



Kings Worthy Parish Council

Minutes of the Finance, Administration & Remuneration committee meeting held on Wednesday, 15 February 2023 at 19:30 held in Kings Worthy Community Centre, Fraser Road

Attendees

Councillors Ian Gordon (Chair), Julia Archer, Emily Fish & Matthew Miller-Hall

Clerk(s)

Parish Clerk (Christopher Read)

Apologies

None.

Members of the public

None.

F/23/021 – Public Question Time [Please note that this is the only time that the public are able to speak and is limited to 5 minutes per subject]

None.

F/23/022 – Impact of COVID-19 (including meeting recommendations)

It was agreed to keep the current recommendations.

F/23/023 – Error with the date of the minutes for agreement on the January committee agenda

The Clerk noted that the agenda for the January committee meeting incorrectly stated that date of the minutes for agreement as 10th November, rather than 7th December 2022. As this incorrect date was on the agenda, it was reflected in January minutes.

All members confirmed that it was the 7th December minutes that were agreed at the January committee meeting.

F/23/024– To agree and sign the Minutes of the Meeting held on 18 January 2023

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

F/23/025 – Matters arising from the Parish Council meeting on the 18 January 2023

None.

F/23/026 – Proposed new expenditure for Finance approval

Planning & Highways (P&H) – None.

Finance, Administration & Remuneration (FAR) –

- Revised phone & broadband quotation – The Clerk had obtained three prices for the renewal of the Council's phone & broadband contract. It was agreed to proceed with a 24-month fixed term contract from Zen Broadband at a cost of £61.50 per month.
- Energy supply for Kings Worthy Community Centre – The Clerk had obtained three prices for the supply of gas & electricity to Kings Worthy Community Centre.
Given both the small cost difference and current contract end date, it was agreed proceed with a 12-month fixed contract with Octopus Energy.
- Document storage – It was agreed to ratify an inflationary increase on the fee charged by Oasis for the Council's document storage.

Recreation & Amenities (R&A) – None.

Communications (Comms) – None.

Grants – None.

F/23/027 – To receive the statement of accounts and management reports for period ended 31 January 2023

The Clerk/RFO gave a presentation of the correct accounts for the month end 31 January 2023 (see attached).

Financial Services Compensation Scheme (FSCS) – The Clerk noted that the recent FSCS factsheet from our bank confirmed that the Parish Council is below the maximum budget for cover to apply. This budget is defined as income for the year.

VAT on sports pitches – The Clerk noted that following a recent court decision, VAT no longer applies to hire of sports pitches. VAT will no longer be charged and the Clerk will undertake an assessment of any VAT charged to clubs and review in line with updated advice. The Council may be able to reclaim this VAT but advice will be sought before doing so.

Action: Review VAT on sports pitches as above.

F/23/028 – To review the draft forecast outturn (2022/23) & budget (2023/24)

The Clerk/RFO gave a presentation of the draft outturn and budget. Some minor amendments had been made due to the recently released inflation figure for January.

These changes were agreed.

F/23/029 – To authorise the payment listing

Members reviewed and authorised all payments on the listing (see attached).

F/23/030 – Lovedon Fields open space transfer

The Parish Council will be meeting with Winchester City Council thus it was agreed a letter did not need to be sent.

F/23/031 – Parish Council play areas

- Update on fire at Fraser Road play area – It was agreed to keep the temporary fencing in place for another month at a cost of £57.75 per week. The Clerk noted that the number of panels will likely be reduced once the fencing has been adjusted to allow the front of the play area to be re-opened.

Due to recent issues with youths in the closed play area, it was agreed to adjust the CCTV system to cover the play area once signage has been erected.

Action: Erect CCTV signage and activate CCTV system.

The Clerk has received confirmation that HAGS SMP no longer make the train or carriage that was severely damaged.

- Eversley Park play area tender update – It was agreed to ratify the decision made by the R&A committee to proceed with the zip wire in amended position agreed at the recent site meeting.

The Clerk had received a phone call from the installer to confirm colours. He had agreed with the installer to supply all equipment as per the colours in the 3D rendering.

F/23/032 – Grounds Maintenance contract tender - update (if available)

It was agreed to ratify the decision made by the R&A committee to obtain a price for a 6-month short term contract from our current grounds maintenance supplier. This is to enable enough time for the contract specification to be amended and for a re-tendering process to take place.

Action - Send the above to full council for ratification.

F/23/033 – Review of the financial regulations and investment policy

To be sent for agreement at the next meeting.

F/23/033 – Review of data protection, data retention & privacy policies

To be sent for agreement at the next meeting.

F/23/034 – Hampshire Association of Local Council – revised articles of association

Subsequent to the last full council meeting, the Clerk had received a request from the Winchester District Association of Local Councils relating to the proposed new articles of association. This had been circulated to all Councillors via email along with the other information relating to the changes. Given the number of replies received from Councillors, it was agreed that Council will not attend to vote on the proposed articles or any amendments.

F/23/035 – Charging structure for out of parish interments

It was agreed that given the nature of the potential changes, this would be referred to the R&A committee for discussion.

