

**Minutes of the Finance, Administration & Remuneration Committee meeting
held on Thursday, 16 May 2024 at 19:30
held in Kings Worthy Community Centre, Fraser Road**

Attendees

Councillors Emily Fish, Ian Gordon (Chair) Mandy Hallisey & Matthew Miller-Hall

Clerk(s)

Parish Clerk (Christopher Read)

Apologies

None.

Members of the public

None.

F/24/090 – 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/24/091 – Impact of COVID-19 (including meeting recommendations)

It was agreed to keep the current recommendations.

F/24/092 - To agree and sign the Minutes of the Meeting held on 17 April 2024

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

F/24/093 – Matters arising from the meeting held on 17 April 2024

None.

F/24/094 – Proposed new expenditure for Finance approval

- Planning & Highways – None.
- Finance, Administration & Remuneration –
 - Renewal of energy contracts for Kings Worthy Community Centre – Members reviewed a cost comparison sheet from multiple suppliers. It was agreed to go with a 12-month fixed price contract from Octopus Energy and the Clerk will check which offering (standard or no standing charge) is most cost effective for our energy usage.

Action – Compare the two 12-month offerings for full council on Monday 22nd May.

- CCTV maintenance contract – Following the installation of the new CCTV cameras and DVR, a quotation had been obtained for an ongoing maintenance contract. This was reviewed against our current provider, and it was agreed to proceed with a 12-month contract with Stag Security at a total cost £160.00 per annum.
- Recreation & Amenities – None.
- Communications – None.
- Grants – None.

F/24/095 – To receive the statement of accounts and management reports for period ended 31st March 2024 (including second draft end of year accounts)

The Clerk/RFO gave a presentation of the accounts circulated to members before the meeting (see attached). No changes were made.

The Clerk noted that a small overstatement of VAT owed to HMRC had been made (due to need for a manual correction following an HMRC overpayment) and that HMRC had already been notified, and this will be adjusted on the next VAT return.

F/24/096 – To receive the statement of accounts and management reports for period ended 30th April 2024

The Clerk/RFO gave a presentation of the accounts circulated to members before the meeting (see attached). No changes were made.

F/24/097 – Review of fees & charges

Members reviewed the fees proposal based on a flat increase across all items.

Action - It was agreed to send this to full council in June for ratification.

F/24/098 – To authorise the payment listing

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

F/24/099 – Parish Council play areas –

- Fraser Road play area repair works – The Clerk noted that the inspection was booked for the following morning and that if verbal confirmation is given, the Clerk will go ahead and open the park.
- Review of Parish Council deposits – Meeting with CCLA regarding the Public Sector Deposit Fund – The Clerk is to circulate the documentation and any questions are to be sent back to the office.
- Potential additional community use for Kings Worthy Community Centre – No update.
- Adjustments to the office including wooden counter – It was agreed that if the reviewed proposal was more cost effective than the previous counter solutions, then the Clerk can go ahead with these works.
- Meeting with Tubbs Hall Management Committee to discussed potential replacement automatic door closer and proposed sub-lease – No update.

- Potential induction loop for meeting room – The Clerk note that the range of the portable units is limited. After discussion, it was agreed for the Clerk to proceed with a cabled unit, assuming it can be easily fitted.

F/24/100 – Remuneration & staffing

None.

F/24/101 – Tubbs Hall – landlord’s responsibilities

- Fire door works – The Clerk confirmed that the new fire door will be arriving on Monday 20th May.

F/24/102 – New website, email system and gov.uk.domain

Members had reviewed the costs so far obtained and once all costs and information have been received, a recommendation will be made at the next meeting.

F/24/103 – Legal issues

- Allotment access for Lovedon Fields – Members agreed for the Clerk to obtain further advice on potential solutions to the allotment access issue.

F/24/104 – Items for inclusion in council communications

None.

F/24/105 – Responsible Finance Officer/Clerk’s Notices

None.

F/24/106 – Chairman’s Notices

None.

F/24/107 – Items for discussion at the next meeting on 12 June 2024

Asset management software

Cllr Fish gave her apologies for the next meeting.

