

**Minutes of the Finance, Administration & Remuneration Committee meeting
held on Wednesday, 12 June 2024 at 19:30
held in Kings Worthy Community Centre, Fraser Road**

Attendees

Councillors Ian Gordon, Mandy Hallisey & Matthew Miller-Hall

Clerk(s)

Parish Clerk (Christopher Read)

Apologies

Cllr Emily Fish (the council resolved to approve Cllr Fish's reason for absence)

Members of the public

None.

F/24/108 – Election of Chair

Cllr Gordon was proposed by Cllr Hallisey and seconded by Cllr Miller-Hall. A vote was held by show of hands with 3 in favour, 0 against and 0 abstentions.

F/24/109 – Election of Vice-Chair

Cllr Miller-Hall was proposed by Cllr Hallisey and seconded by Cllr Ian Gordon. A vote was held by show of hands with 3 in favour, 0 against and 1 abstention.

F/24/110 – 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/24/111 – Impact of COVID-19 (including meeting recommendations)

It was agreed to keep the current recommendations.

F/24/112 - To agree and sign the Minutes of the Meeting held on 16 May 2024

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

F/24/113 – Matters arising from the meeting held on 16 May 2024

None.

F/24/114 – Proposed new expenditure for Finance approval

- Planning & Highways – Clarification of information required for additional speed sign – None.

- Finance, Administration & Remuneration –
 - Kitchen fire door replacement – Members considered suppliers for a replacement door and agreed to purchase an FD60 glazed door from Safelincs. The total cost (including additional fitment items/ironmongery) is £1,083.34. An installation estimate was agreed of £250.00, and the work is to be undertaken by M.R.S. Services.
 - It was also agreed to switch the oak veneer kitchen door to the meeting room (if feasible).
- Recreation & Amenities –
 - Additional grass cutting – our Grounds Contractors had recommended an additional cut with the removal of the arisings to help establish the recently seeded areas. It was agreed to accept a quotation from Green Smile at a total cost of £400.00.
 - It was also agreed (due to the current weather conditions) to allow the Clerk to decide (in collaboration with our grounds contractors) if additional cuts are needed at Eversley Park.
 - Action – The Clerk to agree with Green Smile on weekly basis if cuts are needed, up to 15 additional cuts.**
- Communications – None.
- Grants –
 - Winchester Womens Shed – A grant request for £800.00 had been received for help towards the cost of venue hire. After discussion, it was unanimously agreed.

F/24/115 – To review and approve the amended asset register for the year ending 31 March 2024

A copy had been circulated to all Councillors before the meeting and it was unanimously agreed for adoption.

F/24/116 – To review and approve the final end of year accounts and the Annual Governance and Accountability return (including associated documents) for the year ending 31 March 2024

A copy of final end of year accounts plus sections 1 & 2 of the Annual Governance and Accountability return had been circulated to members before the meeting. It was agreed to adopt the revised accounts and no changes were made.

F/24/117 – To review internal audit report for the year ending 31 March 2024

Members reviewed the internal audit report and this will be sent to full council.

F/24/118 – To receive the statement of accounts and management reports for period ended 31 May 2024

A copy had been circulated to all Councillors before the meeting. The Clerk gave a

presentation to members and no changes were made.

F/24/119 – Review of fees & charges for burial ground

This is to be sent the June full council meeting for discussion.

F/24/123 – To authorise the payment listing

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

F/24/121 – Review of Parish Council deposits – Meeting with CCLA regarding the Public Sector Deposit Fund

Following review of the documentation provided, and a recommendation by our internal auditor, it was agreed to place any funds held above a 3-month financial buffer be placed in deposit with CCLA public sector deposit fund.

Due to the nature of this investment product, it was agreed to give the Clerk/RFO the discretion to remove money from the fund based on conditions in the financial markets. The balance of the deposit fund will be reviewed the by the committee on a monthly basis. The initial deposit will be approved at the next committee meeting will be approximately £34,940.00.

Action – Send this decision to full council for ratification.

F/24/122 – Updates (if any):

- Potential additional community use for Kings Worthy Community Centre – No update.
- Adjustments to the office door – No update.
- Meeting with Tubbs Hall Management Committee to discuss potential replacement automatic door closer and proposed sub-lease – The Clerk had chased the committee for a meeting.

Action – The Clerk will continue to chase them.

- Induction loop for the meeting room – No update.

F/24/123 – Remuneration & staffing

- Deputy Clerk annual leave – It was agreed to allow the Deputy Clerk to take her 2024/25 bank holiday leave as general leave, working the bank holidays. This will have to be approved by the Clerk.

