

**Minutes of the Finance, Administration & Remuneration Committee meeting
held on Wednesday, 18 October 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 & Responsible Finance Officer [RFO] (Christopher Read)

Apologies

None.

Members of the public

None.

F/23/149 – Public Questions 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/23/150 – Impact of COVID-19 (including meeting recommendations)

It was agreed to keep the current recommendations.

F/23/151 – To agree and sign the Minutes of the Meeting held on 13 September 2023

The minutes of the previous meeting were then agreed as a true record of the meeting.

F/23/152 - Matters arising from the meeting held on 13 September 2023

None.

F/23/153 – Proposed new expenditure for Finance approval

Planning & Highways (P&H) –

- Additional speed sign and sockets – Whilst members agreed in principle with the additional sites, it was agreed to ask that the P&H committee review the speed data for the current sites to see if the current sign could be re-deployed. IT was also agreed to ask P&H to clarify why the additional sign is being requested.

Finance, Administration & Remuneration (FAR) –

- Quotation to sanitise the loft space – A quotation had been received to clean the loft space following the recent rodent activity. Additional quotations had been requested but no response received.

Action – It was agreed to try and obtain an additional quotation for the meeting. Cllr Fish to provide contact details for a company she uses at work.

Recreation & Amenities (R&A) –

- Bollard for Church Green – It was agreed to purchase an alternative bollard, from Barriers Direct, at a cost of £235.27 + £50.00 return fee.
- Replacement bin for Hinton Park – It was agreed to purchase a replacement bin from Glasdon, including the fire-expire kit.

Communications – None.

Grants – None.

F/23/154 – To receive the statement of accounts and management reports for period ended 30 September 2023

The Clerk gave a presentation of the accounts for the month ending 30 September 2023 (see attached).

F/23/155 – To review the draft Forecast Outturn (2023/24) and budget (2024/25)

Members revised the draft Forecast Outturn and budget; no changes were made.

F/23/156 – To authorise the payment listing

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

F/23/157 – To receive the external auditor’s report

The external auditor’s report was reviewed by members and the Clerk noted that no comments or issues had been raised.

F/23/158 – Lovedon Fields open space transfer – update including maintenance works –

None.

F/23/159 – Ground maintenance contract tender – update

It was agreed to use the September CPI figure to make the annual contract adjustment.

F/23/160 – Parish Council play areas –

- Fire at Fraser Road play area – update including temporary fencing and tender – It was agreed to keep the fencing for another month. The Clerk updated members on the current progress.
- Eversley Park area tender – update including tower installation – The installation plan has been shared with contractor and work is schedule to start on 6th November 2023.

F/23/161 – Potential additional community use for Kings Worthy Community Centre

No update.

F/23/162 – Remuneration & staffing

- Staff remuneration – potential additional benefits – None.
- Annual appraisals – These are being arranged but have been delayed due to staff

leave and sickness.

- Annual pay review – None.

F/23/163 – Tubbs Hall – landlord’s responsibilities

- Update on the fire doors at the entrance to Tubbs Hall (if available) – Cllr Cossburn had investigated the doors and confirmed that they are not required to be fire doors as per the Fire Regulatory Reform Act. They may have been installed due to the building regulations at the time.

Action – It was agreed to accept Cllr Cossburn’s offer to investigate this further.

- Potential replacement automatic door closer – See below.
- Proposed new sub-lease – update (if available) – Cllr Miller-Hall is waiting for a response from THMC with regards to the meeting.

F/23/164 – Potential change to accounting software

It was agreed to arrange a demonstration and for the Clerk/RFO to ask any technical accounting questions ahead of time, including monthly Income & Expenditure.

Action – Organise a demonstration as above.

F/23/165 – Potential alternative email provider

The Clerk had begun a comparison of Gmail business and similar providers.

F/23/166 – Legal issues

None.

F/23/167 – Items for inclusion in council communications

None.

F/23/168 – Responsible Finance Officer / Clerk’s Notices

None.

