

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

Attendees

Councillors Ian Gordon (Chair), Emily Fish & Mandy Hallisey

Clerk(s)

Parish Clerk (Christopher Read)

Apologies

None.

Members of the public

Two.

F/24/186 – 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]

The Chair of Tubbs Hall Management Committee was present at the meeting to review the sub-lease. A draft copy of the proposed sub-lease had been sent to the Chair of THMC before the meeting for review. The Clerk noted that he was waiting to hear back from our solicitor following some initial queries.

F/24/187 – Impact of COVID-19 (including meeting recommendations)

It was agreed to keep the current recommendations.

F/24/188 - To agree and sign the Minutes of the Meeting held on 25 September 2024

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

F/24/189 – Matters arising from the meeting held on 25 September 2024

None.

F/24/190 – Proposed new expenditure for Finance approval

- Planning & Highways – None.
- Finance, Administration & Remuneration – None.

- Recreation & Amenities –
 - Temporary fencing – It was unanimously agreed to purchase 10x temporary fencing panels (with associated clips and feet) at a total cost of £805.30.
 - Tree Works on Broadview – It was agreed to ratify the quotation for tree work behind a property on Broadview. The quotation was from Worthy Tree Care at total cost of £300.00.
 - Hinton Park - Trimming of the trees near the entrance (Hinton House Drive end) A quotation from Worthy Tree Care for £160.00 was unanimously agreed.
 - Hinton Park – Cutting and disposal (on-site with an eco-pile) of fallen tree – A quotation from Worthy Tree Care for £180.00 was unanimously agreed.
 - Quotation for wildflower seeding on the bank around the allotment area – A quotation had been received from Green Smile for the preparation and seeding of the bank on the left and rear of the allotment area at a total cost of £525.00. The cost for the seed (from Emorsgate Seed) was £91.00.

A vote was held with 2 in favour; 0 against and 1 abstention.

 - The Clerk noted that the adjustments had been made to the grounds contract (subject to final written agreement with the contractor). This figure had been adjusted by the September CPI figure (as in the contract) and the revised annual cost is £47,470.50.
- Communications –
- Grants – Citizen Advice Winchester District – The Clerk has followed up with them and expects to receive the form by early next week.

F/24/191 – To receive the statement of accounts and management reports for period ended 30 September 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/24/192 – To review the draft Forecast Outturn (2024/25) and budget (2025/26)

This was nearly complete but was deferred to the next meeting due to the absence of some large invoices needed for accurate forecast outturn, and thus budget.

F/24/193 – To review and approve the payment listing and approval of additional back-up bank signatories

Following discussion, the payment listing was reviewed and approved by the Councillors.

Additionally, it was agreed that the Chair and Vice-Chair will serve as the backup bank signatories to authorise payments.

F/24/194 – Review of internal auditor including independence from the Council

This item was deferred to the next meeting, awaiting a response from the internal auditor.

F/24/195 – Parish Council cyber insurance – cyber training and change of details policy

The Clerk noted that following agreement of the cyber insurance cover, additional requirements were received. He had already raised our concerns about this having occurred.

Cyber training – The Clerk was waiting for a call back from the Insurer's free cyber training company.

Change of details procedure – A draft procedure had been circulated (provided by the insurer) which was approved for adoption.

F/24/196 – Potential electric vehicle charging points at Kings Worthy Community Centre – Confirmation of feasibility study and agreement of non-disclosure agreement

Following a site meeting with Believ, it was agreed to proceed with commercial discussions on the proposal which required the signing of a Non-Disclosure Agreement.

F/24/197 – Update on the new sub-lase with Tubbs Hall Management Committee

See above.

F/24/198 – Review of Maintenance Technician's contract

It was agreed for the Clerk to obtain a date and invite all FAR members.

Action – Arrange a review meeting.

F/24/199 – Update on Annual employer's pension meeting

A copy of the Annual employer's pension meeting report has been circulated to Councillors before the meeting.

