



Kings Worthy Parish Council

Minutes of the Finance, Administration & Remuneration committee meeting held on Wednesday, 18 January 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 – Cllr Gordon noted that Cllr Biddle has stood down from the committee.

Members of the public

None.

F/23/001 – 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/23/002 – Impact of COVID-19 (including meeting recommendations)

It was agreed to keep the current recommendations.

F/23/003– To agree and sign the Minutes of the Meeting held on 16 November 2022

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

F/23/004 – Matters arising from the Parish Council meeting on the 16 November 2022

None.

F/23/005 – Proposed new expenditure for Finance approval

- Planning & Highways (P&H) – None.
- Finance, Administration & Remuneration (FAR) –
 - Revised phone & broadband quotation – It was agreed to defer this item until the next meeting.
 - Bark at Eversley Park – Following advice from Green Smile, the Clerk had agreed to lay bark on muddy pathways at the park after the recent weather. It was agreed to ratify this expenditure at a total cost of £260.00.

- Quotation to install sensor hood - Following further issues with the door sensor, a quotation had been received from Cromas Security Solutions to install a hood to help shield the sensor. It was agreed to proceed with this quotation at a total cost of £203.12.
- Lighting and electrical works – The Clerk noted that due to the ceiling not being level, the fitment of the lights took longer than expected. The electrician will be returning on 25th January to finish the works and undertake some additional work authorised by the Clerk. This additional work includes the replacement of the outdoor socket and fitting a new double emergency light key switch. This work will be brought to the next meeting for ratification.
- Recreation & Amenities (R&A) – None.
- Communications (Comms) – None.
- Grants – None.

F/23/006 – To receive the statement of accounts and management reports for period ended 31 December 2022

The Clerk/RFO gave a presentation of the correct accounts for the month end 31 December 2022 (see attached).

F/23/007 – To review the draft forecast outturn (2022/23) & budget (2023/24)

The Clerk/RFO gave a presentation of the correct first draft outturn and budget.

It was agreed to reduce the grants budget to £3,500.00 and tree works budget to £3,750.00. Reserves will be used if additional expenditure is required on these items.

It was agreed to recommend to full council that the precept is increased to provide a balanced budget.

F/23/008 – To authorise the payment listing

Members reviewed and authorised all payments on the listing (see attached). The Clerk noted that all but one of M.R.S. Services invoices have been processed.

F/23/009 – Lovedon Fields open space transfer

Cllr Miller-Hall is drafting a letter to Winchester City Council.

F/23/010 – Parish Council play areas

- Update on fire at Fraser Road play area – The Clerk noted that the 12-week agreed date for the temporary fencing passed in late-December. It was agreed to extend this by another 8-weeks (until the next committee meeting). This will be reviewed on a monthly basis.
- Eversley Park play area tender update – The Clerk noted that 5 tenders have been received, all of which were on par or below the £100,000 budget.

F/23/011 – Internal audit arrangements

The Clerk noted that as per our risk management assessment, the internal auditor

provision is due for re-tendering. Having checked the Joint Panel on Accountability and Governance practitioners' guide, there is no requirement to rotate auditors but the internal auditors personal, financial and professional independence should be reviewed. All members were happy that the current internal auditor is suitably independent.

It was agreed that due to above advice, deadlines for audit and current workload of the council, the re-tendering of the internal audit services be delayed until next year and we proceed with the internal audit carried out by Do The Numbers Ltd.

Action - Send the above to full council for ratification.

F/23/012 – Grounds Maintenance contract tender – update – None.

F/23/013 – Review of fees & charges

It was agreed to increase all fees & charges by the CPI rate for 2022 (9.1%).

F/23/014 – Remuneration & Staffing

Recruitment of Deputy Clerk – update – Two applications were received but one applicant decided not to continue with their application. The other applicant is being interviewed on Thursday 19th January.

Review of salaries – It was agreed to defer this until the next meeting.

F/23/015 – Tubbs Hall – landlord's responsibilities

Proposed new sub-lease – The Clerk is still awaiting confirmation from Tubbs Hall Management Committee on the switch to a rental charge. Cllr Gordon offered to help with this item.

F/23/016 – Legal issues

None.

F/23/017 – Items for inclusion in council communications

None.

F/23/018 – Responsible Finance Officer / Clerk's Notices

None.

F/23/019 – Chairman's Notices

None.

