

Kings Worthy Parish Council

**Minutes of the Finance, Administration & Remuneration Committee meeting
held on Wednesday, 25 September 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/24/169 – 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/24/170 – Impact of COVID-19 (including meeting recommendations)

It was agreed to keep the current recommendations.

F/24/171- To agree and sign the Minutes of the Meeting held on 21 August 2024

The minutes of the previous meeting were agreed as a true record of the meeting and signed by the chair.

F/24/172 – Matters arising from the meeting held on 21 August 2024

None.

F/24/173 – Proposed new expenditure for Finance approval

- Planning & Highways – None.
 - Finance, Administration & Remuneration
 - Remembrance Day signage for Kings Worthy Community Centre – Member reviewed the available re-useable window signage and agreed a budget of £100.00 for a memorial scheme for the community centre.

Action – Clerk to procure a selection of signage for the hall.

- Recreation & Amenities –

- To ratify material costs for volunteer works at the Burial Ground – It was unanimously agreed to ratify the final cost of £255.49.
- New Glasdon Topsy 2000 lid for bin outside Kings Worthy Community Centre – It was unanimously agreed to ratify the purchase of a new lid for the litter bin at a cost of £196.37. Given the bin's proximity to the building, this lid includes a FireExpire fire prevention device.
- Replacement bench for Fryers Close play area – It was unanimously agreed to proceed with the purchase of a new Glasdon recycled plastic bench and to remove the old bench which in need of replacement. The total cost for the bench is £625.29.

It was also agreed to proceed with the quotation from M.R.S. Services, at total cost of £541.00, for the removal of the existing bench, laying of slabs and installation of the new bench.

- Litter pickers, hi-vis jackets and bag hoops – It was agreed to proceed with the purchase of 15x kids litter pickers, 12x kids hi-vis vest and 7x bag hoops, at a total cost of £248.66 from the Helping Hand Company.

- Communications – None.

- Grants – A completed grant form is awaited from the Citizens Advice Winchester District.

F/24/174 – 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/24/175 – Parish Council insurance renewal

The Clerk and Cllr Gordon had met with two suppliers, with a third stating they were unable to offer a meeting due to their current workload and lead time for quotations.

Subsequent to the meeting, one of the brokers confirmed that despite negotiation, their underwriter was not willing to provide a quotation for the Council's insurance.

It was therefore agreed to proceed with the quotation for £8,369.53 from Arthur J. Gallagher & Co. underwritten by Hiscox Underwriting Ltd.

IT was also agreed to proceed with the additional cyber insurance over from Optimum Speciality Risks at a total cost of £367.36.

Action – Send to full council for ratification.

F/24/176 – To authorise the payment listing

Members reviewed and authorised all payments on the listing (see attached). The Clerk noted that the previous ID Verde invoice include a bin that had been removed (along Nuns

Walk) This was queried with them, and they were unable to confirm when this bin was removed. It was agreed to accept their proposal to remove this bin from the last quarter's bill, and from all bills going forward.

F/24/177 – Internal audit report items

- Council use of the CCLA public sector deposit fund – Update on opening of deposit with the fund – The Clerk noted that the deposit fund allows the person managing the deposits and withdrawals to also make changes to the account. After discussion, it was therefore agreed to use a dual signatory setup as per the council's bank accounts.
- Council storage facilities – The Clerk is awaiting a site meeting with the maintenance contractor to ascertain site levels.

F/24/178 – Updates (if any):

- Potential additional community use for Kings Worthy Community Centre – No update.
- Adjustments to the office door – Ongoing, contractor to advise.
- Update on proposed sub-lease with Tubbs Hall Management Committee (THMC) – The draft sub-lease has been received but not in time for review before the committee meeting.

Action – Send round to committee members for review before the next meeting.

- Induction loop for the meeting room – Awaiting installation.
- Update on new website and email system – The new website is now complete. The email system is awaiting setup and transfer.
- Potential electric vehicle charging points at Kings Worthy Community Centre – The feasibility studies are now complete and the clerk is meeting to discuss this on 7th October.
- Fire door works update – All doors are now installed and the kitchen door is awaiting fitment of kick plates and hold open device. Contractor has been chased for this work.