F/23/036 – Potential additional community use for Kings Worthy Community Centre

Cllr Miller-Hall is waiting to hear from the Integrated Care Board (ICB) on any potential doctor's surgery.

F/23/037 – Remuneration & Staffing

Recruitment of Deputy Clerk – update – The Clerk noted that the candidate had withdrawn their application.

It was agreed to go ahead with re-advertising the vacancy including Reed Jobs & Indeed. The total budget for this advertisement was £200.00.

Review of salaries –

(The Clerk left the room at this point)

A proposal will be put forward to full council for agreement.

(The Clerk returned to the room at this point)

F/23/038 – Tubbs Hall – landlord's responsibilities

Proposed new sub-lease – It was agreed that Tubbs Hall Management Committee will be informed that a new sub-lease will be drafted with a rental charge, rather than the current cost splitting Memorandum of Understanding.

Action – Inform THMC of the proposed new sub-leasing arrangements.

F/23/039 – Legal issues

None.

F/23/040 – Items for inclusion in council communications

Deputy Clerk job advert.

F/23/041 – Responsible Finance Officer / Clerk's Notices

None.

F/23/042 – Chairman's Notices

None.

F/23/043 – Items for discussion at the next meeting on 15 March 2023

Arrangements for the coronation of Kings Charles III.

Meeting Closed at 21:16.

Signed:

Date:

Management Accounts for the period ending 31 January 2023

Income

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2022/23 Forecast Outturn	2023/24 Budget
Community Infrastructure Levy	£0.00	£0.00	£13,148.53	£13,148.53	£13,148.53	£9,507.31
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£176,413.00	£147,233.25	£146,821.12	-£412.13	£176,087.45	£183,566.00
Kings Worthy Community Centre	£4,022.00	£3,351.67	£1,830.00	-£1,521.67	£4,316.75	£7,980.75
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£6,116.70	£5,545.93	£7,730.45	£2,184.52	£7,891.55	£7,732.41
Totals:	£195,551.70	£156,130.85	£169,530.10	£13,399.25	£201,444.28	£208,786.47

Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2022/23 Forecast Outturn	2023/24 Budget
Community Infrastructure Levy	£0.00	£0.00	£0.00	£0.00	£3,700.00	£71,809.38
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£89,596.00	£75,116.79	£67,139.77	£7,977.02	£85,990.54	£103,863.22
Kings Worthy Community Centre	£8,483.00	£7,535.98	£8,255.41	-£719.43	£9,874.08	£11,119.75
Planning & Highways	£11,405.00	£5,724.16	£4,222.12	£1,502.04	£9,771.03	£11,070.00
Recreation & Amenities	£85,048.89	£63,190.42	£57,829.99	£5,360.43	£74,055.79	£98,588.35
Totals:	£203,532.89	£151,567.34	£137,447.29	£14,120.05	£183,391.44	£296,450.70

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2022/23 Forecast Outturn	2023/24 Budget*
Actual Year to Date Position	-£7,981.19	£4,563.50	£32,082.81	£27,519.31	£18,052.84	-£87,664.23

Memorandum Position - Excluding CIL Income and Expenditure

Memorandum Year to Date Position:	-£7,981.19	£4,563.50	£18,934.28	£14,370.78	£8,604.31	£202.67
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* The budget includes all Eversley Park play area spend as no deposit is required. Actual cost is £97,374.21.

CPI inflation estimate (2022) = 10.02%

Balance Sheet for period ending 31 January 2023

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£9,993.11
Unity Trust Tailored Deposit Account	£84,092.39
Sub-Total:	£94,085.50
<u>Investments/Deposits</u>	
Nationwide variable (35-day notice)	85,000.00
Hampshire Trust Bank Variable (45-day notice)	£42,313.17
Hampshire Trust Bank Variable (90-day notice)	£42,686.83
Sub-Total:	£170,000.00
<u>Other</u>	
B4B Procurement Card	£0.73
Debtors	£2,059.00
Prepayments	£0.00
Sub-Total:	£2,059.73
Total Current Assets:	£266,145.23
Current Liabilities	
Trade Creditors	£1,817.99
Received on Account (inc. Precept)	£29,143.80
PAYE Payments Due	£285.20
NI Payments Due	£452.24
Pension Payments Due	£738.18
Other Creditors (awaiting advice from HMRC before payment)	£4.89
VAT to be Paid	£11.11
VAT to be Reclaimed	-£905.52
VAT that has been Reclaimed but not received	-£4,327.99
Total Current Liabilities:	£27,219.90
Current Assets Minus Liabilities:	£238,925.33
Earmarked Funds in Reserve	
Church Green Reserve	£1,085.99
Play area maintenance reserve	£44,053.22
CIL Reserve	£75,509.38
Total Current Liabilities:	£120,648.59
Net Assets	
Profit & Loss Accounts Brought Forward	£62,673.12
General Reserves (inc. £19,297.65 for tree works)	£23,520.81
Profit & Loss Year to Date	£32,082.81
Total Net Assets:	£118,276.74