F/23/020 – Items for discussion at the next meeting on 15 February 2023

Additional community use of Kings Worthy Community Centre

Meeting Closed at 20:46.

Signed:

Date:

Management Accounts for the period ending 31 December 2022

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	£6,509.10
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£176,413.00	£132,661.34	£132,249.20	-£412.14	£176,087.45	£175,437.00
Kings Worthy Community Centre	£4,022.00	£3,016.50	£1,647.00	-£1,369.50	£4,397.07	£8,255.48
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£6,116.70	£5,392.65	£7,141.90	£1,749.25	£7,525.20	£6,790.00
Totals:	£195,551.70	£141,070.49	£154,186.63	£13,116.14	£201,158.25	£196,991.57

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	£13,700.00	2023/24 Budget
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00	£0.00	£61,809.38
Finance, Administration & Remuneration	£89,596.00	£69,380.96	£62,824.05	£6,556.91	£88,547.74	£0.00
Kings Worthy Community Centre	£8,483.00	£7,102.84	£6,557.95	£544.89	£8,499.72	£103,718.27
Planning & Highways	£11,405.00	£5,614.16	£4,222.12	£1,392.04	£10,495.60	£11,668.98
Recreation & Amenities	£85,048.89	£55,706.42	£53,521.19	£2,185.23	£72,085.07	£12,514.02
Totals:	£203,532.89	£137,804.37	£127,125.31	£10,679.06	£193,328.13	£101,270.33

	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	£3,266.12	£27,061.32	£23,795.20	£7,830.12	-£93,989.41

Memorandum Position - Excluding CIL Income and Expenditure

Memorandum Year to Date Position:	-£7,981.19	£3,266.12	£13,912.79	£10,646.67	£8,381.59	-£10,498.50
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* The Forecast Outturn includes £10,000.00 deposit for the renewal of Eversley Park play area.

** The budget includes remaining Eversley Park play area spend.

Balance Sheet for period ending 31 December 2022

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£9,970.15
Unity Trust Tailored Deposit Account	£103,354.96
Sub-Total:	£113,325.11
<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	£38.46
Debtors	£1,526.00
Prepayments	£0.00
Sub-Total:	£1,564.46
Total Current Assets:	£284,889.57
Current Liabilities	
Trade Creditors	£9,339.66
Received on Account (inc. Precept)	£43,715.72
PAYE Payments Due	£485.60
NI Payments Due	£728.95
Pension Payments Due	£1,037.40
Other Creditors (awaiting advice from HMRC before payment)	£4.89
VAT to be Paid	£71.15
VAT to be Reclaimed	-£4,397.64
VAT that has been Reclaimed but not received	£0.00
Total Current Liabilities:	£50,985.73
Current Assets Minus Liabilities:	£233,903.84
Earmarked Funds in Reserve	
Church Green Reserve	£1,385.49
Play area maintenance reserve	£44,053.22
CIL Reserve	£75,509.38
Total Current Liabilities:	£120,948.09
Net Assets	
Profit & Loss Accounts Brought Forward	£62,673.12
General Reserves (inc. £19,297.65 for tree works)	£23,221.31
Profit & Loss Year to Date	£27,061.32
Total Net Assets:	£112,995.75

CPI inflation estimate (2022) = 10.12%

Precept requirement for balanced budget = £185,361.50

Band D average = £94.15

Current precept = £174,863.00

Band D average = £88.82

Current potential contingency budgets	
Play Area maintenance (now removed from 2023/24 budget)	Removed
Tree Works (no reduction for planned works)	£7,500.00
Legal & Professional Fees	£1,000.00
Total:	£9,750.00

Budget Increases (above £1,000)	
Additional cost for full-time Deputy Clerk	£16,437.25
Grounds Maintenance Contract	£8,306.09
Energy for KWCC	£3,630.76
Streetlights	£1,109.02
Total:	£29,483.11

Payment Authorisation Listing – January 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
22/11/2022	FAR (KWCC)	Hampshire PAT Testing	PAT testing of 82 items	Electrical Infrastructure, installations and PAT testing	£235.68	£0.00
06/12/2022	FAR	Tubbs Hall Management Committee	Full Council meeting - November 2022	Miscellaneous Expenditure	£20.00	£0.00
07/12/2022	FAR	Citizens Advice Winchester District	Grants towards the cost of the service - (Reported in December listing with incorrect date)	Grants to Village Organisations	£800.00	£0.00
07/12/2022	FAR	Victim Support	Grants towards the cost of personal protective devices - (Reported in December listing with incorrect date)	Grants to Village Organisations	£150.00	£0.00
08/12/2022	FAR	Communicorp	Annual subscription to Local Councils Updates (Clerks and Councils Direct) - (Reported in December listing with incorrect date)	Subscriptions	£80.00	£0.00