F/23/170 – Chairman’s Notices

The Chair noted that the dog waste bin in Hinton Park is routinely overflowing and a larger bin is needed.

F/23/171 – Items for discussion at the next Meeting on 15 November 2023

Internal audit provision.

Meeting Closed at 20:33

Signed:

Date:

Management Accounts for the period ending 30th September 2023

Income

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn	2024/25 Draft Budget
Community Infrastructure Levy	£9,507.31	£4,801.19	£16,956.39	£12,155.20	£16,956.39	£0.00
Finance, Administration & Remuneration	£184,096.44	£76,581.70	£82,744.63	£6,162.93	£198,278.53	£188,600.42
Kings Worthy Community Centre	£7,930.97	£3,304.57	£915.00	£-2,389.57	£5,319.47	£7,950.78
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£7,633.65	£1,815.94	£9,188.50	£7,372.56	£11,980.85	£9,990.86
Totals:	£209,168.37	£86,503.39	£109,804.52	£23,301.13	£232,535.24	£206,542.07

Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn	2024/25 Draft Budget
Community Infrastructure Levy	£83,447.38	£0.00	£80,866.08	£80,866.08	£84,566.08	£0.00
Finance, Administration & Remuneration	£107,921.03	£48,835.20	£41,236.99	£7,598.21	£111,962.19	£104,272.03
Kings Worthy Community Centre	£11,120.16	£4,838.86	£4,484.25	£354.61	£10,281.71	£11,015.99
Planning & Highways	£11,070.00	£549.78	£173.01	£376.77	£11,070.00	£11,860.58
Recreation & Amenities	£94,196.54	£40,181.67	£38,759.80	£1,421.87	£144,445.26	£80,856.14
Totals:	£307,755.10	£94,405.51	£165,520.13	£90,617.54	£84,566.08	£0.00

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date		
Actual Year to Date Position	-£98,586.74	-£7,902.11	-£55,715.61	-£47,813.50	-£129,789.99	-£1,462.68

Memorandum Position - (Excluding CIL income, CIL expenditure, play area spend)

Memorandum Year to Date Position:	-£6,269.15	-£12,703.31	£8,194.08	£20,897.39	-£32,221.11	-£1,462.68
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Balance Sheet for period ending 30th September 2023

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£18,541.11
Unity Trust Tailored Deposit Account - 2.75% AER	£175,544.08
Sub-Total:	£194,085.19

<u>Investments/Deposits</u>	
Nationwide variable (35-day notice) – 3.1% AER	£85,000.00
Sub-Total:	£85,000.00

<u>Other</u>	
B4B Procurement Card	£199.04
Debtors	£139.42
Prepayments	£0.00
Sub-Total:	£338.46

Total Current Assets:	£279,423.65
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Current Liabilities	
Trade Creditors	£14,358.46
Received on Account (inc. Precept)	£91,496.02
PAYE Payments Due	£496.56
NI Payments Due	£1,196.74
Pension Payments Due	£1,597.24
VAT to be Paid	£9.55
VAT to be Reclaimed	-£5,745.14
VAT that has been Reclaimed but not received	£0.00
Total Current Liabilities:	£103,409.43

Current Assets Minus Liabilities:	£176,014.22
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Earmarked Funds in Reserve	
Play area maintenance reserve	£38,053.22
CIL Reserve	£5,786.25
Total Current Reserves:	£43,839.47

Net Assets	
General Reserves (inc. £24,727.65 for tree works)	£198,881.75
Profit & Loss Year to Date	-£66,707.00
Total Net Assets:	£132,174.75

