

**Minutes of the Finance, Administration & Remuneration Committee meeting  
held on Wednesday, 21 August 2024 at 19:30  
held in Kings Worthy Community Centre, Fraser Road**

**Attendees**

Councillors Emily Fish, Ian Gordon & Mandy Hallisey

**Clerk(s)**

Parish Clerk (Christopher Read)

**Apologies**

Cllr Matthew Miller-Hall (the council resolved to approve Cllr Miller-Hall's reason for absence)

**Members of the public**

None.

**F/24/151 – 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/24/152 – Impact of COVID-19 (including meeting recommendations)**

It was agreed to keep the current recommendations.

**F/24/153 - To agree and sign the Minutes of the Meeting held on 17 July 2024**

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

**F/24/154 – Matters arising from the meeting held on 17 July 2024**

None.

**F/24/155 – Proposed new expenditure for Finance approval**

- Planning & Highways – None.
- Finance, Administration & Remuneration – None.
- Recreation & Amenities –
  - Fence at Lower Broadview – Cost for both sides of the Tovey Place section of Broadview is estimated to cost of £12,670.77, this is to be sent to R&A in September and brought back to Finance for approval (if agreed).
  - Sandblasting of Burial Ground gates – Councillors considered two quotations for the sandblasting and priming of the gates. The quotations were £3,200.00

(on-site) and £1,031.00 (off-site). Councillors agreed that this was not cost effective given the cost of replacement gates.

A budget of £200.00 was agreed for the cost of materials to re-paint the gates.

- Communications – None.
- Grants – A request had been received from the Unit 12 Community Food Pantry for help with costs of providing low cost and emergency food to those in food poverty. After discussion, it was unanimously agreed to grant the full £500.00 requested. It was also agreed to offer Kings Worthy Community Centre as a collection point.

**Action – Send to full council for ratification.**

#### **F/24/156 – To receive the statement of accounts and management report for period ended 31 July 24**

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

#### **F/24/157 – Parish Council insurance renewal**

It was unanimously agreed to obtain quotations from 3 suppliers (including our current supplier) with a meeting/review to be held with all 3 suppliers. The Clerk and Chair/Vice-Chair of the committee will attend these.

**Action – Arrange meetings and obtain quotations as requested.**

#### **F/24/158 – To authorise the payment listing**

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

#### **F/24/159 – Internal audit report items**

- Council storage facilities – A report had been circulated to all members covering a range of options including hiring and various facilities. After discussion, it was unanimously agreed to obtain full costs for a Shipping Container and fenced compound for comparison.

**Action – Obtain costs for solutions for consideration.**

#### **F/24/160 – Updates (if any):**

- Potential additional community use for Kings Worthy Community Centre – No update.
- Adjustments to the office door – Ongoing, discussing with contractor M.R.S. Services.
- Update on proposed sub-lease with Tubbs Hall Management Committee (THMC) – The solicitor is drafting the sub-lease. It was agreed for an additional £500.00 be made available for our solicitor to deal with any potential queries from THMC.
- Induction loop for the meeting room – Parts were delivered yesterday and are awaiting fitment by M.R.S. Services.

#### **F/24/161 – Remuneration & staffing**

- Review and approval of pensions Discretions Policy – Being reviewed by Cllr Miller-

Hall; defer until next meeting.

### **F/24/162 – Tubbs Hall – landlord’s responsibilities**

- Fire door works update –
  - Disabled door – Awaiting fitment of threshold strip by M.R.S. Services; which has been chased.
  - Kitchen door – The door has now been fitted; awaiting final adjustments including kick plate and door hold open device (plate is on order for arrival next week).
- Potential electric vehicle charging points – Awaiting results of the viability assessment.

### **F/24/163 – New website, email system and gov.uk domain including the purchase of council devices**

The Clerk noted that our new provider offers an enhanced option including an increased mailbox, cloud storage, and subject access request tools for an additional £54.00 per annum.