08/12/2022	FAR (KWCC)	1A Autoheat Ltd t/a gascare	Annual gas safety check	Heating Repairs	£44.00	£0.00
08/12/2022	FAR	Amazon EU UK	A1 wall planner	Office Stationery	£11.99	£0.00
09/12/2022	FAR	OMG HOW CHEAP LTD	Coloured labels (12x18mm)	Office Stationery	£3.48	£0.00
09/12/2022	R&A	Marshalls PLC	6x fixed, 2x removable & 1x telescopic bollards (including sockets and carriage)	Capital Projects (R&A)	£2,319.63	£0.00
10/12/2022	FAR	shenzhenshiyichenkejyouxia ngongsi	Door gap measuring tool	Miscellaneous Expenditure	£11.99	£2.00
10/12/2022	FAR	Amazon EU UK	Integral 128GB SSD	Miscellaneous Expenditure	£19.98	£0.00
30/12/2022	R&A	Worthy Plants	Supply & planting of 12x trees	Planting	£1,744.00	£0.00
05/01/2023	R&A	Plane Arboriculture Ltd	Conduct a site investigation and prepare a report - Hinton Fields West	Tree Works	£320.00	£0.00
Total:					£0.00	£0.00

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
01/12/2022	FAR (KWCC)	Doorgear Ltd	Service of roller fire shutter	Fire Safety	£150.00	£0.00
20/12/2022	FAR	SLCC Enterprises Ltd	November 2022 Job Advert - Silver Package	Publicity & Advertising	£402.00	£0.00
22/12/2022	R&A	ID Verde Ltd	01/10/2022 - 31/12/2022 - Emptying of 7 bins weekly & 2 bins twice weekly	Dog Bins	£1,225.22	£0.00
22/12/2022	FAR (KWCC)	Croma Security Systems	Call out charge for malfunctioning door	External Doors	£132.00	£0.00

31/12/2022	R&A	M.R.S. Services	Install drop down post at the burial ground (including materials)	Burial Ground - General Maintenance	£190.00	£0.00
31/12/2022	R&A	M.R.S. Services	Remove old cricket nets and replace with new ones (including materials [UV resistant cable ties])	Sports Equipment and Facilities	£537.95	£0.00
31/12/2022	R&A	M.R.S. Services	Install Topsy 2000 bin at Upper Broadview (including new slab, removal of old bin & materials)	Litter Pickers & Bins	£115.00	£0.00
31/12/2022	R&A	M.R.S. Services	Dig out and replace 5 crocodile posts at Fraser Road & 4 at Eversley Park (including installation materials)	Maintenance Technician - General repairs	£596.25	£0.00
31/12/2022	R&A	M.R.S. Services	Install hurdle fencing at Upper Broadview (including materials)	Fencing	£354.97	£0.00
31/12/2022	R&A	M.R.S. Services	Remove plywood and install plastic wood on multi-play unit in Fraser Road play area (including installation materials)	Playground Maintenance	£290.00	£0.00
31/12/2022	R&A	M.R.S. Services	Install new bench at Church Green (for queen's jubilee) - including installation materials and slabs	Seats	£485.25	£0.00
				Sub-Total:	£4,478.64	£0.00
31/12/2022	R&A	M.R.S. Services	May 2022 - Weekly inspections of play areas, exercise equipment, open spaces and defibrillators	Maintenance Technician - General repairs	£242.00	£0.00
31/12/2022	R&A	M.R.S. Services	Measure fence at Church Green and fit new plug to AED cabinet at Jubilee hall	Maintenance Technician - General repairs	£33.00	£0.00

