

**Kings Worthy Parish Council**

**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, Emily Fish & Mandy Hallisey

**Clerk(s)**

Parish Clerk (Christopher Read)

**Apologies**

Cllr Miller-Hall (The committee resolved to approve Cllr Miller-Hall's reason for absence)

**Members of the public**

None.

**F/24/132 – 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/24/133 – Impact of COVID-19 (including meeting recommendations)**

It was agreed to keep the current recommendations.

**F/24/134 - To agree and sign the Minutes of the Meeting held on 12 June 2024**

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

**F/24/135 – Matters arising from the meeting held on 12 June 2024**

None.

**F/24/136 – Proposed new expenditure for Finance approval**

- Planning & Highways – None.
- Finance, Administration & Remuneration –
  - Sage accounting software – The Clerk had been notified that the Sage subscription will be increasing from £28.00 to £33.00 per month. It was unanimously agreed to approve this.
- Recreation & Amenities – None.
- Communications – None.
- Grants – None.

## **F/24/137 – Defibrillator warranty expiration, potential replacement units and training**

Following advice from our insurance broker, the Clerk had obtained advice from the Community Heartbeat (a charity that provides support and advice for community defibrillator). Members reviewed the details of the units recommended and suggested proceeding with the unit made by Zoll.

## **F/24/138 – To receive the statement of accounts and management reports for period ended 30 June 2024**

A copy had been circulated to all Councillors before the meeting. The Clerk gave a presentation to members and no changes were made.

After discussion, it was agreed to recommend to full council that we proceed with depositing funds with the PSDF. The initial deposit will be £71,842.02 and the Clerk/RFO will be given authority to withdraw funds when required (as per the Council's other deposits).

### **Action – Send this decision to full council for ratification.**

Following VAT advice, it was agreed to recharge Tubbs Hall Management Committee for their share of the building insurance.

## **F/24/139 – To authorise the payment listing**

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

## **F/24/140 – Internal audit report items**

- Council use of the CCLA public sector deposit fund (PSDF) – After discussion, it was agreed to recommend to full council that we proceed with depositing funds with the PSDF. The initial deposit will be £71,842.02 and the Clerk/RFO will be given authority to withdraw funds when required (as per the Council's other deposits). This will be subject to obtaining a copy of a credit check, as per the Council's investment policy.

### **Action – Send this decision to full council for ratification.**

- Council storage facilities – Members asked the Clerk to prepare a report considering a range of options (including current storage) for the next meeting.

### **Action – Clerk to prepare a report for the next meeting**

## **F/24/141 – Updates (if any):**

- Potential additional community use for Kings Worthy Community Centre – No update.
- Adjustments to the office door – Chased with contractor, no update.
- Meeting with Tubbs Hall Management Committee (THMC) to discuss potential replacement automatic door closer and proposed sub-lease –

The Clerk had chased the committee for a meeting.

Following discussion and due to the lack of a meeting date being forthcoming, it was agreed to proceed with getting the Council's solicitor to draft a sub-lease which will be shared with THMC once complete. It was agreed to proceed with a budget of

£1,500.00.

**Action – Clerk to contact the solicitor to confirm cost and proceed with drafting of the sub-lease.**

**Action – Clerk will continue to try and organise a meeting with them.**

- Induction loop for the meeting room – The Clerk is waiting for additional information on unit type and fitting from the supplier.

#### **F/24/142 – Remuneration & staffing**

- Clerk's annual leave – The Clerk present a list of requested holiday dates in the leave year. Members reviewed the dates and approved them.
- Review and approval of pensions Discretions Policy – Cllr Miller-Hall is undertaking a review of this policy.

#### **F/24/143 – Tubbs Hall – landlord's responsibilities**

- Fire door works update – The Clerk noted that the installation of the new accessible toilet door is nearly complete and awaiting the fitment of the threshold.  
The new fire door for the kitchen has been ordered but required a new frame. The additional cost for this is £251.06; this additional cost was ratified.
- Electric Vehicle charging – The office had been contacted by a company called Believ to ask permission to undertake a feasibility assessment for the installation of the public charging points on Council land. It was agreed to proceed with this assessment at Kings Worthy Community Centre.

#### **F/24/144 – Potential change of asset register software**

Following advice from the auditor it was agreed to proceed with switching to the Parish Online based system and to cancel our current support package with the current provider.

