



Kings Worthy Parish Council

Minutes of the Finance, Administration & Remuneration committee meeting held on Wednesday, 15 March 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/23/044 – 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/23/045 – Impact of COVID-19 (including meeting recommendations)

It was agreed to keep the current recommendations.

F/23/046– To agree and sign the Minutes of the Meeting held on 15 February 2023

The minutes of the previous meeting were then agreed as a true record of the meeting with the following change:

F/23/036 – Change “here” to “hear”.

These minutes were then signed by the Chair.

F/23/047 – Matters arising from the Parish Council meeting on the 15 February 2023

None.

F/23/048 – Proposed new expenditure for Finance approval

Planning & Highways (P&H) – None.

Finance, Administration & Remuneration (FAR) – None

Recreation & Amenities (R&A) –

- Picnic benches for Eversley Park play area – The R&A committee had requested funding to install 2x Glasdon Pembridge wheelchair accessible picnic benches. A

quotation for the installation of the bases during the play area works had been obtained from Ava Recreation at a total cost of £2,233.71. This is as per the specification from Glasdon including a minimum concrete specification.

It was agreed to accept the quotations from Ava and Glasdon above at a total cost of £4,237.29, to be taken from the Parish Council's CIL reserve. A parishioner had raised some money towards a bench at the park and this will also be used towards the cost of this project.

- Coronation bench – Following a request from R&A, it was agreed to proceed the purchase of a coronation bench at a cost of £1,436.09 from Glasdon. It was also agreed to budget £250.00 for the installation of a new or refurbishment of an existing unused base.
- Bin at Eversley Park – It was agreed to ratify a £3.26 per lift additional cost for the large refuse bin at Eversley Park.

Communications (Comms) – None.

Grants – A grant request had been received from the Kings Worthy Parent Teacher Friends Association for help with costs towards of a replacement bespoke bird hide/wildlife lookout. The new structure, as well as the woodland walk area in which it will be located, are available for wide community use. £1,000.00 of funding had been requested against a total project cost of £2,000.00. It was agreed to grant the full £1,000.00 requested.

F/23/049 – To receive the statement of accounts and management reports for period ended 28 February 2023

The Clerk/RFO gave a presentation of the correct accounts for the month end 28 February 2023 (see attached).

VAT on sports pitches – The Clerk noted that further VAT advice had been received and a review of VAT charged in the last 4 years was underway.

Refund of pension overpayment – As no response had been received from HMRC, it was agreed to contact the former employee and offer assistance in dealing with the tax implications of the £4.89 refund.

Action – Contact former employee and arrangement for refund to be made.

F/23/050 – Review of Parish Council deposits

The Clerk had undertaken a review of the council's deposits including a liquidity analysis. With the play area being paid for in May, additional liquidity will be required from the Council's deposits to fund this project. It was agreed to withdraw all funds and close the notice deposit accounts with Hampshire Trust Bank as they have the least flexibility and are paying lower rate than other accounts held by the Council.

Action – Arrange for withdrawal funds.

To ensure the Council has sufficient liquidity until the 2nd half of the precept is paid, it was also agreed to allow the RFO to take funds from the Council's 35-day deposits at his discretion.

F/23/051 – 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, including bench expenditure, had been made to 2023/24 budget. Some 2022/23 expenditure had also been moved to 2023/24. This resulted in a small deficit for 2023/24 but a saving on the Outturn for 2022/23.

It was agreed to take the £4,238.00 budgeted for additional picnic benches from the Community Infrastructure Levy reserve.

These changes were agreed.

F/23/052 – To authorise the payment listing

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

F/23/053 – Lovedon Fields open space transfer

The Parish Council had received an email from one of the directors for the Lovedon Fields Management Company raising concerns with the potential transfer of the land.

Action – It was agreed chase the meeting with Winchester City Council as the remaining information, particularly potential funding, needs to be resolved before the Parish Council can make a final decision on whether to take the land.

F/23/054 – Arrangements for the coronation of Kings Charles III

See F/23/048.

F/23/055 – Parish Council play areas

- Fire at Fraser Road play area update (including temporary fencing) – It was agreed to keep the current temporary fencing for another month.

The clean-up works had been delayed due to a lack of good weather but this work will be carried out as soon as possible, particularly the re-opening of the adult exercise equipment.

- Eversley Park play area tender update – A prestart meeting had been held with the contractor and confirm by R&A.

F/23/056 – Grounds Maintenance contract tender - update (if available)

None.

F/23/057 – Review of the financial regulations and investment policy

A revised copy of the financial regulations and investment policy had been circulated to committee members for comment. No changes were made and it was agreed to recommend them for adoption at full council.

F/23/058 – Review of data protection, data retention & privacy policies

A revised copy of the data protection, data retention & privacy policies had been circulated to committee members for comment. No changes were made and it was agreed to recommend them for adoption at full council.

