



## **Kings Worthy Parish Council**

### **Minutes of the Finance, Administration & Remuneration committee meeting held on Wednesday, 17 August 2022 at 19:30 held in Kings Worthy Community Centre, Fraser Road**

#### **Attendees**

Councillors Ian Gordon (Chair), Julia Archer & Emily Fish.

#### **Clerk(s)**

Parish Clerk (Christopher Read)

#### **Apologies**

Cllr Matthew Miller-Hall – The reason for their absence was noted and approved.

Cllr Signe Biddle – The reason for their absence was noted and approved.

#### **Members of the public**

None.

#### **F/22/106 – Election of Vice-Chair**

It was agreed to defer this item until more committee members are in attendance.

#### **F/22/107 – 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/22/108 – Impact of COVID-19**

It was agreed to keep the current recommendations on the agenda.

#### **F/22/109 – To agree and sign the Minutes of the Meeting held on 13 July 2022**

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

#### **F/22/110 – Matters arising from the Parish Council meeting on the 13 July 2022**

F/22/095 – Football Pitch Bookings – It was agreed to obtain a price for professional advice on the Parish Council's VAT position. This will include pitch bookings, the sub-lease for Tubbs Hall and whether the Parish Council can de-register.

#### **F/22/111 – Proposed new expenditure for Finance approval**

- Planning & Highways (P&H) – None.
- Finance, Administration & Remuneration (FAR) –
- Recreation & Amenities (R&A) –
  - Church Green bollards –

- Grinding of roots adjacent to lower pitch at Eversley Park – It was agreed to accept the quotation of £250.00 from Peter Yeates Arboriculture, to selectively grind the roots that are approaching the lower pitch at Eversley Park.

It was also agreed for a budget of up to £500.00 for green smile to make good the surface once the works are complete.

- Communications (Comms) – None.
- Grants – None.

### **F/22/112 – To receive the statement of accounts and management reports for period ended 31 July 2022**

The Clerk/RFO gave a presentation of the accounts for the month end 31 July 2022 (see attached). No changes were made and the accounts were agreed.

Community Infrastructure Levy (CIL) funding – The Clerk noted that he had been informed that the Parish Council were due another £10,429.22, with most of this due in October.

### **F/22/113 – Lovedon Fields open space transfer**

No accurate costings had yet been received; this will be discussed at the August Parish Council meeting.

### **F/22/114 – Review of fees & charges**

It was agreed to review the fees in October once the implications of cost increases are more clear.

### **F/22/115 – To authorise the payment listing**

Members reviewed and authorised a copy of the payment listing (see attached).

It was agreed to combine the salary costs on the payment listing.

### **F/22/116 – Procurement card provision**

It was agreed to close the Lloyds charge card provision and revert to using the B4B prepaid card system.

**Action** – Look into an additional current account with a debit card facility as an alternative to the procurement card setup.

### **F/22/117 – Office arrangements including layout**

It was agreed that the Clerk will investigate both the removal of the wall, or the installation of double doors as an alternative.

Cllr Gordon noted that there will likely be need for an additional storage unit at Eversley Park and this could include a secure outdoor compound.

### **F/22/118 – Remuneration & Staffing**

- Recruitment of Assistant/Deputy Clerk – including hours and duties – It was agreed that this will be discussed at the next committee meeting including a final proposal for the hours required.

- HR Annual Review – Defer until above is complete.

**F/22/119 – Tubbs Hall – landlord’s responsibilities**

Proposed new sub-lease including VAT advice – Tubbs Hall Management Committee have confirmed that they do not wish to take over the master lease.

As discussed above, the VAT advice obtained will include the proposed new sub-lease arrangements.

**F/22/120 – Legal issues**

None.

**F/22/121 – Items for inclusion in council communications**

None.

**F/22/122 – Responsible Finance Officer / Clerk’s Notices**

None.

**F/22/123 – Chairman’s Notices**

None.

**F/22/124 – Items for discussion at the next meeting on 14 September 2022**

Open Space at Edinburgh Road/Westfield Road.