Payment Authorisation Listing –October 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
12/09/2023	R&A	Green Smile Ltd	Soiling and seeding of 2 graves	Burial Ground - General Maintenance	£72.00	£0.00
13/09/2023	FAR	Hampshire County Council	Wall planner, hole punches, stapler and double-sided tape	Office Stationery / Small Office Equipment (under £100)	£26.69	£0.00
15/09/2023	FAR (KWCC)	Springclear Ltd	2 x FC02 LINCAT EB3F (Replacement Water Filter Cartridge)	Kitchen and equipment	£44.00	£0.00
15/09/2023	FAR	Printfast Printing	Certificate paper (a4)	Office Stationery	£9.95	£0.00
16/09/2023	FAR	JB QUICK SERVICES LTD	Rolson 42511 250 mm Tyre & Wheel Assembly X 2	Miscellaneous Expenditure	£17.90	£0.00
18/09/2023	FAR	Safelincs Ltd	Standard Medium Workplace First Aid Kit	Miscellaneous Expenditure	£31.90	£0.00
18/09/2023	FAR	AXON GALAXY LTD	100 X 8oz Paper Cups	Miscellaneous Expenditure	£8.99	£0.00

18/09/2023	FAR	Amazon EU UK	Refuse sacks, marker pens and refreshments for litter pick	Miscellaneous Expenditure / Office Stationery	£40.42	£0.00
27/09/2023	FAR	Arthur J. Gallagher Insurance Brokers Limited	Cyber insurance cover (01/10/2023 - 30/09/2024)	Business Insurance	£367.36	£0.00
27/09/2023	FAR	Arthur J. Gallagher Insurance Brokers Limited	Council insurance cover (01/10/2023 - 30/09/2024)	Business Insurance	£8,210.36	£0.00
28/09/2023	FAR	BDO LLP	Limited Assurance Review for the year ended 31 March 2023 (Fee band £200,001-£300,000)	External Auditors Fees	£756.00	£0.00
29/09/2023	FAR	Surrey Hills Solicitors	All services in connection with acquisition of Lovedon Fields (including disbursements)	Legal and Professional Fees	£2,979.80	£0.00
Total:					£12,565.37	£0.00

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
06/09/2023	FAR	NO NONSENSE PRODUCTS & SERVICES LTD t/aPetrolscooter	Heavy Duty 4.10/3.50-4 Inner Tube x2 - part of order returned thus lower value re-stated	Miscellaneous Expenditure	£25.06	£0.00
21/09/2023	R&A	Glasdon UK Ltd	Bio-degradable bags - including delivery	Dog Bins	£116.28	£0.00
27/09/2023	R&A	Green Smile Ltd	Extra bin litter bin emptying (22/06/2023 - 25/09/2023) & water of trees (20/6, 4/7, 18/7, 1/8, 15/8, 25/8, 12/9)	Contract Maintenance / Tree Works	£1,320.00	£0.00
27/09/2023	FAR	Amazon EU UK	Surge protected extension lead and surge protected power adaptor	Small Office Equipment (under £100)	£29.98	£0.00
27/09/2023	FAR	Linnytools Ltd	50x large cable clips	Miscellaneous Expenditure	£6.98	£0.00

30/09/2023	FAR	Offsite Archive Storage & Integrated Services UK Ltd	Storage of 14 boxes (01/10/2023 - 31/12/2023)	Document Storage	£30.05	£0.00
01/10/2023	FAR (KWCC)	CSS Total Security Ltd (t/a Croma Fire & Security)	For the period 28/11/23 to 27/11/24 (Annual Charge for Basic Maintenance of CCTV system)	CCTV & Security	£129.00	£0.00
01/10/2023	FAR	Tubbs Hall Management Committee	25/09/2023 - Parish Council meeting	Miscellaneous Expenditure	£25.00	£0.00
12/10/2023	FAR	2RM Ltd	Wired headset (x2)	Small Office Equipment (under £100)	£64.98	£0.00
13/10/2023	FAR	Amazon EU UK	Roughneck fencing pins (10-pack)	Miscellaneous Expenditure	£32.12	£0.00
13/10/2023	FAR	Mayur enterprises limited	Rollerball pens (Box of 12) - Blue	Office Stationery	£19.99	£0.00
14/10/2023	FAR	Ojins Trading	VE Tapes Reflective Tape - 25mm x 2.5M	Miscellaneous Expenditure	£3.99	£0.00
14/10/2023	FAR	PVR supplies trading as Flamingo Enterprises	Wago connector (twin)	Miscellaneous Expenditure	£3.10	£0.00
15/10/2023	FAR	M.A.C. UK TRADING LTD	Abus 158/50 Combination Padlock	Miscellaneous Expenditure	£19.35	£0.00
15/10/2023	FAR	Amazon EU UK	Eraser	Office Stationery	£1.39	£0.00
15/10/2023	FAR	jingjiangyouzhibaihuomaoyiyouxiangongsi	Replacement cabinet lock	Miscellaneous Expenditure	£4.99	£0.83
16/10/2023	FAR	Communicorp	Local Council update subscription renewal (annual) - print only	Subscriptions	£80.00	£0.00
Total:					£1,912.26	£0.83

