General Reserves (inc. £7,364.59) for tree works)	£77,860.77
Profit & Loss Year to Date	<b>£40,691.84</b>
<b>Total Net Assets:</b>	<b>£109,994.12</b>

## **Payment Authorisation Listing – June 2021 (including May Payments)**

### **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)**

<b>Date</b>	<b>Committee</b>	<b>Beneficiary</b>	<b>Description</b>	<b>Category</b>	<b>Total (Inc. VAT)</b>	<b>Unrecoverable VAT</b>
11/04/2021	FAR	Winchester City Council	Annual charge for leasing Kings Worthy Community Centre	Rent	£367.42	£0.00
13/04/2021	FAR	Viking Direct	Lever arch files, dividers & A4 paper	Office Stationery / Printing	£66.55	£0.00
20/04/2021	FAR	Hampshire Association of Local Councils	HALC affiliation fee and NALC (National Association of Local Council) Levy for 2021/22	Subscriptions	£943.13	£0.00
21/04/2021	FAR	Surrey Hill Solicitors	Professional charges for initial work on sublease with Tubbs Hall Management Committee	Legal & Professional Fees	£360.00	£0.00
22/04/2021	P&H	Hampshire County Council	Streetlight charges (01/10/20 - 31/03/21)	Street Lighting	£4,654.28	£0.00
23/04/2021	R&A	Rocon Contractors	Drainage works at Eversley Park	Open Spaces Maintenance	£3,537.00	£0.00
28/04/2021	FAR	Amazon EU	Line marking paint	Miscellaneous Expenditure	£17.07	£0.00
28/04/2021	FAR	Shenzhenshiruiwozhinen gkejiyouxiangongsi (through Amazon)	Wall mounted dispenser drip-tray	Miscellaneous Expenditure	£8.27	£1.38
05/05/2021	FAR	Stocksigns	2x Speed sign batteries	Miscellaneous Expenditure	£172.80	£0.00
05/05/2021	FAR	Amazon EU	Set of 953XL printer cartridges	Printing	£116.99	£0.00

05/05/2021	R&A	Green Smile Ltd	Filling of holes at Adult Exercise Area (Tubbs Hall) with soil and grass seeding	Open Spaces Maintenance	£36.00	£0.00
06/05/2021	FAR	Konica Minolta	Copier rental (07/05/21 - 06/08/21)	Printing	£76.07	£0.00
07/05/2021	R&A	Greenbarnes Ltd	8x Additional noticeboard keys	Noticeboards	£42.22	£0.00
07/05/2021	FAR	Amazon EU	Padlock for burial ground gate	Burial Ground Maintenance	£15.47	£0.00
11/05/2021	FAR	Konica Minolta	Printing charges (07/02/21 - 06/05/21)	Printing	£53.51	£0.00
11/05/2021	FAR	Hampshire Association of Local Councils	LCPD Gold HR service membership (April 21 - March 2022)	Subscriptions	£249.60	£0.00
14/05/2021	FAR (KWCC)	Westcountry Fire Protection Ltd	Call point covers	Fire Safety	£9.33	£0.00
04/06/2021	FAR (KWCC)	ESP Special Batteries Ltd	11x replacement emergency light batteries	Fire Safety	£182.28	£0.00
04/06/2021	FAR	Do the Numbers Ltd	Internal Audit Fee 2021 (including discount for exemplary records)	Internal Auditor Fees	£500.00	£0.00
04/06/2021	R&A	Worthy Tree Care	Removal of tree and stump grinding in the adult exercise area at Tubbs Hall	Tree Works	£146.24	£0.00
15/06/2021	R&A	Daren George Ltd (t/a Traditional Pest Control)	Carry out a survey of bee ingress into the embankments at Eversley Park	Pest Control	£42.50	£0.00
				<b>Totals:</b>	<b>£11,596.73</b>	<b>£1.38</b>

### Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
25/05/2021	FAR	Pear Technology Services Ltd	Asset Manager software support and updates	Computer Software	£84.00	£0.00
26/05/2021	FAR	Viking Direct Ltd	A4 plastic wallets, paper and stamps	Office Stationery / Printing / Postage	£93.85	£0.00