F/24/179 – Remuneration & staffing

- Review and approval of pensions Discretions Policy – The reviewed policy had been received but not in time for review before the committee meeting.

Action – Send round to committee members for review before the next meeting.

- Annual pay review – The Clerk noted that the NJC pay negotiations are still ongoing.

F/24/180 – Tubbs Hall – landlord's responsibilities

- Building Risk Assessment – Members had reviewed a copy of the risk assessment and was approved with the addition of the inclusion of the front door servicing/inspection and safety sensors.
- Front door closer – Following the recent front door service, the engineer recommended that the closer is replaced as the door is not always fully latching. After discussion and given the costs involved, it was agreed to obtain 3 quotations and to discuss this Tubbs Hall Management Committee.

F/24/181 – Legal issues

None.

F/24/182 – Items for inclusion in council communications

Grants

Fraser Road play area – CCTV & reminder that people should not climb on the train.

F/24/183 – Responsible Finance Officer/Clerk’s Notices

Large bin at Eversley Park – After discussion, it was agreed to look at moving the large waste bin to Kings Worthy Community Centre (KWCC). This will also increase the bin capacity for the hall and reduce costs by allowing the existing KWCC bin to be removed.

Action – Clerk to investigate this and obtain costs.

F/24/184 – Chairman’s Notice

None.

F/24/185 – Items for discussion at the next meeting on 16 October 2024

Annual review of internal auditor.

Meeting Closed at 21:05.

Signed:

Date:

Management Accounts for the period ending 31st August 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	£77,952.83	£78,300.54	£347.71
Kings Worthy Community Centre	£11,613.21	£4,838.84	£915.00	£-3,923.84
Planning & Highways	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£51,698.60	£47,527.46	£47,158.34	£-369.12
Totals:	£251,954.32	£130,319.13	£126,373.88	£-3,945.25

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	£44,716.69	£41,604.26	£3,112.43
Kings Worthy Community Centre	£17,476.72	£8,939.07	£6,356.62	£2,582.45
Planning & Highways	£9,386.39	£228.34	£392.58	£-164.24
Recreation & Amenities	£149,305.81	£61,147.47	£88,519.62	£-27,372.15
Totals:	£287,368.09	£115,424.78	£136,873.08	£-22,234.74

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	£14,894.35	£-10,499.20	£-25,393.55

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

Memorandum Year to Date Position:	-£5,608.77	£49,907.51	£7,788.27	£-42,119.24
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Balance Sheet for period ending 31st August 2024

Bank Accounts	
Unity Trust Bank Current Account	£5,179.99
Unity Trust Tailored Deposit Account – 2.75 % gross	£56,195.21
Sub-Total:	£61,375.20
Investments/Deposits	
Nationwide Variable (35-day notice) – 3.35% AER	£85,000.00
Sub-Total:	£85,000.00
Other	
B4B Procurement Card	£1,143.25
Debtors	£3,399.48
Prepayments	£0.00
Sub-Total:	£4,542.73
Total Current Assets:	£150,917.93
Current Liabilities	
Prepayments	£3.63
Trade Creditors	£7,259.52
Retentions (inc. VAT)	£789.06
Received on Account	£15,495.50
PAYE Payments Due	£543.00
NI Payments Due	£719.76
Pension Payments Due	£1,388.09
VAT to be Paid	-£5.60
VAT to be Reclaimed	-£3,760.43
VAT that has been reclaimed but not received	£0.00
Total Current Liabilities:	£22,432.53
Current Assets Minus Liabilities:	£128,485.40
Earmarked Funds in Reserve	
Play area maintenance reserve (£4,868.71 allocated for future retention)	£23,839.37
CIL Reserve (aged)	£19,142.64
Total Current Liabilities:	£42,982.01
Net Assets	
General Reserves	£96,002.59
Profit & Loss Year to Date	-£10,499.20
Total Net Assets:	£85,503.39