**Meeting Closed at 21:16.**

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**Signed:**

**Date:**

## Management Accounts for the period ending 31 July 2022

### Income

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date
Community Infrastructure Levy	£0.00	£0.00	£6,639.43	£6,639.43
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£176,413.00	£59,216.27	£58,601.04	-£615.23
Kings Worthy Community Centre	£4,022.00	£1,340.67	£732.00	-£608.67
Planning & Highways	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£6,116.70	£1,542.83	£2,080.00	£537.17
<b>Totals:</b>	<b>£195,551.70</b>	<b>£62,099.77</b>	<b>£68,052.47</b>	<b>£5,952.70</b>

### Expenditure

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
Neighbourhood Plan	£9,000.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£89,596.00	£33,331.06	£29,021.46	£4,309.60
Kings Worthy Community Centre	£8,483.00	£4,007.56	£3,643.86	£363.70
Planning & Highways	£11,405.00	£440.00	£0.00	£0.00
Recreation & Amenities	£85,048.89	£28,934.77	£24,712.55	£4,222.22
<b>Totals:</b>	<b>£203,532.89</b>	<b>£66,713.40</b>	<b>£57,377.87</b>	<b>£8,895.53</b>

	Annual Budget	Budget Year to Date*	Actual Year to Date	Variance Year to Date
Actual Year to Date Position	-£7,981.19	-£4,613.63	£10,674.60	£15,288.23

### Memorandum Position - Excluding CIL Income and Expenditure

Memorandum Year to Date Position:	-£7,981.19	-£4,613.63	£4,035.17	£8,648.80
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## Balance Sheet for period ending 31 July 2022

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£9,999.24
Unity Trust Tailored Deposit Account	£86,321.51
<b>Sub-Total:</b>	<b>£96,320.75</b>
<u>Investments/Deposits</u>	
Nationwide variable (35-day notice)	£55,000.00
Hampshire Trust Bank Variable (45-day notice)	£42,313.17
Hampshire Trust Bank Variable (90-day notice)	£42,686.83
United Trust Bank Variable (100-day notice)	£5,260.27
<b>Sub-Total:</b>	<b>£145,260.27</b>
<u>Other</u>	
B4B Procurement Card	£8.06
Debtors	£2,143.75
Prepayments	£0.00
<b>Sub-Total:</b>	<b>£2,151.81</b>
<b>Total Current Assets:</b>	<b>£243,732.83</b>
<b>Current Liabilities</b>	
Trade Creditors	£1,875.01
Received on Account (inc. Precept)	£29,143.82
PAYE Payments Due	£285.20
NI Payments Due	£544.03
Pension Payments Due	£1,024.45
Other Creditors (awaiting advice from HMRC before payment)	£4.89
VAT to be Paid	£0.00
VAT to be Reclaimed	-£712.38
VAT that has been Reclaimed but not received	-£5,949.31
<b>Total Current Liabilities:</b>	<b>£26,215.71</b>
<b>Current Assets Minus Liabilities:</b>	<b>£217,517.12</b>
<b>Earmarked Funds in Reserve</b>	
Church Green Reserve	£2,882.99
Play area maintenance reserve	£44,053.22
CIL Reserve	£75,509.38
<b>Total Current Liabilities:</b>	<b>£122,745.09</b>
<b>Net Assets</b>	
Profit & Loss Accounts Brought Forward	£62,673.12
General Reserves (inc. £19,297.65 for tree works)	£21,723.81
Profit & Loss Year to Date	<b>£10,674.60</b>
<b>Total Net Assets:</b>	<b>£95,071.53</b>

## Payment Authorisation Listing – August 2022

### 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
17/05/2022	FAR (KWCC)	Fire Link Ltd	Late invoice - Basic fire extinguisher service, fire blanket service, fire alarm/emergency lighting test (annual fee) and site attendance charge	Fire safety	£370.23	£0.00
14/07/2022	FAR (KWCC)	Thomas Electrical Engineering Ltd	Installation of 3 emergency led escape lights and emergency light test switch	Electrical Infrastructure, installations and PAT testing	£470.00	£0.00
<b>Total:</b>					<b>£840.23</b>	<b>£0.00</b>

### Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
31/07/2022	FAR	The Worthies Sports & Social Club	Grant for the refurbishment of the shed at Eversley Park (in conjunction with the Worthys Youth Football Club)	Grants to Village Organisations	£1,500.00	£0.00