#### **F/24/145 – New website, email system and gov.uk domain**

The Clerk is awaiting advice from our internet security supplier on the best software for the proposed devices. Members reviewed a cost comparison of devices and recommended proceeding with the larger of the devices.

**F/24/146 – Legal issues** - None.

**F/24/147 – Items for inclusion in council communications** – None.

#### **F/24/148 – Responsible Finance Officer/Clerk's Notices**

Use of Eversley Park car park for youth bus – It was agreed to grant permission for the Vineyard youth bus to hold a drop-in event on Thursday 25<sup>th</sup> July.

It was also agreed to help with advertising this event on our Facebook page.

#### **F/24/149 – Chairman's Notice**

None.

#### **F/24/150 – Items for discussion at the next meeting on 17 July 2024**

Council insurance renewal.

**Meeting Closed at 20:40.**

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**Signed:**

**Date:**

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## Management Accounts for the period ending 30<sup>th</sup> June 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	£47,481.35	£16,401.20
Kings Worthy Community Centre	£11,613.21	£1,935.54	£549.00	<b>-£1,386.54</b>
Planning & Highways	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£51,698.60	£2,606.44	£13,818.69	£11,212.25
<b>Totals:</b>	<b>£251,954.32</b>	<b>£35,622.13</b>	<b>£61,849.04</b>	<b>£26,226.91</b>

### 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	<b>-£393.22</b>
Finance, Administration & Remuneration	£110,805.95	£19,133.09	£26,567.93	<b>-£7,434.84</b>
Kings Worthy Community Centre	£17,476.72	£4,024.38	£4,444.22	<b>-£419.84</b>
Planning & Highways	£9,386.39	£0.00	£392.58	<b>-£392.58</b>
Recreation & Amenities	£149,305.81	£40,794.52	£72,472.83	<b>-£31,678.31</b>
<b>Totals:</b>	<b>£287,368.09</b>	<b>£64,345.21</b>	<b>£103,877.56</b>	<b>-£40,318.79</b>

### 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	<b>-£35,413.77</b>	<b>-£28,723.08</b>	<b>-£42,028.52</b>	<b>-£13,305.44</b>

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

Memorandum Year to Date Position:	<b>-£5,608.77</b>	<b>£1,594.23</b>	<b>-£23,741.05</b>	<b>-£25,335.28</b>
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## Balance Sheet for period ending 30<sup>th</sup> June 2024

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£15,612.21
Unity Trust Tailored Deposit Account (2.75% gross)	£50,377.24
<b>Sub-Total:</b>	<b>£65,989.45</b>
<u>Investments/Deposits</u>	
Nationwide Variable (35-day notice) – (3.35% gross)	£85,000.00
<b>Sub-Total:</b>	<b>£85,000.00</b>
<u>Other</u>	
B4B Procurement Card	£306.13
Debtors	£766.59
Prepayments	£0.00
<b>Sub-Total:</b>	<b>£1,072.72</b>
<b>Total Current Assets:</b>	<b>£152,062.17</b>
Current Liabilities	
Trade Creditors	£20,897.58
Retentions	£789.06
Accruals	£46,486.50
PAYE Payments Due	£542.80
NI Payments Due	£719.76
Pension Payments Due	£1,388.09
VAT to be Paid	£8.51
VAT to be Reclaimed	-£15,725.21
VAT that has been reclaimed but not received	£0.00
<b>Total Current Liabilities:</b>	<b>£55,107.09</b>
<b>Current Assets Minus Liabilities:</b>	<b>£96,955.08</b>
Earmarked Funds in Reserve	
Play area maintenance reserve	£23,839.37
CIL Reserve	£19,142.64
<b>Total Current Liabilities:</b>	<b>£42,982.01</b>
Net Assets	
General Reserves	£96,002.59
Profit & Loss Year to Date	<b>-£42,029.52</b>
<b>Total Net Assets:</b>	<b>£53,973.07</b>