F/23/059 – Potential additional community use for Kings Worthy Community Centre

Cllr Miller-Hall had not yet received an update. It was agreed to raise this item at the next Full council meeting for agreement in principle. This is to allow us to formally inform the Winchester City Council of the need for such a facility which was support by our recent Local Plan/facilities consultation.

Action – Cllr Miller-Hall/Gordon to raise at the March full council meeting.

F/23/060 – Confirmation of internal audit arrangements – including date of audit

It was confirmed that the internal audit would be carried out by our existing auditor (Do The Numbers Ltd) on 19th May 2023.

F/23/061 – Remuneration & Staffing

Recruitment of Deputy Clerk – update – The closing date for applications was Friday but 5 applications had already been received.

Clerk's hours & holiday – The Clerk had been asked to provide an update on remaining leave and additional hours worked.

As at 15th March he had 12 days annual leave remaining (none of which is statutory leave) and approximately 33 hours credit.

Due to the current office staffing circumstances, it was agreed to allow the Clerk to carry over the 12-days leave to the 2023/24 leave year.

Action – As this is above the 5-days allowed for in the Clerk's contract, this will be sent to full council for ratification.

Review of salaries – It was agreed to defer this until the new year in line with the 2023/24 salary review.

F/23/062 – Tubbs Hall – landlord's responsibilities

Update on works to the doors at the entrance to Tubbs Hall – The fire seals recently fitted are not functioning correctly and the contractor has been asked to advise on how they can rectify this.

The gaps around the door had been adjusted as much as possible but the gaps at some points were still just above the permitted gap width. However, the full-size door could remain with the small solid stub door being replaced.

Action – Clerk to obtain quotation(s) for the replacement of the adjust of the full-size main door to the required tolerance and replacement of the small solid stub door to allow for this.

Proposed new sub-lease update – The Clerk had circulated a meeting request to members and had verbally notified the Chair and Treasure of Tubbs Hall Management Committee.

Action – Clerk to arrange a meeting with THMC and the dates are to be shared with all members allow them to attend.

F/23/064 – Items for inclusion in council communications

None.

F/23/065 – Responsible Finance Officer / Clerk’s Notices

Vent in toilet – The Clerk noted that the vent in the accessible toilet needs replacing and this is being arranged with an electrician.

F/23/066 – Chairman’s Notices

None.

F/23/067 – Items for discussion at the next meeting on 12 April 2023

None.

Meeting Closed at 21:01.

Signed:

Date:

Management Accounts for the period ending 28 February 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	£161,805.17	£161,481.27	-£323.90	£176,053.15	£184,096.44
Kings Worthy Community Centre	£4,022.00	£3,686.83	£2,013.00	-£1,673.83	£4,831.10	£7,930.97
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£6,116.70	£5,656.88	£7,919.67	£2,262.79	£8,151.50	£7,633.65
Totals:	£195,551.70	£171,148.89	£184,562.47	£13,413.58	£202,184.28	£209,168.37

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	£0.00	£83,447.38
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£89,596.00	£83,341.12	£71,145.56	£12,195.56	£84,452.56	£106,921.03
Kings Worthy Community Centre	£8,483.00	£7,958.13	£8,734.67	-£776.54	£10,707.78	£11,120.16
Planning & Highways	£11,405.00	£5,834.16	£4,222.12	£1,612.04	£9,674.78	£11,070.00
Recreation & Amenities	£85,048.89	£72,383.91	£61,189.43	£11,194.48	£73,317.68	£94,178.57
Totals:	£203,532.89	£169,517.31	£145,291.78	£24,225.53	£178,152.80	£306,737.13

	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	£1,631.58	£39,270.69	£37,639.11	£24,031.48	-£97,568.77

Memorandum Position - Excluding CIL Income and Expenditure

Memorandum Year to Date Position:	-£7,981.19	£1,631.58	£26,122.16	£24,490.58	£10,882.95	-£5,251.18
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* The budget includes all Eversley Park play area spend. No deposit is required and actual cost is included (£97,374.21). Revised 2023/24 budget includes additional bench expenditure of £1,686.00.