After discussion, it was unanimously agreed to proceed with this for the primary office email address. As the email address is currently shared, it was also agreed to setup the main contact email address as office@ rather than clerk@.

### **F/24/164 – Legal issues**

Query regarding the play tower at Eversley Park – Given the lack of any form of response, it was agreed for the Clerk to write to manufacturer (recorded delivery) and submit a formal complaint over the lack of response.

**Action – Submit complaint as above.**

### **F/24/165 – Items for inclusion in council communications**

Grants.

### **F/24/166 – Responsible Finance Officer/Clerk’s Notices**

None.

### **F/24/167 – Chairman’s Notice**

Kids on the roof the play area train – Followin incidences of kids climbing on top of the Fraser Road play area train and carriage, it was agreed to place do not climb signage on the equipment.

### **F/24/168 – Items for discussion at the next meeting on 18 September 2024**

None.

**Meeting Closed at 20:25**

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**Signed:**

**Date:**

## Management Accounts for the period ending 31<sup>st</sup> July 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	£62,368.02	£62,805.04	£437.02
Kings Worthy Community Centre	£11,613.21	£3,871.07	£732.00	-£3,139.07
Planning & Highways	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£51,698.60	£45,966.70	£43,758.86	-£2,207.84
<b>Totals:</b>	<b>£251,954.32</b>	<b>£112,205.79</b>	<b>£107,295.90</b>	<b>-£4,909.89</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	-£393.22
Finance, Administration & Remuneration	£110,805.95	£36,839.54	£33,325.45	£3,514.09
Kings Worthy Community Centre	£17,476.72	£7,372.40	£5,971.42	£1,400.98
Planning & Highways	£9,386.39	£90.07	£392.58	-£302.51
Recreation & Amenities	£149,305.81	£54,455.72	£78,159.55	-£23,703.83
<b>Totals:</b>	<b>£287,368.09</b>	<b>£99,150.95</b>	<b>£117,849.00</b>	<b>-£19,484.49</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	-£35,413.77	£13,054.84	-£10,553.10	-£23,607.94

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

<b>Memorandum Year to Date Position:</b>	<b>-£5,608.77</b>	<b>£46,502.72</b>	<b>£7,734.37</b>	<b>-£38,768.35</b>
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## Balance Sheet for period ending 31<sup>st</sup> July 2024

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£5,781.70
Unity Trust Tailored Deposit Account – 2.75 % gross	£54,525.86
<b>Sub-Total:</b>	<b>£60,307.56</b>
<u>Investments/Deposits</u>	
Nationwide Variable (35-day notice) – 3.35% AER	£85,000.00
<b>Sub-Total:</b>	<b>£85,000.00</b>
<u>Other</u>	
B4B Procurement Card	£211.50
Debtors	£939.34
Prepayments	£0.00
<b>Sub-Total:</b>	<b>£1,150.84</b>
<b>Total Current Assets:</b>	<b>£146,458.40</b>
Current Liabilities	
Trade Creditors	£673.77
Retentions (inc. VAT)	£789.06
Received on Account	£30,991.00
PAYE Payments Due	£542.80
NI Payments Due	£719.76
Pension Payments Due	£1,388.09
VAT to be Paid	-£5.60
VAT to be Reclaimed	-£1,503.79
VAT that has been reclaimed but not received	-£15,568.19
<b>Total Current Liabilities:</b>	<b>£18,026.90</b>
<b>Current Assets Minus Liabilities:</b>	<b>£128,431.50</b>
Earmarked Funds in Reserve	
Play area maintenance reserve (£4,868.71 allocated for future retention)	£23,839.37
CIL Reserve (aged)	£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>-£10,553.10</b>
<b>Total Net Assets:</b>	<b>£85,449.49</b>