F/24/200 – Updates (if any):

- Update on opening of CCLA public sector deposit fund investment – The forms for opening had been completed and ready for signing after the meeting.
- Council storage facilities – Update on costs for potential solutions – The Clerk noted that he was awaiting a date to meet with a contractor to discuss one of the potential solutions.
- Update on new website and email system – The transition to the new email system has now been completed.
- Induction loop for the meeting room – The Clerk noted that this is still awaiting the fitting by the contractor.
- Fire door works update – The Clerk noted that the kitchen fire door threshold is now complete.

Action – Cllr Fish to review the accessible toilet door with the Clerk to check if any further remedial work is needed.

F/24/201 – Remuneration & staffing

- Review and approval of pensions Discretions Policy – A policy reviewed by the former Vice-Chair had been circulated to members with comments.

Action – It was agreed for this to be recirculated with some additional information if available.

- Approval of secondary employment for the Deputy Clerk – The Deputy Clerk requested Councillors' approval for her secondary employment at Stronger Personal Training Club. After discussion, it was unanimously agreed.

F/24/202 – Tubbs Hall – landlord's responsibilities

None.

F/24/203 – Legal issue

Lack of response from Vinci Play – The Clerk noted that he had tracked down a UK based arm of the Vinci Play and will write to their director to raise both the original query and lack of response from Vinci Play.

Action – Write to Vinci Play UK Ltd.

F/24/204 – Items for inclusion in council communications

None.

F/24/205 – Responsible Finance Officer/Clerk's Notices

Attempted scam – The Clerk noted an unsuccessful scam attempt on one of the Council's cards. Based on the advice of the card provider, a replacement card had been ordered as a matter of prudence.

Authority to provide due diligence information – After discussion, it was agreed to authorise the Clerk to provide any due diligence information to the Councils card providers for their annual reviews.

F/24/206 – Chairman's Notices

Cornerways hedge – Cllr Gordon noted that this hedge would benefit from another trim.

Action – Send to R&A to action.

F/24/207 – Items for discussion at the next meeting on

- Election of Vice-Chair

Meeting Closed at 20:40

Signed:

Date:

Management Accounts for the period ending 30th September 2024

Income

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date
Community Infrastructure Levy				
Finance, Administration & Remuneration				
Kings Worthy Community Centre				
Planning & Highways				
Recreation & Amenities				
Totals:				

Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date
Community Infrastructure Levy				
Finance, Administration & Remuneration				
Kings Worthy Community Centre				
Planning & Highways				
Recreation & Amenities				
Totals:				

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				

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

Memorandum Year to Date Position:				
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Balance Sheet for period ending 30th September 2024

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	
Unity Trust Tailored Deposit Account – 2.75 % gross	
Sub-Total:	
<u>Investments/Deposits</u>	
Nationwide Variable (35-day notice) – 3.35% AER	
Sub-Total:	
<u>Other</u>	
B4B Procurement Card	
Debtors	
Prepayments	
Sub-Total:	
Total Current Assets:	
Current Liabilities	
Trade Creditors	
Retentions (inc. VAT)	
Received on Account	
PAYE Payments Due	
NI Payments Due	
Pension Payments Due	
VAT to be Paid	
VAT to be Reclaimed	
VAT that has been reclaimed but not received	
Total Current Liabilities:	
Current Assets Minus Liabilities:	
Earmarked Funds in Reserve	
Play area maintenance reserve (£4,868.71 allocated for future retention)	
CIL Reserve (aged)	
Total Current Liabilities:	
Net Assets	
General Reserves	
Profit & Loss Year to Date	
Total Net Assets:	

Payment Authorisation Listing – October 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
None.						
Total:					£0.00	£0.00

Payments to be authorised

24/09/2024	R&A	Glasdon U.K. Limited	Replacement Topsy 200 lid including delivery and fireexpire device	Litter Pickers & Bins	£235.64	£0.00
25/09/2024	R&A	ID Verde Ltd	Emptying of bins (01/07/2024 - 15/08/2024) & (16/08/2024 - 30/09/2024)	Dog Bins	£1,663.49	£0.00
30/09/2024	FAR	Offsite Archive Storage & Integrated Services UK Ltd	Storage of boxes (01/10/2024 - 31/12/2024)	Document Storage	£34.58	£0.00
01/10/2024	FAR	Amazon EU UK Branch	Waterproof label sheets & door closer	Printing / Fire Safety	£157.45	£0.00
02/10/2024	R&A	The Helping Hand Company (Ledbury) Ltd	15x Kids litter pickers, 12x kids hi-vis jackets and 7x bag hoops	Litter Pickers & Bins	£285.10	£0.00
02/10/2024	R&A	Westcountry Fire Protection Ltd	Abus lubricating spray	Defibrillators	£10.62	£0.00