Meeting Closed at 20:39

Signed:

Date:

Management Accounts for the period ending 31st March 2024

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
-----------------------------------	-------------------	-------------------	--------------------	-------------------	--------------------

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	£4,868.71
Accruals	£4,093.51
PAYE Payments Due	£354.16
NI Payments Due	£945.68
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:	£51,367.47
Current Assets Minus Liabilities:	£134,115.89
Earmarked Funds in Reserve	
Play area maintenance reserve	£18,970.66
CIL Reserve	£2,186.25
Total Current Liabilities:	£21,156.91
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

Payment Authorisation Listing – May 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
20/04/2024	R&A	Southern Ground Care Ltd	Renovation of the bottom football pitch	Pitch Maintenance	£7,680.00	£0.00
24/03/2024	FAR	EKS Accounting	Payroll services for February, March & April 2024 + Payroll year end for 2023/24	Accountancy, Book-keeping and Payroll	£234.00	£0.00
				Total:	£7,914.00	£0.00

Payments to be authorised

15/04/2024	FAR	Annodata Limited	Copier rental (22/02/24 to 21/05/24)	Printing	£140.99	£0.00
16/04/2024	R&A	Stag Systems	Installation of additional CCTV and DVR	Playground Maintenance	£3,786.79	£0.00
17/04/2024	FAR	Amazon EU UK Branch	512gb flash drive	Miscellaneous Expenditure	£39.99	£0.00
17/04/2024	P&H	Hampshire County Council	Streetlighting charges (including Maintenance charge) for 01/10/2023 - 31/03/2024	Street Lighting	£4,912.21	£0.00

17/04/2024	R&A	H.S. Jackson & Son (Fencing) Ltd	15x 1.2m 150mm diameter bollards (including delivery)	Open Spaces Maintenance	£320.34	£0.00
18/04/2024	FAR	Amazon EU UK Branch	Logitech Desk Mat	Miscellaneous Expenditure	£12.79	£0.00
19/04/2024	FAR (KWCC)	PUYA Ltd	Secure enclosure box	CCTV & Security	£120.00	£0.00
21/04/2024	FAR	Fast and Fair UK Ltd	Rawlplug Polyester Resin	Miscellaneous Expenditure	£15.70	£0.00
22/04/2024	R&A	Ad Fontes Company Ltd	Square head bolts (pack of 5)	Signs	£7.49	£1.12
29/04/2024	FAR	Annodata Limited	Copier rental (22/05/2024 - 21/08/2024)	Printing	£140.99	£0.00
30/04/2024	FAR (KWCC)	Safelincs Ltd	New FD60 fire door and frame set	Fire Safety	£1,051.18	£0.00
01/05/2024	FAR	Moore Pharmacy Ltd	Sticky Stuff Remover Gel	Miscellaneous Expenditure	£6.07	£0.00
01/05/2024	FAR	EVO Distribution Limited	Toughprint A4-Laser Waterproof Paper (25 Sheets) x 2	Printing	£55.14	£0.00
01/05/2024	FAR	Stapleoffice LTD	Manilla Envelopes (x50)	Office Stationery	£4.79	£0.00
01/05/2024	FAR (KWCC)	BRASS WORKS LTD	FIRE DOOR KEEP SHUT SIGNAGE (x2)	Fire Safety	£7.98	£0.00
01/05/2024	R&A	CMMOOR LTD	Sticker application tool kit	Signs	£6.15	£0.00
05/05/2024	R&A	M.R.S. Services	Cut trench in tarmac at Kings Worthy Community Centre to allow CCTV installation	Playground Maintenance	£105.00	£0.00
05/05/2024	R&A	M.R.S. Services	Install new CCTV post	Playground Maintenance	£226.50	£0.00
05/05/2024	R&A	M.R.S. Services	Install extra kerb stones at Eversley Park car park	Open Spaces Maintenance	£308.35	£0.00
05/05/2024		M.R.S. Services	Hire of temporary fencing at Fraser Road play area (01/04/2024 - 30/04/2024)	Playground Maintenance	£85.73	£0.00
				Sub-Total of the above:	£11,354.18	£1.12

05/05/2024	R&A	M.R.S. Services	Monthly inspections of play areas, open spaces and defibrillators - April 2024	Maintenance Technician - General repairs	£330.00	£0.00
05/05/2024	P&H	M.R.S. Services	Remove speed sign from Elan Court, return to office and erect in Stoke Charity Road	Speeding Initiatives	£33.00	£0.00
05/05/2024	R&A	M.R.S. Services	Clean out drain at Eversley Park	Maintenance Technician - General repairs	£33.00	£0.00
05/05/2024	P&H	M.R.S. Services	Change speed sign around at Stoke Charity Road	Speeding Initiatives	£22.00	£0.00
05/05/2024	P&H	M.R.S. Services	Remove speed sign from Stoke Charity Road, return to office and erect in Springvale Road (Nations Hill)	Speeding Initiatives	£33.00	£0.00
05/05/2024	P&H	M.R.S. Services	Remove speed sign and return to office due as it was not working correctly	Speeding Initiatives	£22.00	£0.00
05/05/2024	R&A	M.R.S. Services	Check work being done at Fraser Road play area	Playground Maintenance	£11.00	£0.00
05/05/2024	P&H	M.R.S. Services	Collect speed sign and erect in Nations Hill, still not working thus returned to office.	Speeding Initiatives	£33.00	£0.00
05/05/2024	R&A	M.R.S. Services	Look at damaged adult exercise equipment	Maintenance Technician - General repairs	£11.00	£0.00
05/05/2024	R&A	M.R.S. Services	Remove bars and 1 post from adult exercise equipment	Maintenance Technician - General repairs	£38.50	£0.00
05/05/2024	R&A	M.R.S. Services	Check for broken slab at Eversley Park and temporarily fill up to make safe	Maintenance Technician - General repairs	£16.50	£0.00