# Payment Authorisation Listing – August 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
18/07/2024	FAR	LOVE SHOPPING DIRECT LIMITED	Honeywell QuietSet Oscillating Table Fan	Small Office Equipment (under £100.00)	£67.00	£0.00
18/07/2024	FAR	C&J Supplies Ltd	Combination padlock	Miscellaneous expenditure	£74.00	£0.00
19/07/2024	R&A	Shenzhenshi Beifeng Keji Youxian Gongsi	4 pcs ABS Plastic Sheets Boards	Signs	£21.98	£3.66
22/07/2024	R&A	Soho Commercial Ltd	2x 120L & 6x 240L wheelie bins	Litter Pickers & Bins	£428.40	£0.00
23/07/2024	FAR	Henry Squire & Sons Ltd	Squire heavy duty padlock x2	Miscellaneous expenditure	£107.98	£0.00
23/07/2024	R&A	Southern Ground Care Ltd	Supply & Application of fertiliser on lower football pitch (agreed in 202/243 full renovation)	Pitch Maintenance	£300.00	£0.00
<b>Total:</b>					<b>£999.36</b>	<b>£3.66</b>

## Payments to be authorised

25/07/2024	FAR	C&J Supplies Ltd	Combination padlock x2	Miscellaneous expenditure	£64.00	£0.00
06/08/2024	FAR	Siramico Ltd	Clear lacquer	Miscellaneous expenditure	£9.95	£0.00
06/08/2024	FAR	Hampshire County Council	Descaler, A4 paper and pencil sharpener	Miscellaneous expenditure / Printing / Office Stationery	£38.44	£0.00
07/08/2024	FAR	Amazon EU UK Branch	Samsung Galaxy Tab A9+ Android Tablet	Office - Capital Expenditure	£289.00	£0.00
07/08/2024	FAR	Amazon EU UK Branch	A4 Weatherproof Labels & Flio Case for Tab A9+	Office Stationery / Miscellaneous Expenditure	£56.53	£0.00
07/08/2024	FAR	Spigen Korea Co.,Ltd.	Spigen Glass Slim Tempered Glass Screen Protector for Samsung Galaxy Tab A9 Plus	Miscellaneous Expenditure	£18.99	£3.17
07/08/2024	FAR	Ad Fontes Company Ltd	50pcs Dust Removal Stickers	Miscellaneous Expenditure	£5.49	£0.92
08/08/2024	FAR	Westcountry Fire Protection Ltd	Long shackle combination padlock	Miscellaneous Expenditure	£41.89	£0.00
13/08/2024	R&A	WEL Medical Ltd	Replacement AED stickers for Defibsafe 2 cabinets (x10)	Defibrillators	£44.34	£0.00
16/08/2024	FAR	Amazon EU UK Branch	Flexi Tub	Miscellaneous Expenditure	£5.95	£0.00
18/08/2024	FAR	Beccles Tool Hire Co LTD T/A Epic Tools	Black Mixing Bucket (100 Litre)	Playground Maintenance	£49.95	£0.00
18/08/2024	FAR	Amazon EU UK Branch	Digital Thermometer	Miscellaneous Expenditure	£7.88	£0.00
18/08/2024	FAR	Amazon EU UK Branch	Mixing paddle 600mm	Playground Maintenance	£13.95	£0.00



18/08/2024	FAR	Rascom Computerdistribution Ges.m.b.H.	2x Noctua 5V cooling fans with USB adapter cable	CCTV & Security	£33.90	£5.66
20/08/2024	FAR	Minimarket Ltd	4x LR44 batteries	Miscellaneous Expenditure	£3.81	£0.00
<b>Total:</b>					<b>£684.07</b>	<b>£9.75</b>

### Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
01/07/2024	R&A	Business Waste Ltd	Excess weight charge	Open Spaces Maintenance	£13.99	£0.00
05/07/2024	FAR (KWCC)	Business Stream	Water supply monthly charge	Water Rates - Tubbs Hall	£20.00	£0.00
12/07/2024	FAR (KWCC)	Octopus Energy Ltd	Energy supply (gas & electricity) from 01/04/2024 - 30/04/2024	Electricity - Tubbs Hall / Gas - Tubbs Hall	£62.75	£0.00
15/07/2024	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge + excess weight charges	Open Spaces Maintenance	£129.64	£0.00
15/07/2024	FAR (KWCC)	Winchester City Council	Business rates for Parish Office	Business Rates - Tubbs Hall	£61.00	£0.00
17/07/2024	FAR	Sage Global Services Ltd	SAGE accounting software - monthly	Computer Software	£33.60	£0.00
18/07/2024	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£77.94	£0.00
29/07/2024	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Contract Maintenance	£4,799.80	£0.00
<b>Total:</b>					<b>£5,198.72</b>	<b>£0.00</b>

## Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/07/2024	FAR	Parish Council employees	July 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
06/07/2024	FAR	GiffGaff	Office phone - monthly goodybag	Miscellaneous Expenditure	£6.00	£0.00
09/07/2024	FAR	Payment card solutions t/a B4B payments	Replacement card	Bank Charges & Interest	£9.00	£0.00
13/07/2024	FAR	Toolstation Ltd	2x Combination padlocks & 3x security chains	Miscellaneous Expenditure	£195.90	£0.00
16/07/2024	R&A	The Green Poop Bag Ltd	Order for 120x poop bags	Dog Bins	£12.90	£2.15
19/07/2024	FAR	Microsoft	Monthly Office 365 subscriptions	Computer Software	£20.64	£0.00
23/07/2024	FAR	GiffGaff	Emergency phone - monthly goodybag	Miscellaneous Expenditure	£6.00	£0.00
23/07/2024	R&A	Colour Graphics	A2 dibond sign (x 4, 2x custom size signs & 4x A4 stickers)	Signs / Playground Maintenance	£129.26	£0.00
25/07/2024	FAR	Frontline Safety UK Ltd	Legionnaires' Thermometer Kit	Miscellaneous Expenditure	£135.59	£0.00
26/07/2024	R&A	Vital Parts Ltd	Various nut safety caps	Miscellaneous Expenditure	£17.79	£0.00
31/07/2024	FAR	Post Office	HM Land Registry cheque - recorded delivery	Postage & Carriage	£3.05	£0.00

31/07/2024	FAR	Toolstation Ltd	Sticky stuff remover and soft close toilet seat	Miscellaneous Expenditure	£38.76	£0.00
31/07/2024	FAR	Payment card solutions t/a B4B payments	Monthly transaction fees	Bank Charges & Interest	£6.13	£0.00
01/08/2024	FAR	Abbey Grab Bag Ltd	1 tonne Abbey waste bag	Miscellaneous Expenditure	£90.00	£0.00
06/08/2024	FAR	GiffGaff	Monthly sim plan (Office)	Miscellaneous Expenditure	£6.00	£0.00
09/08/2024		Screwfix	M10 through bolts	Litter Pickers & Bins	£18.99	£0.00
14/08/2024	R&A	Evolution Rubber Products	EPDM black rubber granules (25kg) & 5k of resin binder	Playground Maintenance	£72.98	£0.00
15/08/2024	R&A	Polybound	2x Trowels & trowel lubricant (for wet pour)	Playground Maintenance	£84.99	£0.00
15/08/2024	FAR	Asgard Secure Steel Storage part of Flexiform Business Furniture Ltd	Spare key	Miscellaneous Expenditure	£22.00	£0.00
15/08/2024	FAR	Albion Detection Systems Ltd	PDA103R Small Room Hearing Loop System 50m2	Miscellaneous Expenditure	£216.00	£0.00
18/08/2024	FAR	Microsoft	Monthly Office 365 subscriptions	Computer Software	£20.64	£0.00
19/08/2024	FAR	Toolstation Ltd	Cable trunking (including accessories)	Miscellaneous Expenditure	£51.54	£0.00
<b>Total:</b>					<b>£1,164.16</b>	<b>£2.15</b>