



## **Kings Worthy Parish Council**

### **Minutes of the Finance, Administration & Remuneration Committee meeting held on Wednesday, 13 November 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**

None.

#### **F/24/208 – 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/24/209 – Impact of COVID-19 (including meeting recommendations)**

It was agreed to keep the current recommendations.

#### **F/24/210 – Election of Vice-Chair**

Cllr fish was proposed by Cllr Gordon and seconded by Cllr Hallisey. A vote was held with 3 in favour, 0 against and 0 abstentions.

#### **F/24/211 - To agree and sign the Minutes of the Meeting held on 16 October 2024**

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

#### **F/24/212 – Matters arising from the meeting held on 16 October 2024**

None.

#### **F/24/213 – Proposed new expenditure for Finance approval**

- Planning & Highways –
  - Proposal for an additional speed sign from CIL funding – After discussion, it was proposed to release the funding of £4,140.00 on the basis that an alternative display type is purchased to avoid complacency, and a schedule of data sharing is drafted for requesting speed enforcement from Hampshire police.

A vote was held to approve the funding with 2 in favour, 1 against, 0 abstentions.

- Finance, Administration & Remuneration – None.
- Recreation & Amenities –
  - Review of quotations for replacement adult exercise equipment for Eversley Park Recreation Ground – Councillors reviewed the quotations from suppliers and recommendation from R&A. After discussion, it was agreed that given the large cost difference between options 1 & 2; to recommend we accept quotation 1 from Kompan at a total cost of £22,790.28. The saving can then be invested in additional equipment if required.

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

- Communications – None.
- Grants –
  - Citizens Advice Winchester District – A grant request for £850.00 had been received for help towards the cost of running the service. It was unanimously agreed to approve this grant.
  - Public access defibrillator at Kings Charles Public House – It was agreed to speak to the pub about providing them with one of the defibrillators that we recently replaced. They can apply to the Council for a cabinet if they wish but on the proviso that the cabinet and AED are not included in the Council public access scheme.

#### **F/24/214 – To receive the statement of accounts and management reports for period ended 31 October 2024**

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

It was agreed to retain the £85,000.00 deposit in Nationwide and invest £47,266.84 with the Public Sector Deposit Fund.

#### **F/24/215 – To review the draft Forecast Outturn (2024/25) and budget (2025/26)**

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

It was agreed to obtain a quotation for the renovation of the remainder of the kitchen.

It was also agreed to obtain a quotation for the re-lining of the car park.

**Action – Obtain quotations as above.**

#### **F/24/216 – To review and approve the payment listing**

the payment listing was reviewed and approved by the Councillors.

#### **F/24/217 – Review of internal auditor including independence from the Council**

Councillors reviewed the internal auditor (Do the Numbers Ltd) and confirmed that the

services provided were sufficient the Councils financial risk and that they were independent of the Council.

#### **F/24/218 – Update (if any):**

- Adjustments to the office door – This was still awaiting confirmation from the contractor. After discussion, it was agreed to obtain a quotation for a half size door fitted to the outside of the current office door.
- Induction loop for the meeting room – Awaiting fitment by contractor.
- Potential electric vehicle charging points at Kings Worthy Community Centre – The Clerk had reviewed the Non-Disclosure Agreement and obtained additional legal advice. It was agreed to confirm with the company that if an agreement were agreed with the Council, that parts of that agreement would be subject to Freedom of Information requests and thus may not be confidential.

#### **Action – Contact provider to confirm above.**

- Review of Maintenance Technician’s contract – Date to meet awaited from the contractor.
- Council storage facilities – Update on costs for potential solutions – A quotation for a fenced compound had been received. It was agreed that a cost for container storage will be obtained for Eversley Park only (once base options are confirmed) due to the aesthetics of locating a unit of this type.
- Update on cyber training & payment/change of details policy – The Clerk has still not been contacted by the insurers training provider. It was agreed to accept the broker’s offer of a meeting in the office with both Clerks to review what is required. The Clerk will also chase their training provider.

#### **Action – Clerks to meet with the broker as above and chase the training provider.**

#### **F/24/219 – Remuneration & staffing**

- Review and approval of pensions Discretions Policy – Members reviewed additional information and agreed the discretions based on advice and research received.
- Annual pay review – It was agreed to defer this to full council.
- Requests for unpaid leave including approval – It was agreed to grant the Deputy Clerk up to 7 days unpaid leave (for the leave year) to be approved by the Clerk as per normal annual leave. It was also agreed to consider a formal policy with a maximum of 7-days available to staff.
- Request for minor adjustment of office hours for Deputy Clerk – The Deputy Clerk had requested to adjust her office hours on Tuesday to come in at 10:30 but still working the full day. It was agreed to approve this on a 6-month trial basis to ensure this does not interrupt with Council business.