31/12/2022	R&A	M.R.S. Services	Switch on water feature and fill up, make repairs to steps at Church Green	Maintenance Technician - General repairs	£44.00	£0.00
31/12/2022	R&A	M.R.S. Services	Materials - for church green steps repairs	Maintenance Technician - General repairs	£9.95	£0.00
31/12/2022	R&A	M.R.S. Services	Put up bunting outside of office	Maintenance Technician - General repairs	£16.50	£0.00
31/12/2022	R&A	M.R.S. Services	Remove tree from path at Hinton Park	Maintenance Technician - General repairs	£27.50	£0.00
				Sub-Total:	£372.95	£0.00
31/12/2022	R&A	M.R.S. Services	June 2022 - Weekly inspections of play areas, exercise equipment, open spaces and defibrillators	Maintenance Technician - General repairs	£225.50	£0.00
31/12/2022	R&A	M.R.S. Services	Clean off graffiti from Fraser Road play area	Playground Maintenance	£27.50	£0.00
31/12/2022	R&A	M.R.S. Services	Materials - graffiti remover	Playground Maintenance	£26.34	£0.00
31/12/2022	R&A	M.R.S. Services	Remove metal from gate way at Church Green, shorten gate latch, move the sand bag at the entrance of Church Green and take down bunting at office	Maintenance Technician - General repairs	£55.00	£0.00
31/12/2022	R&A	M.R.S. Services	Mount signs on gate at the Burial Ground, dig out gate pin holder and re-site	Burial Ground - General Maintenance	£71.50	£0.00
31/12/2022	R&A	M.R.S. Services	Remove covid signs from Church Green	Maintenance Technician - General repairs	£16.50	£0.00

31/12/2022	R&A	M.R.S. Services	Remove more graffiti from Fraser Road play area	Playground Maintenance	£49.50	£0.00
31/12/2022	R&A	M.R.S. Services	Take down the rest of the COVID signs at Eversley park and Fryers Close	Maintenance Technician - General repairs	£55.00	£0.00
				Sub-Total:	£526.84	£0.00
31/12/2022	R&A	M.R.S. Services	July 2022 - Weekly inspections of play areas, exercise equipment, open spaces and defibrillators	Maintenance Technician - General repairs	£299.75	£0.00
31/12/2022	R&A	M.R.S. Services	Refix wooden bar to the climbing board at Eversley Park	Playground Maintenance	£22.00	£0.00
31/12/2022	R&A	M.R.S. Services	Repair fence at the Burial Ground (next to new gate)	Burial Ground - General Maintenance	£46.75	£0.00
31/12/2022	R&A	M.R.S. Services	Repair hose on the water feature at the Burial Ground	Burial Ground - General Maintenance	£38.50	£0.00
31/12/2022	R&A	M.R.S. Services	Materials - for repair of water feature	Burial Ground - General Maintenance	£15.20	£0.00
31/12/2022	R&A	M.R.S. Services	Fill up water feature at the burial ground	Burial Ground - General Maintenance	£11.00	£0.00
				Sub-Total:	£433.20	£0.00
31/12/2022	R&A	M.R.S. Services	August 2022 - Weekly inspections of play areas, exercise equipment, open spaces and defibrillators	Maintenance Technician - General repairs	£242.00	£0.00

31/12/2022	R&A	M.R.S. Services	Repair equipment at the Fraser Road play area (missing bolts that had been removed)	Playground Maintenance	£38.50	£0.00
31/12/2022	R&A	M.R.S. Services	Materials - for repair of play equipment at Fraser Road play area	Playground Maintenance	£15.00	£0.00
31/12/2022	P&H	M.R.S. Services	Collect speed sign and batteries from office, erect sign in Abbots Worthy, (including moving 40mph repeater sign down)	Speeding Initiatives	£35.75	£0.00
31/12/2022	R&A	M.R.S. Services	Collect two defibrillators from Tesco & Eversley Park	Defibrillators	£11.00	£0.00
				Sub-Total:	£342.25	£0.00
31/12/2022	R&A	M.R.S. Services	September 2022 - Weekly inspections of play areas, exercise equipment, open spaces and defibrillators	Maintenance Technician - General repairs	£275.00	£0.00
31/12/2022	P&H	M.R.S. Services	Collect batteries from office and change in speed sign; return others to office	Speeding Initiatives	£22.00	£0.00
31/12/2022	P&H	M.R.S. Services	Change speed sign around at Abbots Worthy	Speeding Initiatives	£22.00	£0.00
31/12/2022	R&A	M.R.S. Services	Attend Fraser Road play area after fire	Playground Maintenance	£11.00	£0.00
31/12/2022	R&A	M.R.S. Services	Measure up for heras fencing and organise delivery on Tuesday (27th)	Playground Maintenance	£27.50	£0.00
31/12/2022	R&A	M.R.S. Services	Take delivery of heras fencing and erect around damaged site	Playground Maintenance	£38.50	£0.00
				Sub-Total:	£396.00	£0.00