02/10/2024	FAR	Parish Online	Email and website hosting (02/10/2024 - 02/10/2025)	Website/Email Expenses	£518.40	£0.00
04/10/2024	R&A	ID Verde Ltd	Emptying of bins (01/04/2024 - 30/06/2024)	Dog Bins	£1,346.52	£0.00
04/10/2024	R&A	Plane Arboriculture Ltd	Site meetings attended at Fryers Close & Legion Lane	Tree Works	£340.00	£0.00
07/10/2024	FAR	Cleverstuff International Ltd	Laptop backpack	Miscellaneous Expenditure	£48.49	£0.00
07/10/2024	R&A	Green Smile Ltd	Extra football pitch cutting up to the end of September (as part of additional cuts agreed previously)	Pitch Maintenance	£1,140.00	£0.00
10/10/2024	P&H	Secure Forth Ltd	Wago connectors	Speeding Initiatives	£4.39	£0.00
13/10/2024	R&A	Crestar Ltd	A4 Dibond sheet	Signs	£7.49	£0.00
13/10/2024	FAR	BaoDingBaiGouXinChengYunLiFuZhuangDian	Radius Jig Templates	Miscellaneous Expenditure	£10.89	£1.82
14/10/2024	R&A	Crestar Ltd	A4 Dibond sheet	Signs	£7.49	£0.00
14/10/2024	P&H	Amazon EU UK Branch	CTEK Comfort connect adaptors (x2)	Speeding Initiatives	£18.60	£0.00
16/10/2024	FAR	Unit 12 Community Food Pantry	Community grant to support service delivery to parishioners	Grants to Village Organisations	£500.00	£0.00
Total:					£6,239.15	£1.82

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
06/09/2024	FAR (KWCC)	Business Stream	Water supply monthly charge	Water Rates - Tubbs Hall	£56.08	£0.00
13/09/2024	FAR	The Information Commissioner	Annual subscription charge	Information Commissioner	£35.00	£0.00

16/09/2024	FAR (KWCC)	Rentokil Pest Control	Pest control services (01/07/2024 - 30/09/2024)	Pest Control	£172.55	£0.00
16/09/2024	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£162.05	£0.00
17/09/2024	FAR	Sage Global Services Ltd	SAGE accounting software - monthly	Computer Software	£39.60	£0.00
17/09/2024	FAR (KWCC)	Octopus Energy Ltd	Gas & Electricity Supply (August 2024)	Gas - Tubbs Hall & Electricity - Tubbs Hall	£144.50	£0.00
18/09/2024	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£75.77	£0.00
20/09/2024	FAR (KWCC)	PHS Group Plc	Annual Duty Of Care 01/10/2024 to 30/09/2025	Sanitary Disposal	£104.45	£0.00
23/09/2024	FAR (KWCC)	Biffa Municipal Ltd	Waste disposal charges (28/09/24 to 27/12/24) including two additional collections	Waste Collection Charges	£326.93	£0.00
30/09/2024	FAR	Unity Trust Bank Plc	Account charges - 04/06/2024 and 03/09/2024	Bank Interest & Charges	£32.40	£0.00
30/09/2024	FAR	Unity Trust Bank Plc	Cheque processing charge	Bank Interest & Charges	£0.60	£0.00
30/09/2024	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Contract Maintenance	£4,799.80	£0.00
Total:					£5,949.73	£0.00

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/09/2024	FAR	Parish Council employees	October 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
18/09/2024	FAR	Microsoft	Monthly Office 365 subscriptions	Computer Software	£20.64	£0.00
23/09/2002	FAR	GiffGaff	Monthly goodybag - Emergency Phone	Miscellaneous Expenditure	£6.00	£0.00
30/09/2024	FAR	Payment Card Solutions t/a B4B Payments	Monthly card charges	Bank interest & charges	£8.53	£0.00
Total:					£35.17	£0.00

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