Payment Authorisation Listing – September 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
02/08/2024	FAR	HM Land Registry	Costs for fields in trust land registration	Legal & Professional Fees	£40.00	£0.00
20/08/2024	FAR	Amazon EU UK Branch	Shredder Oil	Miscellaneous Expenditure	£10.61	£0.00
20/08/2024	FAR	Justar Technology Ltd	Bonsai Paper Shredder Lubricant Sheets	Miscellaneous Expenditure	£12.86	£2.14
22/08/2024	FAR	Winchester Women's Shed	Community grant towards the cost of venue hire	Grants to Village Organisations	£800.00	£0.00
26/08/2024	R&A	The Community Heartbeat Trust (Solutions) Ltd	New defibrillators (x4) for public access cabinets	Defibrillators	£7,236.00	£0.00
12/09/2024	FAR	BDO LLP	Limited Assurance Review for the year ended 31 March 2024 - Fee band £300,001-£400,000	External Auditors Fees	£1,008.00	£0.00
Total:					£9,107.47	£2.14

Payments to be authorised

30/08/2024	R&A	Glasdon U.K. Limited	Topsy 2000 bin with FireExpire kit	Litter Pickers & Bins	£482.54	£0.00
02/09/2024	R&A	Hampshire County Council	Broadview history board (including installation)	Signs	£1,209.60	£0.00
10/09/2024	R&A	Amazon EU UK Branch	Avery B4775-5 Ultra Resistant Labels, White (A4 Sheet of 210 x 297 mm, 5 Labels)	Signs	£13.88	£0.00
10/09/2024	FAR	Amazon EU UK Branch	Fruit rolls, coffee sachets & Ribena	Miscellaneous Expenditure	£37.92	£0.00
10/09/2024	FAR	BPL (UK) Ltd	Sticky stuff remover	Miscellaneous Expenditure	£5.90	£0.00
10/09/2024	FAR	TCB Direct Ltd	32mm Extension tube set (pack of 3)	Miscellaneous Expenditure	£10.99	£0.00
10/09/2024	FAR (KWCC)	Stag Systems Ltd	Attend to investigate and repair CCTV	CCTV & Security	£84.00	£0.00
11/09/2024	FAR	Biz Support On Demand LTD	Sticky stuff remover scraper & blades	Miscellaneous Expenditure	£13.29	£0.00
11/09/2024	FAR	Amazon EU UK Branch	Tape, replacement mouse	Miscellaneous Expenditure / Small Office Equipment (under £100)	£76.97	£0.00
11/09/2024	FAR	Timeslink Ltd	Radio controlled wall clock	Miscellaneous Expenditure	£20.90	£0.00
11/09/2024	FAR	DEALS DEN LTD	Tea bags (2x boxes)	Miscellaneous Expenditure	£13.29	£0.00
12/09/2024	FAR	BDO LLP	Limited Assurance Review for the year ended 31 March 2024 - Fee band £300,001-£400,000	External Auditors Fees	£1,008.00	£0.00
15/09/2024	FAR	Fairhurst Products Limited	Blue pen refills	Office Stationery	£11.87	£0.00

15/09/2024	FAR	Universal Product Solutions Ltd	UHT Semi Skimmed Milk Sticks - 10ml (50)	Miscellaneous Expenditure	£4.83	£0.00
15/09/2024	FAR	Border Biscuits Ltd	Box of biscuits (x48) for litter pick	Miscellaneous Expenditure	£20.99	£0.00
17/09/2024	FAR	Hampshire County Council	Sticky notes, disinfectant, clothes and lever arch files	Office Stationery / Miscellaneous Expenditure	£54.34	£0.00
20/09/2024	FAR	REYON LTD	Limescale Remover (2x 500ml)	Miscellaneous Expenditure	£11.39	£0.00
21/09/2024	FAR	Amazon EU UK Branch	Self-adhesive labels & ring binder popper wallets	Office Stationery	£29.20	£0.00
21/09/2024	R&A	Shenzhensi Beifeng Keji Youxian Gongsi	4 pcs ABS Plastic Sheets Boards 1.5mm White Plastic Board	Signs	£16.99	£2.83
Total:					£3,126.89	£2.83