28/05/2021	R&A	Vita Play Ltd	Supply and fit additional fixings to play area fence at Eversley Park. Also supply spare post caps (x10)	Play Area Maintenance	£258.02	£0.00
01/06/2021	FAR (KWCC)	Croma Locksmiths & Security Solutions	Annual test and inspection for auto doors (02/07/21 - 01/07/22)	External Doors	£168.00	£0.00
13/06/2021	FAR	Henry Squire & Sons Ltd	Padlock for Eversley Park barrier	Miscellaneous Expenditure	£49.99	£0.00
21/06/2021	R&A	Worthy Tree Care	Undertake tree works at Church Green	Tree works	£480.00	£0.00
21/06/2021	R&A	Mint Signs & Graphics Ltd	Burial ground no dog signs	Burial Ground - Capital Expenditure	£62.64	£0.00
23/06/2021	FAR	Innovation Goods Trading Ltd	Silicone floor protectors	Miscellaneous Expenditure	£28.32	£0.00
23/06/2021	FAR	Amazon	500ml bottle of hand sanitiser	Miscellaneous Expenditure	£5.60	£0.00
23/06/2021	FAR	Hong Kong Ugreen Ltd	3m USB extension cable	Miscellaneous Expenditure	£11.23	£2.25
				<b>Totals:</b>	<b>£1,241.65</b>	<b>£2.25</b>

### Direct Debits and Standing Orders (April 2021)

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
01/04/2021	FAR (KWCC)	EDF Energy	Gas -Tubbs Hall	Gas	£68.00	£0.00
01/04/2021	FAR (KWCC)	British Gas Trading	Electricity - Tubbs Hall	Electricity	£42.80	£0.00
07/04/2021	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water rates - Tubbs Hall	£12.00	£0.00
12/04/2021	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£87.17	£0.00
15/04/2021	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park	Open Space Maintenance	£103.50	£0.00
15/04/2021	FAR (KWCC)	Winchester City Council	Business rates	Business rates	£60.39	£0.00

15/04/2021	FAR	TLC Online	Website support and maintenance services	Website/Email Expenses	£20.00	£0.00
16/04/2021	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£26.40	£0.00
27/04/2021	R&A	Green Smile	Monthly grounds maintenance contract	Grounds Maintenance	£3,594.00	£0.00
30/04/2021	R&A	Business Waste Ltd	Excess weight charge for large commercial bin at Eversley Park	Open Space Maintenance	£9.72	£0.00
				<b>Totals:</b>	<b>£4,023.98</b>	<b>£0.00</b>

### Direct Debits and Standing Orders (May 2021)

Date	Committee	Beneficiary	Description	Category	Total (Inc. VAT)	Unrecoverable VAT
06/05/2021	R&A	Business Stream	Water supply for the Burial Ground	Water rates - Burial Ground	£10.91	£0.00
07/05/2021	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water rates - Tubbs Hall	£12.00	£0.00
10/05/2021	FAR	Freeola Ltd	Website and email charges	Website/Email Expenses	£58.50	£0.00
10/05/2021	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£87.17	£0.00
14/05/2021	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park	Open Space Maintenance	£113.45	£0.00
17/05/2021	FAR (KWCC)	Winchester City Council	Business rates	Business rates	£61.00	£0.00
17/05/2021	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£26.40	£0.00
17/05/2021	FAR	TLC Online	Website support and maintenance services	Website/Email Expenses	£20.00	£0.00
24/05/2021	FAR (KWCC)	Octopus Energy	Electricity & gas charges (8/03/21 - 30/04/21)	Electricity & Gas	£203.17	£0.00
27/05/2021	R&A	Green Smile	Monthly grounds maintenance contract	Grounds Maintenance	£3,594.00	£0.00
				<b>Totals:</b>	<b>£4,186.60</b>	<b>£0.00</b>