#### **F/24/220 – Tubbs Hall – landlord’s responsibilities**

- Sub-lease with Tubbs Hall Management Committee – The final draft has now been received.

- Fire door works update – An additional strip had been purchased and received at request of the contractor and is awaiting fitment.

#### **F/24/221 – Legal issues**

The Clerk updated members on the current legal situation regarding the access to the allotment site.

#### **F/24/222 – Items for inclusion in council communications**

None.

#### **F/24/223 – Responsible Finance Officer/Clerk’s Notices**

Bus route map – The Clerk noted that given the significant impact on the community, and in absence of suitable information from the bus provider, he had created an interactive map showing the route and stops served during the London Road closure. This had also been placed on the covered bus shelters.

Relocation of large bin to Kings Worthy Community Centre – It was agreed to approach Winchester City Council to request use of a small piece of their grass verge to locate our large refuse bin. This cannot be located in the car park due to entry restrictions and needs to be located away from the building for fire safety. Moving this bin will allow the Council to reduce the number of vehicles accessing the Eversley Park barrier and should reduce building costs.

#### **F/24/224 – Chairman’s Notices**

None.

#### **F/24/225 – Items for discussion at the next meeting on 11 December 2024**

Consideration of a 4-day working week

Policy for unpaid leave

**Meeting Closed at 21:29.**

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**Signed:**

**Date:**

**Management Accounts for the period ending 31<sup>st</sup> October 2024**

**Income**

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn	2025/26 Budget
Community Infrastructure Levy	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£188,642.50	£109,379.34	£109,793.95	£414.61	£192,006.95	£192,017.00
Kings Worthy Community Centre	£11,613.21	£6,774.37	£1,281.00	£-5,493.37	£11,613.21	£9,783.70
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£51,698.60	£49,494.62	£47,537.14	£-1,957.48	£50,422.01	£9,057.00
<b>Totals:</b>	<b>£251,954.32</b>	<b>£165,648.33</b>	<b>£158,612.09</b>	<b>£-7,036.24</b>	<b>£254,042.17</b>	<b>£210,857.70</b>

**Expenditure**

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn	2025/26 Budget
Community Infrastructure Levy	£393.22	£393.22	£0.00	£-393.22	£0.00	£0.00
Finance, Administration & Remuneration	£110,805.95	£69,728.66	£57,651.20	£12,077.46	£113,082.53	£112,846.31
Kings Worthy Community Centre	£17,476.72	£10,591.18	£7,630.06	£2,961.12	£17,582.85	£18,588.00
Planning & Highways	£9,386.39	£5,379.89	£411.74	£4,968.15	£8,896.13	£9,386.00
Recreation & Amenities	£149,305.81	£81,966.55	£103,560.92	£-21,594.37	£153,396.01	£73,784.40
<b>Totals:</b>	<b>£287,368.09</b>	<b>£168,059.51</b>	<b>£169,253.92</b>	<b>£-1,980.85</b>	<b>£292,957.52</b>	<b>£214,604.71</b>

**Position - Actual**

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn	2025/26 Budget
Actual Year to Date Position	£-35,413.77	£-2,411.18	£-10,641.83	£-8,230.65	£-38,915.35	£-3,747.01

**Memorandum Position - (Excluding Income & Expenditure for: Fraser Road play area repairs, new accessible roundabout & CIL)**

Memorandum Year to Date Position:	£-5,608.77	N/A	£-10,566.69	N/A	£-38,840.21	£-3,747.01
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## Balance Sheet for period ending 31<sup>st</sup> October 2024

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£10,013.89
Unity Trust Tailored Deposit Account – 2.75 % gross	£109,094.97
<b>Sub-Total:</b>	<b>£119,108.86</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	£72.48
Debtors	£254.68
Prepayments	£0.00
<b>Sub-Total:</b>	<b>£327.16</b>
<b>Total Current Assets:</b>	<b>£204,436.02</b>
Current Liabilities	
Prepayments	£3.63
Trade Creditors	£2,417.46
Retentions (inc. VAT)	£789.06
Received on Account	£77,477.50
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	-£1,328.48
VAT that has been reclaimed but not received	-£5,911.17
<b>Total Current Liabilities:</b>	<b>£76,093.25</b>
<b>Current Assets Minus Liabilities:</b>	<b>£128,342.77</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>-£10,641.83</b>
<b>Total Net Assets:</b>	<b>£85,360.76</b>