CPI inflation estimate (2022-23) = 10.02%

Balance Sheet for period ending 28 February 2023

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£10,094.42
Unity Trust Tailored Deposit Account	£78,746.39
Sub-Total:	£88,840.81
<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	£41.04
Debtors	£2,078.75
Prepayments	£0.00
Sub-Total:	£2,119.79
Total Current Assets:	£260,960.60
Current Liabilities	
Trade Creditors	£417.49
Received on Account (inc. Precept)	£14,571.88
PAYE Payments Due	£285.00
NI Payments Due	£452.24
Pension Payments Due	£738.18
Other Creditors (awaiting advice from HMRC before payment)	£4.89
VAT to be Paid	£29.75
VAT to be Reclaimed	-£1,652.04
VAT that has been Reclaimed but not received	£0.00
Total Current Liabilities:	£14,847.39
Current Assets Minus Liabilities:	£246,113.21
Earmarked Funds in Reserve	
Church Green Reserve	£786.49
Play area maintenance reserve	£44,053.22
CIL Reserve	£75,509.38
Total Current Liabilities:	£120,349.09
Net Assets	
Profit & Loss Accounts Brought Forward	£62,673.12
General Reserves (inc. £19,297.65 for tree works)	£23,820.31
Profit & Loss Year to Date	£39,270.69
Total Net Assets:	£125,764.12

Total net assets (end of 2022/23)	£110,524.91
Budgeted total net assets - 6 months target	£95,094.97
Budgeted total net assets - 5 months target	£79,245.81
Budgeted total net assets - 4 months target	£63,396.64
Budgeted total net assets - 3 months target	£39,622.90
Forecast for play maintenance reserve after Eversley Park spend	£25,675.70

Payment Authorisation Listing – March 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
28/02/2023	R&A	Worthy Plants	Supply & planting of 4 assorted fruit trees (including stakes & ties)	Tree Works	£160.00	£0.00
23/02/2023	FAR	Christopher Read	Reclaim of planning application fee for Eversley Park play area (including service charge)	Legal and Professional Fees	£263.20	£0.00
Total:					£423.20	£0.00

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
11/02/2023	FAR	Tubbs Hall Management Committee	Booking for play area consultation (12/01/2023)	Events	£43.75	£0.00
16/02/2023	FAR (KWCC)	Croma Security Systems	Fitment of weatherproof hood to be fitted over door	External Doors	£243.74	£0.00
03/03/2023	FAR	GOCABLETIES LTD	Cable ties (pack of 100) - including shipping	Miscellaneous Expenditure	£8.92	£0.00

03/03/2023	FAR	Newstar	Escutcheon plates	Miscellaneous Expenditure	£10.99	£0.00
10/03/2023	FAR	Anglian Water Services Ltd (t/a Digdat)	Search for Southern water (clean & wastewater) plans for Eversley Park	Legal and Professional Fees	£48.00	£0.00
10/03/2023	FAR	Tubbs Hall Management Committee	Parish Council meeting - 27/02/2023	Miscellaneous Expenditure	£25.00	£0.00
Total:					£380.40	£0.00

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
03/02/2023	R&A	Business Stream	Burial ground water charges (19/10/22 - 19/01/2023)	Burial Ground - Water Rates	£16.10	£0.00
03/02/2023	R&A	Business Stream	Eversley Park water charges (21/10/22 - 19/01/2023)	Water Rates - Eversley Park	£12.73	£0.00
06/02/2023	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water - Tubbs Hall	£20.00	£0.00
09/02/2023	FAR (KWCC)	Octopus Energy	Electricity & Gas (06/01 - 31/01/23)	Electricity & Gas - Tubbs Hall	£169.25	£0.00
10/02/2023	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£98.35	£0.00
14/02/2023	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£130.50	£0.00
16/02/2023	FAR	Sage Software Ltd	SAGE accounting software - monthly	Computer Software	£31.20	£0.00
21/02/2023	FAR (KWCC)	Octopus Energy	Electricity (01/01 - 31/01/23)	Electricity - Tubbs Hall	£13.64	£0.00
27/02/2023	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Grounds Maintenance	£3,594.00	£0.00
28/02/2023	FAR	Business Waste Ltd	Excess weight charges (multiple)	Open Spaces Maintenance	£12.24	£0.00

Total:	£4,098.01	£0.00
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Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Notes
25/02/2023	FAR	Parish Council employees	February 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
07/02/2023	FAR	GiffGaff	Office phone - monthly goodybag - including transaction fee	Miscellaneous Expenditure	£6.20	£0.00
07/02/2023	FAR	Dropbox International Unlimited Company	Dropbox Professional (05/02/2023 - 05/03/2023)	Computer Software	£16.99	£0.00
13/02/2023	FAR	Springvale Stores	Milk (2 L)	Miscellaneous Expenditure	£2.19	£0.00
19/02/2023	FAR	Microsoft	Monthly Office 365 subscription	Computer Software	£19.34	£0.00
21/02/2023	FAR	Reed Online Ltd	Premium+ job advert	Publicity & Advertising	£108.30	£0.00
22/02/2023	FAR	GiffGaff	Emergency phone - monthly goodybag	Miscellaneous Expenditure	£6.20	£0.00
27/02/2023	FAR	Springvale Stores	Teabags (x80)	Miscellaneous Expenditure	£3.49	£0.00
27/02/2023	FAR	Post Office	1st Class recorded delivery (s72 licence to HCC)	Postage	£3.05	£0.00
Total:					£165.76	£0.00