F/24/124 – Tubbs Hall – landlord’s responsibilities

- Fire door works update – The Clerk noted that the fire door has arrived and M.R.S. services will install this on Sunday.

F/24/125 – Potential change of asset register software

The Clerk noted that the current software is very dated and hard to use. Parish Online (the Council’s current mapping software provider) offer an asset register module.

It was agreed to adopt this software if the internal auditor is happy it meets our needs.

Action – Send an example report to the internal auditor for review.

F/24/126 – New website, email system and gov.uk domain

A report is being prepared including the potential for Council owned devices (to reduce ongoing costs and help ensure data protection compliance). The estimated one-off capital cost for this is approximately £2,760.00 - £4,420.00. Members agreed this proposal if it results in a reduction in ongoing costs versus other providers.

F/24/127 – Legal issues

None.

F/24/128 – Items for inclusion in council communications

- Grants

F/24/129 – Responsible Finance Officer/Clerk’s Notices

None.

F/24/130 – Chairman’s Notice

None.

F/24/131 – Items for discussion at the next meeting on 17 July 2024

- Council Storage proposal

Meeting Closed at 20:52

Signed:

Date:

Management Accounts for the period ending 31st March 2024 (final)

Income

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn (2023/24)
Community Infrastructure Levy	£9,507.31	£9,507.31	£16,956.39	£7,449.08	£16,956.39
Finance, Administration & Remuneration	£184,096.44	£184,096.44	£199,630.40	£15,533.96	£199,613.14
Kings Worthy Community Centre	£7,930.97	£7,930.97	£3,355.86	£-4,575.11	£5,276.53
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£7,633.65	£7,633.65	£13,728.23	£6,094.58	£13,728.23
Totals:	£209,168.37	£209,168.37	£233,670.88	£24,502.51	£235,574.30

Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn (2023/24)
Community Infrastructure Levy	£83,447.38	£83,447.38	£84,466.08	£1,018.70	£84,466.08
Finance, Administration & Remuneration	£107,921.03	£107,921.03	£111,173.22	£-3,252.19	£110,244.48
Kings Worthy Community Centre	£11,120.16	£11,120.16	£9,603.38	£1,516.78	£10,541.17
Planning & Highways	£11,070.00	£11,070.00	£8,619.91	£2,450.09	£8,717.54
Recreation & Amenities	£94,196.54	£94,196.54	£123,375.10	£-29,178.57	£125,403.26
Totals:	£307,755.10	£307,755.10	£337,237.69	£-27,445.19	£339,372.52

Position - Actual (including CIL income & CIL expenditure)

	Annual Budget	Budget Year to Date*	Actual Year to Date	Variance Year to Date	Forecast Outturn (2023/24)
Actual Year to Date Position	£-98,586.74	£-98,586.74	£-103,566.81	£-4,980.07	£-103,798.23

Memorandum Position - (Excluding CIL income, CIL expenditure, E.P. play area spend & large capital projects)

Memorandum Year to Date Position:	£-6,269.15	£-6,269.15	£-11,741.86	£-5,472.71	£-11,973.28
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Balance Sheet for period ending 31st March 2024

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£4,672.91
Unity Trust Tailored Deposit Account (2.77% AER)	£89,500.60
Sub-Total:	£94,173.51
<u>Investments/Deposits</u>	
Nationwide Variable (35-day notice) – 3.35% AER	£87,558.15
Sub-Total:	£87,558.15
<u>Other</u>	
B4B Procurement Card	£46.76
Debtors	£2,975.10
Prepayments	£729.84
Sub-Total:	£3,751.70
Total Current Assets:	£185,483.36
Current Liabilities	
Trade Creditors	£46,985.46
Retentions	£0.00
Accruals	£4,093.51
PAYE Payments Due	£521.40
NI Payments Due	£778.44
Pension Payments Due	£1,403.50
VAT to be Paid	£0.00
VAT to be Reclaimed	-£1.92
VAT that has been reclaimed but not received	-£7,281.63
Total Current Liabilities:	£46,498.76
Current Assets Minus Liabilities:	£138,984.60
Earmarked Funds in Reserve	
Play area maintenance reserve (£4868.71 allocated for future retention)	£23,839.37
CIL Reserve	£2,186.25
Total Current Liabilities:	£26,025.62
Net Assets	
General Reserves (inc. £19,297.65 for tree works)	£216,695.60
Profit & Loss Year to Date	-£103,736.62
Total Net Assets:	£112,958.98
Adjusted P&L YTD to allow for overstatement of output VAT	-£103,566.81