				Invoice Sub-Total:	£583.00	£0.00
10/05/2024	FAR	Storm Trading Group Ltd	10 x White Rigid Polystyrene Foam Sheets 600mm Long x 400mm Wide x 25mm	Miscellaneous Expenditure	£14.65	£0.00
10/05/2024	FAR (KWCC)	Catersparesuk Ltd	2x FC02 water filter cartridges	Kitchen & Equipment	£41.00	£0.00
12/05/2024	FAR	Amazon EU UK Branch	Superglue	Miscellaneous Expenditure	£2.00	£0.00
12/05/2024	FAR	Amazon EU UK Branch	10x A3 polystyrene board, ring binder popper wallet & address labels	Postage & Carriage / Office Stationery / Printing	£31.35	£0.00
				Total:	£12,026.18	£1.12

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
05/04/2024	FAR (KWCC)	Business Stream	Water supply monthly charge	Water Rates - Tubbs Hall	£20.00	£0.00
15/04/2024	FAR (KWCC)	Winchester City Council	Business rates for Parish Office	Business Rates - Tubbs Hall	£60.39	£0.00
15/04/2024	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£177.17	£0.00
16/04/2024	FAR (KWCC)	Octopus Energy Ltd	Electricity & Gas - monthly	Electricity & Gas - Tubbs Hall	£460.47	£0.00
17/04/2024	FAR	Sage Software Ltd	SAGE accounting software - monthly	Computer Software	£33.60	£0.00
18/04/2024	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£90.38	£0.00

29/04/2024	FAR (KWCC)	Biffa Municipal Ltd	Additional bin emptying (general waste)	Waste Collection Charges	£23.14	£0.00
29/04/2024	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Contract Maintenance	£4,799.80	£0.00
30/04/2024	R&A	Business Waste Ltd	Excess weight charge	Open Spaces Maintenance	£27.46	£0.00
				Total:	£5,692.41	£0.00

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/03/2024	FAR	Parish Council employees	March 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
06/04/2024	FAR	GiffGaff	Office phone - monthly goodybag - including transaction fee	Miscellaneous Expenditure	£6.00	£0.00
06/04/2024	FAR	Springvale Stores	Refreshments for annual litter pick	Miscellaneous Expenditure	£9.65	£0.00
06/04/2024	FAR	Post Office	2nd Class signed for postage	Postage & Carriage	£8.79	£0.00
09/04/2024	FAR / FAR (KWCC)	Toolstation UK	Dome nuts, wall plugs, batteries and filler	Miscellaneous Expenditure / Fire Safety	£26.03	£0.00
09/04/2024	R&A	Sign Trade Supplies	Sign channel (various lengths), flat bar (various lengths), post caps and fixings	Signs	£235.36	£0.00

19/04/2024	FAR	Microsoft	Monthly Office 365 subscription	Computer Software	£20.64	£0.00
22/04/2024	FAR	GiffGaff	Emergency phone - monthly goodybag	Miscellaneous Expenditure	£6.00	£0.00
26/04/2024	FAR	Avangate UK	Annual subscription for Security software	Computer Software	£69.99	£0.00
30/04/2024	FAR	Payment card solutions t/a B4B payments	Monthly transaction fees (April payments only)	Bank Charges & Interest	£4.63	£0.00
01/05/2024	FAR	Shutterstock Ireland Ltd	Two stock photo purchase credits (including licences)	Signs	£16.80	£0.00
01/05/2024	FAR	Shutterstock Ireland Ltd	Two stock photo purchase credits (including licences)	Signs	£16.80	£0.00
06/05/2024	FAR	GiffGaff	Monthly sim plan (Office phone)	Miscellaneous Expenditure	£6.00	£0.00
09/05/2024	FAR / FAR (KWCC)	Safelincs Ltd	Intumescent frame packers and fire rated foam	Fire Safety	£70.61	£0.00
09/05/2024	R&A	HolloGraphics Ltd (t/a stickers4.com)	2x D-Day commemoration window stickers (large)	Signs	£29.98	£0.00
09/05/2024	FAR	St John Ambulance	Fire Marshal training course for Clerk	Fire Safety	£195.60	£0.00
Total:					£722.88	£0.00