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
05/09/2023	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water - Tubbs Hall	£20.00	£0.00
14/09/2023	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£136.17	£0.00
15/09/2023	FAR	The Information Commissioner	Annual ICO registration charge	Subscriptions	£35.00	£0.00
15/09/2023	FAR	Sage Software Ltd	SAGE accounting software - monthly	Computer Software	£33.60	£0.00
18/09/2023	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£73.80	£0.00
15/09/2023	FAR (KWCC)	Octopus Energy Ltd	Electricity & Gas (01/07/2023 - 31/07/2023)	Electricity & Gas - Tubbs Hall	£180.89	£0.00
18/09/2023	FAR (KWCC)	Rentokil Pest Control	Pest control services (01/07/23 - 30/09/23)	Pest Control	£110.57	£0.00
25/09/2023	FAR (KWCC)	Biffa Municipal Ltd	Waste collection charges (30/09/23 - 29/12/2023)	Waste Collection Charges	£259.58	£0.00
26/09/2023	FAR (KWCC)	PHS Group Plc	Annual Duty Of Care charge (01/10/2023 to 30/09/2024)	Sanitary Disposal	£101.40	£0.00
27/09/2023	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Grounds Maintenance	£4,653.80	£0.00
Total:					£5,604.81	£0.00

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/09/2023	FAR	Parish Council employees	September salaries, National Insurance, PAYE and Pensions (including bonus)	Employee Wages and Salaries / NI / PAYE/ Pensions	£7,600.08	None

Procurement Card Payments (including transaction fees where applicable)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
06/09/2023	FAR	GiffGaff	Office phone - monthly goodybag - including transaction fee	Miscellaneous Expenditure	£6.00	£0.00
12/09/2023	FAR	Workwear Express Ltd	10x kids and 10x adult Hi-Viz vests	Miscellaneous Expenditure	£52.00	£0.00
14/09/2023	FAR	Dropbox International Unlimited Company	Dropbox plus (14/9/2023 to 14/10/2023)	Computer Software	£9.99	£1.66
15/09/2023		Thermometers Direct Ltd	Calibrated Thermometer with certificate	Miscellaneous Expenditure	£59.82	£0.00
18/09/2023	FAR	Microsoft	Monthly Office 365 subscription	Computer Software	£18.96	£0.00
22/09/2023	FAR	GiffGaff	Emergency phone - monthly goodybag	Miscellaneous Expenditure	£6.00	£0.00
22/09/2023	FAR	Royal British Legion Trading Ltd (Poppy Shop)	Medium poppy wreath (type b) including delivery	Miscellaneous Expenditure	£23.98	£0.00
27/09/2023	FAR (KWCC)	Toolstation Ltd	Key safe, hinges and locking hasp	Miscellaneous Expenditure / Heating Repairs	£31.94	£0.00
29/09/2023	FAR	Springvale Stores	Milk & fruit juice for litter pick	Miscellaneous Expenditure	£5.17	£0.00
30/09/2023	FAR	Payment card solutions t/a B4B payments	Monthly transaction fees	Miscellaneous Expenditure	£4.54	£0.00
Total:					£218.40	£1.66