Management Accounts for the period ending 31st May 2024

Income

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
Finance, Administration & Remuneration	£188,642.50	£31,080.15	£30,991.00	-£89.15
Kings Worthy Community Centre	£11,613.21	£1,935.54	£366.00	-£1,569.54
Planning & Highways	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£51,698.60	£2,606.44	£581.50	-£2,024.94
Totals:	£251,954.32	£35,622.13	£31,938.50	-£3,683.63

Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date
Community Infrastructure Levy	£393.22	£393.22	£0.00	-£393.22
Finance, Administration & Remuneration	£110,805.95	£19,133.09	£16,833.91	£2,299.18
Kings Worthy Community Centre	£17,476.72	£4,024.38	£3,080.11	£944.27
Planning & Highways	£9,386.39	£0.00	£337.58	-£337.58
Recreation & Amenities	£149,305.81	£40,794.52	£54,083.76	-£13,289.24
Totals:	£287,368.09	£64,345.21	£74,335.36	-£10,776.59

Position - Actual (including CIL income & CIL expenditure)

	Annual Budget	Budget Year to Date*	Actual Year to Date	Variance Year to Date
Actual Year to Date Position	-£35,413.77	-£28,723.08	-£42,396.86	-£13,673.78

Memorandum Position - (Excluding Fraser Road play area, CIL income & CIL expenditure)

Memorandum Year to Date Position:	-£5,608.77	£1,594.23	-£24,109.39	-£25,703.62
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Balance Sheet for period ending 31st May 2024

Bank Accounts	
Unity Trust Bank Current Account	£3,534.04
Unity Trust Tailored Deposit Account (2.77% AER)	£98,159.20
Sub-Total:	£101,693.24
Investments/Deposits	
Nationwide Variable (35-day notice) – 3.35% AER	£85,000.00
Sub-Total:	£85,000.00
Other	
B4B Procurement Card	£153.97
Debtors	£0.00
Prepayments	£0.00
Sub-Total:	£153.97
Total Current Assets:	£186,847.21
Current Liabilities	
Trade Creditors	£37,235.55
Retentions	£0.00
Accruals	£61,982.00
PAYE Payments Due	£542.80
NI Payments Due	£719.76
Pension Payments Due	£1,388.09
VAT to be Paid	£0.00
VAT to be Reclaimed	-£11,611.73
VAT that has been reclaimed but not received	£0.00
Total Current Liabilities:	£90,256.47
Current Assets Minus Liabilities:	£95,590.74
Earmarked Funds in Reserve	
Play area maintenance reserve	£23,839.37
CIL Reserve	£19,142.64
Total Current Liabilities:	£42,982.01
Net Assets	
General Reserves	£96,002.59
Profit & Loss Year to Date	-£42,396.86
Total Net Assets:	£53,605.73

Payment Authorisation Listing – June 2024

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
20/05/2024	R&A	Plane Arboriculture Ltd	Conduct a site investigation and prepare an arboricultural condition survey report	Tree Works	£255.00	£0.00
				Total:	£	£0.00

Payments to be authorised

20/05/2024	FAR	Cllr Ian Gordon	Mileage to and from Hampshire Association of Local Councils annual conference	Travel & Subsistence	£20.16	£0.00
21/05/2024	R&A	Winchester City Council	Annual play inspection & life expectancy assessment	Playground Maintenance	£456.84	£0.00
23/05/2024	FAR (KWCC)	Amazon EU UK Branch	Articulated arm door closer	Fire Safety	£79.71	£0.00
23/05/2024	FAR	Acord Press Swindon Ltd	A5 newsletter including fulfilment & postage	Leaflets & Publications (including newsletter)	£2,454.24	£0.00

24/05/2024	R&A	Earth Anchors Ltd	Wheelistat bin posts (x11) + ground anchors and installation tools	Open Spaces Maintenance	£2,458.80	£0.00
31/05/2024	FAR	Pear Technology Ltd	Asset Manager Technical Support & Updates until 31/05/2025	Computer Software	£96.00	£0.00
31/05/2024	R&A	Redlynch Leisure Installations	Repairs to Fraser Road play area including additional replacement fencing + Repairs to wet pour surfacing (additional)	Playground Maintenance	£18,782.40	£0.00
06/06/2024	FAR	Do The Numbers Ltd	Internal audit for the year ending 31 March 2024 (including £350.00 discount for exemplary records)	Internal Audit Fee	£500.00	£0.00
06/06/2024	FAR	M.R.S. Services	Supply of temporary fence panels for Fraser Road play area	Playground Maintenance	£73.19	£0.00
			Sub-Total of the above:		£24,921.34	£0.00
06/06/2024	R&A	M.R.S. Services	Monthly inspections of play areas, open spaces and defibrillators (May 2024)	Maintenance Technician - General Repairs	£264.00	£0.00
06/06/2024	R&A	M.R.S. Services	Pick up two broken posts at Eversley Park and place in bin at Eversley Park	Maintenance Technician - General Repairs	£11.00	£0.00
06/06/2024	R&A	M.R.S. Services	Take down temporary panels at Fraser Road	Playground Maintenance	£22.00	£0.00
06/06/2024	P&H	M.R.S. Services	Collect speed sign and batteries from the office and put up at Springvale Road (Nations Hill)	Speeding Initiatives	£33.00	£0.00
06/06/2024	R&A	M.R.S. Services	Check drain at Eversley Park during down pour	Maintenance Technician - General Repairs	£11.00	£0.00