31/07/2022	FAR	EKS Accounting	Payroll services (April, May & June 2022)	Accountancy, book keeping and Payroll (7601)	£90.00	£0.00
03/08/2022	FAR	Amazon EU UK	Targus Urban Commuter Backpack (for laptop)	Miscellaneous Expenditure	£41.99	£0.00
03/08/2022	FAR	SweetCow Ltd	Hynix 8GB SO-DIMM ram memory	Miscellaneous Expenditure	£44.25	£0.00
03/08/2022	FAR	THUNDER HORSE INTERNATIONAL LTD	M8 (8mm X 45mm) Carriage Bolts (Pack of 10)	Miscellaneous Expenditure	£11.15	£0.00
04/08/2022	FAR	Amazon EU UK	Office Hippo 2 Drawer Mobile Pedestal filing cabinet	Miscellaneous Expenditure	£121.30	£0.00
04/08/2022	R&A	Amazon EU UK	20 x 1.2m (4ft) tall square garden tree stakes	Burial Ground - General Maintenance	£21.99	£0.00
07/08/2022	FAR	Amazon EU UK	A4 dividers & punched hole reinforcement applicator	Office Stationery	£13.53	£0.00
07/08/2022	FAR	JSI RETAIL LTD	Nylon plastic pry tool x3	Miscellaneous Expenditure	£4.89	£0.00
07/08/2022	FAR	Retail Advertising Services Ltd	ID Card Badge Holder (pack of 25)	Miscellaneous Expenditure	£7.86	£0.00
07/08/2022	FAR	Amazon EU UK	Stanley Screwdriver set (set of 6)	Miscellaneous Expenditure	£6.70	£0.00
08/08/2022	FAR	Amazon EU UK	Avery A3 Compact Trimmer Paper Cutter	Small Office Equipment (under £100)	£36.48	£0.00
09/08/2022	FAR	Safelincs Ltd	St Johns Ambulance first aid kit	Miscellaneous Expenditure	£36.99	£0.00
09/08/2022	FAR	Hampshire County Council	Box of copier paper & tippex correction rollers	Printing / Office Stationery	£28.63	£0.00
10/08/2022	FAR	Tubbs Hall Management Committee	July committee & full council meetings	Miscellaneous Expenditure	£80.00	£0.00

16/08/2022	FAR	Konica Minolta Business Solutions (UK) Ltd	Copier rental charge (07/08/22 - 06/11/22)	Printing	£76.07	£0.00
				<b>Total:</b>	<b>£2,121.83</b>	<b>£0.00</b>

### Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
05/07/2022	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre	Water - Tubbs Hall	£7.00	£0.00
11/07/2022	FAR (KWCC)	XLN Telecom	Phone & Broadband supply	Telephone & Broadband	£98.35	£0.00
12/07/2022	FAR (KWCC)	Octopus Energy	Electricity & Gas (01/04/22 - 30/04/22)	Electricity & Gas	£323.83	£0.00
14/07/2022	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£130.50	£0.00
15/07/2022	FAR (KWCC)	Winchester City Council	Business rates for Parish Office	Business Rates	£61.00	£0.00
15/07/2022	FAR	Sage Software Ltd	SAGE accounting software	Computer Software	£31.20	£0.00
22/07/2022	R&A	Business Stream	Burial ground water charges (19/04/22 - 06/07/2022)	Water (Burial Ground)	£9.48	£0.00
27/07/2022	R&A	Green Smile	Monthly grounds maintenance contract	Grounds Maintenance	£3,594.00	£0.00
				<b>Total:</b>	<b>£4,255.36</b>	<b>£0.00</b>



## Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Notes
25/07/2022	FAR	Christopher Read & Louise Daniel	July Salaries	Employee Wages & Salaries	£2,980.42	None.
19/08/2022	FAR	HMRC	July National Insurance & PAYE	NI / PAYE	£829.33	
19/0/2022	FAR	Hampshire County Council	July pension contributions	Pensions	£1,024.45	
<b>Total:</b>					<b>£4,834.10</b>	

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

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
04/07/2022	FAR	Microsoft	Office 365 subscription	Computer Software	£18.96	£0.00
04/07/2022	FAR	Lloyds Bank	Monthly card charges	Bank Interest & Charges	£6.00	£0.00
04/07/2022	FAR	Giffgaff	Monthly Goodybag of data, mins and texts - emergency mobile	Miscellaneous Expenditure	£6.00	£0.00
04/07/2022	FAR	Giffgaff	Monthly Goodybag of data, mins and texts - office mobile	Miscellaneous Expenditure	£6.00	£0.00
04/07/2022	FAR	1&1 Ionos Ltd	PHP7.3 Extended Support monthly	Website/Email expenses	£8.44	£0.00
04/07/2022	FAR	eSpares Ltd	Karcher ZF9001 Vacuum cleaner motor filter	Miscellaneous Expenditure	£8.95	£1.49
04/07/2022	FAR	Springvale Stores	Insulation tape	Miscellaneous Expenditure	£1.99	£0.00
<b>Total:</b>					<b>£56.34</b>	<b>£1.49</b>