## Payment Authorisation Listing – November 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
24/09/2024	FAR	Hampshire County Council	Blue 2 ply roll (pack of 6), LED torch	Miscellaneous Expenditure	£26.66	£0.00
24/09/2024	R&A	Abbey Grab Bag Ltd	1 Tonne waste bag	Burial Ground - General Maintenance	£85.00	£0.00
01/10/2024	FAR	Arthur J. Gallagher Insurance Brokers Ltd	Cyber insurance cover 01/10/24 - 30/09/25	Business Insurance	£367.36	£0.00
23/10/2024	R&A	Green Smile Ltd	Monthly Grounds maintenance contractor - October 2024	Contract Maintenance	£4,547.03	£0.00
<b>Total:</b>					<b>£5,026.05</b>	<b>£0.00</b>

### Payments to be authorised

18/10/2024	R&A	Glasdon U.K. Limited	Phoenix bench (for Fryers close)	Playground Maintenance	£750.35	£0.00
24/10/2024	R&A	ID Verde Ltd	Bin emptying from 01/07/2024 - 15/08/24	Dog Bins	£1,632.36	£0.00
28/10/2024	R&A	Cllr Dorry Lawlor	Reclaim of food colouring set for litter pick activity	Miscellaneous Expenditure	£5.99	£0.00

29/10/2024	FAR	The Fuzzy Bear Family Ltd	145 Litre storage trunk	Miscellaneous Expenditure	£35.99	£0.00
29/10/2024	FAR	Hampshire Association of Local Councils	Councillor Development - Knowledge & Core Skills - Parts 1 & 2	Staff & Councillors Training	£117.60	£0.00
06/11/2024	R&A	Blok 'N' Mesh Global Ltd	10x temporary fencing panels, couplers, spanner, rubber feet and delivery (with off-load)	Fencing	£783.00	£0.00
<b>Total:</b>					<b>£3,325.29</b>	<b>£0.00</b>

### Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
07/10/2024	FAR (KWCC)	Business Stream	Water supply monthly charge	Water Rates - Tubbs Hall	£56.08	£0.00
14/10/2024	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£162.05	£0.00
15/10/2024	FAR (KWCC)	Octopus Energy Ltd	Gas & Electricity Supply (September 2024)	Gas - Tubbs Hall & Electricity - Tubbs Hall	£158.87	£0.00
17/10/2024	FAR	Sage Global Services Ltd	SAGE accounting software - monthly	Computer Software	£39.60	£0.00
18/10/2024	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£75.77	£0.00
31/10/2024	FAR	Unity Trust Bank Plc	Monthly accounts charges	Bank Interest & Charges	£8.70	£0.00
<b>Total:</b>					<b>£501.07</b>	<b>£0.00</b>

## Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/10/2024	FAR	Parish Council employees	October 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

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
23/09/2024	FAR	GiffGaff	Monthly goodybag - Emergency Phone - restated due to error with date on previous listing	Miscellaneous Expenditure	£6.00	£0.00
02/10/2024	FAR (KWCC)	Complete Fire Protection Ltd t/a FirePlug Fire & Acoustics	FrameFit Fire Rated Threshold Seal & LM5 strip including delivery	Fire Safety	£181.78	£0.00
04/10/2024	FAR	HM Land Registry	Title plan search	Legal & Professional Fees	£3.00	£0.00
06/10/2024	FAR	GiffGaff	Monthly goodybag - Office Phone	Miscellaneous Expenditure	£6.00	£0.00
18/10/2024	R&A	Donald MacIntyre TA Emorsgate Seeds	EH1 wildflower seeds (1200g) for bank at Lovedon Fields	Planting	£104.83	£0.00
23/10/2024	FAR	Payment Card Solutions t/a B4B payments	New card	Bank Charges & Interest	£9.00	£0.00
25/10/2024	FAR (KWCC)	E J Rawlings & Company Ltd t/a Rawlins Paints	FrameFit Fire door seal including shipping	Fire Safety	£70.55	£0.00

30/10/2024	R&A	HolloGraphics Ltd	Reusable remembrance day window stickers for Kings Worthy Community Centre	Signs	£119.92	£0.00
30/10/2024	FAR (KWCC)	Complete Fire Protection Ltd t/a FirePlug Fire & Acoustics	Additional LM3 (3mm) strip including delivery	Fire Safety	£42.26	£0.00
31/10/2024	FAR	Payment Card Solutions t/a B4B payments	Monthly transaction fees	Bank Charges & Interest	£7.36	£0.00
				<b>Total:</b>	<b>£550.70</b>	<b>£0.00</b>