06/06/2024	R&A	M.R.S. Services	Check water level and turn on water feature at Lovedon Lane Burial Ground	Burial Ground - General Maintenance	£11.00	£0.00
06/06/2024	P&H	M.R.S. Services	Change speed sign around at Springvale Road (Nations Hill)	Speeding Initiatives	£22.00	£0.00
06/06/2024	R&A	M.R.S. Services	Check work to install new equipment at Eversley Park	Playground Maintenance	£11.00	£0.00
				Invoice Total:	£385.00	£0.00
09/06/2024	FAR	Amazon EU UK Branch	Brackets, spray bottle and double sided tape (x2)	Miscellaneous Expenditure	£26.20	£0.00
09/06/2024	FAR	GLOBEGOU UK LTD	Privacy window film	Miscellaneous Expenditure	£7.98	£1.33
10/06/2024	FAR	Christopher Read	Reclaim of eye examination	Miscellaneous Expenditure	£39.00	£0.00
11/06/2024	R&A	Wicksteed Leisure Ltd	Installation of new accessible roundabout and talking flowers	Playground Maintenance	£14,871.86	£0.00
11/06/2024	R&A	Wicksteed Leisure Ltd	Post installation inspection for accessible roundabout	Playground Maintenance	£459.90	£0.00
				Total:	£25,345.34	£0.00

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
03/05/2024	R&A	Business Stream	Water supply (20/01/2024 - 19/04/2024)	Water Rates - Eversley Park	£24.60	£0.00
03/05/2024	R&A	Business Stream	Water supply (20/01/2024 - 19/04/2024)	Burial Ground - Waste Rates	£27.98	£0.00
07/05/2024	FAR (KWCC)	Business Stream	Water supply monthly charge	Water Rates - Tubbs Hall	£20.00	£0.00

14/05/2024	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£131.49	£0.00
15/05/2024	FAR (KWCC)	Winchester City Council	Business rates for Parish Office	Business Rates - Tubbs Hall	£61.00	£0.00
16/05/2024	FAR	Sage Global Services Ltd	SAGE accounting software - monthly	Computer Software	£33.60	£0.00
20/05/2024	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£76.75	£0.00
28/05/2024	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Contract Maintenance	£4,799.80	£0.00
Total:					£5,175.22	£0.00

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/05/2024	FAR	Parish Council employees	May salaries, National Insurance, PAYE and Pensions	Employee Wages and Salaries / NI / PAYE/ Pensions	£6,592.02	None
Total:					£6,592.02	£0.00

Procurement Card Payments (including transaction fees where applicable)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
15/05/2024	P&H	Royal Mail Group Ltd (t/a Parcelforce)	Parcel collection and return (express48) for speed sign	Speeding Initiatives	£101.50	£0.00
17/05/2024	FAR (KWCC)	Safelincs Ltd	2x Replacement fire alarm batteries	Fire Safety	£41.57	£0.00
18/05/2024	FAR	Microsoft	Monthly Office 365 subscription	Computer Software	£20.64	£0.00
21/05/2024	FAR (KWCC)	Seton (a division of Brady Corporation Ltd)	Accessible toilet and baby changing sign	Fire Safety	£16.06	£0.00

22/05/2024	FAR (KWCC)	Brass Works Ltd	Toilet door lock (with facility indicator)	Fire Safety	£47.89	£0.00
22/05/2024	FAR	GiffGaff	Emergency phone - monthly goodybag	Miscellaneous Expenditure	£6.00	£0.00
29/05/2024	FAR	Post Office	1st Class recorded delivery	Postage & Carriage	£7.95	£0.00
31/05/2024	FAR	Payment card solutions t/a B4B payments	Monthly transaction fees (April payments only)	Bank Charges & Interest	£8.69	£0.00
				Total:	£250.30	£0.00