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
02/08/2024	R&A	Business Stream	Water supply for 20/04/2024 - 19/07/2024	Water Rates - Eversley Park	£20.74	£0.00
05/08/2024	FAR (KWCC)	Business Stream	Water supply monthly charge	Water Rates - Tubbs Hall	£20.00	£0.00
07/08/2024	R&A	Business Stream	Water supply for 20/04/2024 - 19/07/2024	Burial Ground - Water Rates	£18.77	£0.00
14/08/2024	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£130.70	£0.00
15/08/2024	FAR (KWCC)	Winchester City Council	Business rates for Parish Office	Business Rates - Tubbs Hall	£61.00	£0.00
15/08/2024	FAR	Sage Global Services Ltd	SAGE accounting software - monthly	Computer Software	£39.60	£0.00

15/08/2024	FAR (KWCC)	Octopus Energy Ltd	Gas & Electricity Supply (July 2024)	Gas - Tubbs Hall & Electricity - Tubbs Hall	£144.50	£0.00
19/08/2024	FAR	Sage Global Services Ltd	SAGE accounting software - monthly	Computer Software	£33.60	£0.00
19/08/2024	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£77.94	£0.00
27/08/2024	FAR	Annodata Ltd	Copier rental from August to November (includes a credit due to previous overcharge)	Printing	£16.18	£0.00
28/08/2024	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Contract Maintenance	£4,799.80	£0.00
Total:					£5,362.83	£0.00

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/08/2024	FAR	Parish Council employees	August 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
10/08/2024	FAR	Post Office	Postage of HM Land Registry cheque	Postage & Carriage	£2.55	£0.00
20/08/2024	FAR	Arctic Hardware UK Limited (T/A Kick Plate Direct)	Stainless Steel kick plates	Fire Safety	£52.70	£0.00

23/08/2024	FAR	GiffGaff	Monthly goodybag - Emergency Phone	Miscellaneous Expenditure	£6.00	£0.00
31/08/2024	FAR	Payment Card Solutions t/a B4B Payments	Monthly card charges	Bank interest & charges	£11.46	£0.00
03/09/2024	R&A	Defibrillators	AED 3 AED pads and battery pack	Defibrillators	£396.00	£0.00
04/09/2024	FAR	Royal British Legion Trading Ltd (Poppy Shop)	Medium Poppy Wreath (Type B) + delivery	Miscellaneous Expenditure	£24.49	£0.00
06/09/2024	FAR	GiffGaff	Monthly goodybag - Office phone	Miscellaneous Expenditure	£6.00	£0.00
11/09/2024	FAR	Inn Supplies (UK) Ltd T/As Event Supplies	Hot cup lids & recyclable cups	Miscellaneous Expenditure	£16.02	£0.00
12/09/2024	R&A	CHAPEL INTERIORS WILMSLOW LTD t/A Next Day Paint	Supplies for the repainting of the burial ground gates and benches (inc. Hammerite paint)	Burial Ground - General Maintenance	£163.03	£0.00
12/09/2024	FAR	Cromwell Tools Ltd	Safety cone (inc. delivery)	Miscellaneous Expenditure	£23.94	£0.00
14/09/2024	FAR	Springvale Stores	Cling film, bags and juice for litter pick	Miscellaneous Expenditure	£11.74	
16/09/2024	R&A	Toolstation Ltd	Supplies for the repainting of the burial ground gates and benches (inc. Danish Oil)	Burial Ground - General Maintenance	£143.50	£0.00
17/09/2024	R&A	Springvale Stores	Paper towel, milk and superglue	Miscellaneous Expenditure	£9.37	£0.00
Total:					£866.80	£0.00