**Remuneration Costs (April 2021):**

<b>Date</b>	<b>Committee</b>	<b>Beneficiary</b>	<b>Description</b>	<b>Category</b>	<b>Total (Inc. VAT)</b>	<b>Unrecoverable VAT</b>
23/04/2021	FAR	C Read	Salary - April	Employee Wages and Salaries	£1,847.42	£0.00
23/04/2021	FAR	Lucia Foster Found	Salary - April	Employee Wages and Salaries	£1,250.26	£0.00
19/05/2021	FAR	HMRC	National Insurance - April	NI	£601.19	£0.00
19/05/2021	FAR	HMRC	PAYE - April	PAYE	£284.20	£0.00
19/05/2021	FAR	Hampshire County Council	Pensions - April	Pensions	£1,016.30	£0.00
				<b>Total:</b>	<b>£4,999.37</b>	<b>£0.00</b>

**Remuneration Costs (May 2021):**

<b>Date</b>	<b>Committee</b>	<b>Beneficiary</b>	<b>Description</b>	<b>Category</b>	<b>Total (Inc. VAT)</b>	<b>Unrecoverable VAT</b>
25/05/2021	FAR	C Read	Salary - May	Employee Wages and Salaries	£1,847.42	£0.00
25/05/2021	FAR	Lucia Foster Found	Salary - May	Employee Wages and Salaries	£1,250.26	£0.00
25/05/2021	FAR	Adrian Reeves	Salary - May (hired for one day)	Employee Wages and Salaries	£127.50	£0.00
19/06/2021	FAR	HMRC	National Insurance	NI	£601.19	£0.00
19/06/2021	FAR	HMRC	PAYE	PAYE	£316.00	£0.00
19/06/2021	FAR	Hampshire County Council	Pensions	Pensions	£1,016.30	£0.00
				<b>Total:</b>	<b>£5,158.67</b>	<b>£0.00</b>

## Procurement card payments for April & May 2021

<u>Date</u>	<u>Committee</u>	<u>Beneficiary</u>	<u>Description</u>	<u>Category</u>	<u>Total (Inc. VAT)</u>	<u>Unrecoverable VAT</u>
06/04/2021	FAR	Giffgaff	Goodybag of Minutes, Data and Texts (Office Mobile)	Miscellaneous Expenditure	£6.00	£0.00
06/04/2021	FAR	Giffgaff	Goodybag of Minutes, Data and Texts (Emergency Mobile)	Miscellaneous Expenditure	£6.00	£0.00
06/04/2021	FAR	Microsoft	Office 365 subscription	Computer Software	£18.96	£0.00
06/04/2021	FAR	Zoom Video Communications Inc.	Standard Pro subscription	Computer Software	£11.99	£0.00
06/04/2021	R&A	Sunstore Solar Ltd	Solar charge controller	Burial Ground Maintenance	£46.38	£0.00
06/04/2021	FAR	Lloyds Bank	Monthly card charges	Bank Interest & Charges	£6.00	£0.00
04/05/2021	FAR	Avangate BV dba	Bitdefender Small Office security annual subscription	Computer Software	£34.98	£7.00
04/05/2021	FAR	TC Fixings Ltd	12x removable security fixings and chain for burial ground gate	Miscellaneous Expenditure / Burial Ground Maintenance	£31.30	£0.00
04/05/2021	FAR	Freeola Ltd	Transfer of website domains to new provider	Website/Email Expenses	£19.92	£0.00
04/05/2021	FAR	Giffgaff	Monthly goodybag of data, mins and texts	Miscellaneous Expenditure	£6.00	£0.00
04/05/2021	FAR	Microsoft	Office 365 subscription	Computer Software	£18.96	£0.00
04/05/2021	FAR	Zoom Video Communications Inc.	Standard Pro subscription	Computer Software	£11.99	£0.00
04/05/2021	FAR	Google Commerce Ltd	Bitdefender mobile annual subscription	Computer Software	£9.95	£1.99
04/05/2021	FAR	Dashlane Inc	Dashlane premium password manager subscription	Computer Software	£28.82	£0.00

04/05/2021	FAR	Lloyds Bank	Monthly card charges	Bank Interest & Charges	£6.00	£0.00
14/05/2021	FAR	Toolstation	Pedestrian barriers and pedestrian signage	Miscellaneous Expenditure	£134.94	£0.00
				<b>Total:</b>	<b>£398.19</b>	<b>£8.99</b>