Total net assets (end of 2022/23)	£104,246.77
Budgeted total net assets - 6 months target	£93,962.24
Budgeted total net assets - 5 months target	£78,301.87
Budgeted total net assets - 4 months target	£62,641.50
Budgeted total net assets - 3 months target	£39,150.94
Forecast for play maintenance reserve after Eversley Park spend	£18,488.39

Payment Authorisation Listing – February 2023

Committees:

FAR = Finance, Administration & Remuneration

FAR (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
17/01/2023	FAR	Hampshire County Council	Copier Paper (A4), Tape, laminating pouches, clipboard & A5 project books	Printing / Office Stationery	£52.42	£0.00
18/01/2023	R&A	Green Smile Ltd	Supply & lay bark in 4 areas at Eversley Park	Open Spaces Maintenance	£312.00	£0.00
18/01/2023	R&A	Green Smile Ltd	Cutting roughly 2ft off the beech hedge in the Parish office car park. All waste removed.	Open Spaces Maintenance	£612.00	£0.00
31/01/2023	FAR	PCC of Kings Worthy	Annual subscription for parish magazine	Subscriptions	£8.00	£0.00
31/01/2023	FAR	Christopher Read	Expenses - Council GiffGaff monthly subscription (x3) & Council Office 365 subscription - due to expiry of Council's procurement card	Miscellaneous Expenditure / Computer Software	£36.96	£0.00
Total:					£1,021.38	£0.00

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
04/01/2023	FAR	Cardinus Risk Management Limited	Reinstatement cost assessment for Kings Worthy Community Centre	Legal and Professional Fees	£156.00	£0.00
13/01/2023	FAR	Street Solutions UK Ltd	1 Metre Folding Utility Gate Barrier - 4 Piece Set	Miscellaneous Expenditure	£109.99	£0.00
15/01/2023	FAR	Amazon EU UK	HP Printer cartridges & mallet	Printing / Miscellaneous Expenditure	£42.86	£0.00
15/01/2023	FAR	Amazon EU UK	HP Printer cartridges & hammer	Printing / Miscellaneous Expenditure	£67.18	£0.00
24/01/2023	R&A	Environmental Hygiene Services	Steam Clean and Sanitation of 6x Bus Shelters (16th January 2023)	Shelters	£72.00	£0.00
25/01/2023	FAR (KWCC)	Thomas Electrical Engineering Ltd	Install 8 of new surface mount 600 x 600 Led lights in two office areas (2 emergency) & install a replacement motion sensor in toilet	Electrical Infrastructure, installations and PAT testing	£900.00	£0.00
25/01/2023	FAR (KWCC)	Thomas Electrical Engineering Ltd	Supply and install new external socket. Build all faulty lights in main hall, supply and install new Dual emergency lighting switch and remove dimmer controls in hall and make safe.	Electrical Infrastructure, installations and PAT testing	£425.00	£0.00
07/02/2023	FAR	Supra UK Ltd	Key safe for burial ground	Burial Ground - General Maintenance	£67.99	£0.00

14/02/2023	FAR	Konica Minolta Business Solutions (UK) Ltd	Copier rental (07.02.2023 until 06.05.2023)	Printing	£76.07	£0.00
				Total:	£1,917.09	£0.00

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
05/01/2023	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water - Tubbs Hall	£7.00	£0.00
10/01/2023	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£98.35	£0.00
16/01/2023	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£108.48	£0.00
17/01/2023	FAR (KWCC)	Octopus Energy	Gas & Electricity (01/12/2022 - 05/01/2023)	Gas - Tubbs Hall & Electricity - Tubbs Hall	£297.67	£0.00
17/02/2023	FAR	Sage Software Ltd	SAGE accounting software - monthly	Computer Software	£31.20	£0.00
27/01/2023	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Grounds Maintenance	£3,594.00	£0.00
31/01/2023	FAR	Business Waste Ltd	Excess weight charges (multiple)	Open Spaces Maintenance	£73.68	£0.00
				Total:	£4,210.38	£0.00

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Notes
25/01/2022	FAR	Parish Council employees	January salaries, National Insurance, PAYE and Pensions	Employee Wages and Salaries / NI / PAYE/ Pensions	£3,472.49	None

Procurement Card Payments (including transaction fees where applicable)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
04/01/2023	FAR	Payment Card Solutions t/a B4B Payments	Replacement card (due to expiry) including delivery	Bank charges and Interest	£9.00	£0.00
15/01/2023	FAR	Worthies Sports & Social Club	Hire of side bar for public consultation (Eversley Park play area)	Events	£51.00	£0.00
17/01/2023	FAR	Springvale Stores	Milk (2 L)	Miscellaneous Expenditure	£2.19	£0.00
18/01/2023	FAR	Microsoft	Monthly Office 365 subscription	Computer Software	£19.34	£0.00
22/01/2023	FAR	GiffGaff	Emergency phone - monthly goodybag	Miscellaneous Expenditure	£6.20	£0.00
Total:					£87.73	£0.00