31/12/2022	R&A	M.R.S. Services	October 2022 - Weekly inspections of play areas, exercise equipment, open spaces and defibrillators	Maintenance Technician - General repairs	£233.75	£0.00
31/12/2022	P&H	M.R.S. Services	Collect charged batteries and change; return others to office.	Speeding Initiatives	£22.00	£0.00
31/12/2022	P&H	M.R.S. Services	Remove speed sign from Abbots Worthy and return to office	Speeding Initiatives	£22.00	£0.00
31/12/2022	R&A	M.R.S. Services	Sweep up broken glass at Eversley Park	Playground Maintenance	£33.00	£0.00
				Sub-Total:	£310.75	£0.00
31/12/2022	R&A	M.R.S. Services	November 2022 - Weekly inspections of play areas, exercise equipment, open spaces and defibrillators	Maintenance Technician - General repairs	£233.75	£0.00
31/12/2022	R&A	M.R.S. Services	Measure up for removal of wall at Tubbs Hall office	Miscellaneous Expenditure	£11.00	£0.00
31/12/2022	FAR (KWCC)	M.R.S. Services	Attended to check fire doors in hall and ordered replacement parts	Fire Safety	£22.00	£0.00
31/12/2022	FAR (KWCC)	M.R.S. Services	Materials - intumescent strips for fire doors	Fire Safety	£31.04	£0.00
				Sub-Total:	£297.79	£0.00
31/12/2022	R&A	M.R.S. Services	December 2022 - Weekly inspections of play areas, exercise equipment, open spaces and defibrillators	Maintenance Technician - General repairs	£291.50	£0.00
31/12/2022	FAR (KWCC)	M.R.S. Services	Collect strips from Screwfix and repair as required	Fire Safety	£16.50	£0.00

				Sub-Total:	£308.00	£0.00
31/12/2022	FAR	EKS Accounting	Run payroll for October, November & December 2022	Accountancy, book keeping and Payroll	£108.00	£0.00
31/12/2022	FAR	Offsite Archive Storage & Integrated Services UK Ltd	Storage of boxes (01/01/2023 - 31/03/2023)	Document Storage	£51.24	£0.00
01/01/2023	FAR	Society of Local Council Clerks	Annual membership fee (Parish Clerk)	Subscriptions	£279.00	£0.00
04/01/2023	FAR	Ligo Electronics Ltd	Panasonic KX-TGF320 Corded and Cordless Home office Telephone Kit	Small Office Equipment (under £100)	£64.99	£0.00
				Total:	£7,969.65	£0.00

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
05/12/2022	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water - Tubbs Hall	£7.00	£0.00
09/12/2022	FAR (KWCC)	Octopus Energy	Gas & Electricity (01/11/2022 - 30/11/2022)	Gas - Tubbs Hall & Electricity - Tubbs Hall	£124.72	£0.00
12/12/2022	FAR (KWCC)	Rentokil Pest Control	Pest control services for the period - 01/10/22 - 31/12/22	Pest Control	£100.51	£0.00
12/12/2022	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£98.35	£0.00
14/12/2022	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£123.12	£0.00
15/12/2022	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£31.20	£0.00

19/12/2022	FAR (KWCC)	Biffa Municipal	Waste collection services (general waste and recycling) for period - 24/12/22 to 31/03/23	Waste Collection Charges	£279.55	£0.00
28/12/2022	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Grounds Maintenance	£3,594.00	£0.00
31/12/2022	FAR	Unity Trust Bank PLC	Bank charges for period - 04/09/2022 - 04/12/2022	Bank charges and Interest	£30.60	£0.00
				Total:	£0.00	£0.00

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Notes
25/12/2022	FAR	Parish Council employees	December Salaries, National Insurance, PAYE and Pensions	Employee Wages and Salaries / NI / PAYE/ Pensions	£4,922.51	None

Procurement Card Payments (including transaction fees where applicable)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
01/12/2022	FAR	HM Land Registry	Land registry search	Legal and Professional Fees	£3.20	£0.00
				Total:	£3.20	£0.00