## Payment Authorisation Listing – July 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
09/04/2024	FAR	Hampshire Association of Local Councils	HALC Affiliation Fees 2024/25 & NALC Levy 2024/25	Subscriptions	£1,059.00	£0.00
17/05/2024	FAR (KWCC)	Fire Link Ltd	Basic fire extinguisher service, Basic fire blanket service Fire Alarm & Emergency Lighting Test - annual fee & attendance fee	Fire Safety	£396.24	£0.00
31/05/2024	FAR	Surrey Hill Solicitors	Legal advice related to an open space transfer	Legal & Professional Fees	£1,080.00	£0.00
12/06/2024	FAR	Christopher Read	Reclaim of basic eye exam	Miscellaneous Expenditure	£39.00	£0.00
14/06/2024	R&A	Kompan Ltd	Offloading facilities (3rd party) for play equipment at Fraser Road	Playground Maintenance	£878.40	£0.00
14/06/2024	FAR	Ink Jungle Ltd	HP 935XL High Capacity Ink Cartridge Colour Combo Pack	Printing	£80.48	£0.00
17/06/2024	FAR / FAR (KWCC)	Amazon EU UK Branch	Fire door closer, A3 board and staples	Fire Safety / Miscellaneous	£75.89	£0.00

				Expenditure / Office Stationery		
21/06/2024	R&A	Sovereign Design Play Systems Ltd	Full invoice for supply / install of equipment	Playground Maintenance	£240.00	£0.00
02/07/2024	FAR (WKCC)	Safelincs Ltd	Replacement fire door for the kitchen (including new frame and carriage)	Fire Safety	£1,334.40	£0.00
09/07/2024	R&A	HolloGraphics Ltd t/a Stickers4	30x dual use bin stickers, 40x litter bin stickers & 20x HGV stickers	Litter Pickers & Bins / Signs	£374.15	£0.00
				<b>Total:</b>	<b>£5,557.56</b>	<b>£0.00</b>

### Payments to be authorised

18/06/2024	FAR (KWCC)	CheckFire Ltd t/a FireSealsDirect	Finger guard & hinges	Fire Safety	£27.52	£0.00
18/06/2024	FAR (KWCC)	Fire Essentials Ltd	Pack of 24 intumescent fire door pads (x24)	Fire Safety	£9.47	£0.00
19/06/2024	FAR (KWCC)	Fire Door Closers Limited	Fire Door Pull Door Sign - 76mm Disc	Fire Safety	£6.98	£0.00
20/06/2024	FAR (KWCC)	Fire Door Closers Limited	Fire Door Push Door Sign - 76mm Disc	Fire Safety	£10.47	£0.00
20/06/2024	FAR (KWCC)	Fire Door Closers Limited	Fire Door Pull Door Sign - 76mm Disc	Fire Safety	£3.49	£0.00
25/06/2024	FAR (KWCC)	COMPLETE FIRE PROTECTION LIMITED t/a FirePlug Fire & Acoustics	FrameFit Bottom Door Seal Based on Leaving a Maximum 8mm Gap	Fire Safety	£150.37	£0.00
27/06/2024	FAR (KWCC)	COMPLETE FIRE PROTECTION LIMITED t/a FirePlug Fire & Acoustics	FrameFit Fire Rated Threshold Seal - Designed For Uneven Floors	Fire Safety	£54.26	£0.00
28/06/2024	R&A	Green Smile Ltd	Cutting up and removing fallen tree, branches and stump from inside the 5 bar gate to the bottom football pitch. Clearing the ground	Open Spaces Maintenance	£144.00	£0.00



			and removing all waste. + Waste removal			
30/06/2024	FAR	Offsite Archive Storage & Integrated Services UK Ltd	Storage Period: 01/07/2024 - 30/09/2024 - Box-it size 1; Storage Period: 01/07/2024 - 30/09/2024 - Box-it size 2	Document Storage	£34.58	£0.00
01/07/2024	FAR (KWCC)	Direct2Market Limited	Door Finger Pinch Guard Child Safety Protector Rear Side - 1950mm (pack of 2)	Fire Safety	£59.39	£0.00
02/07/2024	FAR (KWCC)	Stag Systems Ltd	Servicing component of contract Z4629 (Contract Period: 1st July 2024 - 1st July 2025)	CCTV & Security	£192.00	£0.00
03/07/2024	FAR	Amazon EU UK Branch	Sticky notes & barrier tape	Office Stationery / Miscellaneous Expenditure	£15.26	£0.00
03/07/2024	FAR	hangzhouqiwukeyijyouxian gongsi	QWORK® 25PCS M6 Lock Nut with Nylon Insert - 304 Stainless Steel	Miscellaneous Expenditure	£13.96	£2.32
03/07/2024	R&A	Playsafety Ltd	Routine playground inspection course + exam	Playground Maintenance	£480.00	£0.00
28/06/2024	FAR	Unity Trust Bank Plc	Manual handling charge	Bank Interest & Charges	£0.30	£0.00
30/06/2024	FAR	Unity Trust Bank Plc	Account and payment charges quarter	Bank Interest & Charges	£31.95	£0.00
16/07/2024	R&A	Alpha Pets Ltd	Biodegradable compostable dog waste bags (pack of 320)	Dog Bins	£23.99	£0.00
16/07/2024	FAR	Amazon EU UK Branch	Permanent marker pen set	Office Stationery	£5.99	£0.00
16/07/2024	R&A	NORM LTD	Biodegradable dog waste bags (pack of 270)	Dog Bins	£9.99	£0.00
17/07/2024	FAR	Winchester Women's Shed	Community grant towards hire of Worthies Sports & Social Club	Grants to Village Organisations	£800.00	£0.00
<b>Total:</b>					<b>£2,073.97</b>	<b>£2.32</b>

## Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
05/06/2024	FAR (KWCC)	Business Stream	Water supply monthly charge	Water Rates - Tubbs Hall	£20.00	£0.00
07/06/2024	FAR (KWCC)	Octopus Energy Ltd	Energy supply (gas & electricity) from 01/04/2024 - 30/04/2024	Electricity - Tubbs Hall / Gas - Tubbs Hall	£290.66	£0.00
14/06/2024	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge + excess weight charges	Open Spaces Maintenance	£184.76	£0.00
14/06/2024	FAR (KWCC)	Octopus Energy Ltd	Energy supply (gas & electricity) from 01/05/2024 - 31/05/2024	Electricity - Tubbs Hall / Gas - Tubbs Hall	£93.74	£0.00
17/06/2024	FAR (KWCC)	Winchester City Council	Business rates for Parish Office	Business Rates - Tubbs Hall	£61.00	£0.00
17/06/2024	FAR	Sage Global Services Ltd	SAGE accounting software - monthly	Computer Software	£33.60	£0.00
18/06/2024	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£76.75	£0.00
24/06/2024	FAR (KWCC)	Rentokil Pest Control	Pest control services (01/04/2024 - 30/06/2024)	Pest Control	£121.92	£0.00
24/06/2024	FAR (KWCC)	Biffa Municipal Ltd	Waste collection charges (29/06/2024 - 27/09/2024)	Waste Collection Charges	£286.57	£0.00
25/06/2024	FAR	Annodata Ltd	Copier charges (22/02/2024 - 28/05/2024)	Printing	£227.52	£0.00
28/06/2024	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Contract Maintenance	£4,799.80	£0.00
<b>Total:</b>					<b>£6,196.32</b>	<b>£0.00</b>

## Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/06/2024	FAR	Parish Council employees	June salaries, National Insurance, PAYE and Pensions	Employee Wages and Salaries / NI / PAYE/ Pensions	£6,592.02	None
<b>Total:</b>					<b>£6,592.02</b>	<b>£0.00</b>

## Procurement Card Payments (including transaction fees where applicable)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
06/06/2024	FAR	GiffGaff	Office phone - monthly goodybag	Miscellaneous Expenditure	£6.00	£0.00
15/06/2024	FAR (KWCC)	CheckFire Ltd t/a FireSealsDirect	Little Fingers Slimline Finger Guard & fire door hinges (pack of 3)	Fire Safety	£27.52	£0.00
19/06/2024	FAR	Microsoft	Monthly Office 365 subscription	Computer Software	£20.64	£0.00
22/06/2024	FAR	GiffGaff	Emergency phone - monthly goodybag	Miscellaneous Expenditure	£6.00	£0.00
26/06/2024	FAR (KWCC)	Complete Fire Protection Ltd t/a FirePlug Fire & Acoustics	FrameFit Bottom Door Seal	Fire Safety	£150.37	£0.00
28/06/2024	FAR (KWCC)	Complete Fire Protection Ltd t/a FirePlug Fire & Acoustics	FrameFit Fire Rated Threshold Seal - Designed For Uneven Floors	Fire Safety	£54.26	£0.00
30/06/2024	FAR	Payment card solutions t/a B4B payments	Monthly transaction fees	Bank Charges & Interest	£3.95	£0.00
<b>Total:</b>					<b>£268.74</b>	<b>£0.00</b>