



Kings Worthy Parish Council

Minutes of the Finance, Administration & Remuneration Committee meeting held on Wednesday, 13 August 2025 at 19:30 held in Kings Worthy Community Centre, Fraser Road

Attendees

Councillors S. Biddle, Colin Cossburn, Emily Fish, Ian Gordon & Mandy Hallisey

Clerk(s)

Parish Clerk (Christopher Read)

Apologies

None.

Members of the public

None.

F/25/104 - 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/25/105 - Impact of COVID-19 (including meeting recommendations)

It was agreed to keep the current recommendations.

F/25/106 - To agree and sign the Minutes of the meeting held on 16 July 2025

The minutes of the previous meeting on 16 July 2025 were agreed as a true record and signed by the Chair.

F/25/107 - Matters arising from the meeting held on 16 July 2025

None.

F/25/108- Proposed new expenditure for Finance approval

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

Replacement automatic door closer for Kings Worthy Community Centre – Three quotations had been requested with only two received.

- Quotation A = £3,003.23
- Quotation B = £4,037.90

Due to the need to get the work carried out, it was agreed to proceed with the quotation

from Croma Fire & Security, as a matter of urgency, at a total cost of £3,003.23 (ex. VAT).

Costs associated with Kings Worthy Community Centre – including Janitorial costs, sanitary services provision plus initial upgrade and maintenance works –

Following the changes to the staffing, it was agreed to delay the takeover of Kings Worthy Community Centre until 31st January 2025.

It was agreed to proceed with purchasing initial janitorial supplies to enable their fitment well ahead of the transfer:

- Toilet roll dispensers = £100.74 (inc. initial refills)
- Soap dispensers = £166.62 (inc. initial refills)
- Air fresheners = £204.94 (inc. initial refills)

• **Recreation & Amenities –**

Costs for establishment of allotment site including additional fencing rails –

It was agreed to proceed with the following works at the allotment area:

- Rails from AVS Fencing = £428.99
- Fitment of the rails by M.R.S. Services = £795.00
- Fitment of the wheelbarrow fixing post = £85.00
- Compaction of the gate entrance area = £322.00

It was also agreed to ratify the expenditure on the materials for the entrance way a total cost of £239.75.

Inspection of trees adjacent to Eversley Park play area – It was agreed to accept the quotation from Plane Arboriculture at a total cost of £340.00 for a visual tree assessment of these trees.

• **Communications –** None.

• **Grants –**

Survivors of Bereavement by Suicide (SoBS) – More information has been requested.

Worthys Festival – The previously granted funds for first aid provision is no longer needed. A revised application was received for the costs of providing an accessible temporary toilet and bins for litter disposal. It was unanimously agreed to grant the requested £440.00.

F/25/109 – Potential provision of Parish Council owned devices for Councillors

Due to staffing changes, it was agreed to defer this for 3-months.

F/25/110 – To review and approve the management accounts report for the period ending 30 June 2025

A copy of the management accounts report had been published and circulated to all members for review. It was unanimously agreed to approve the accounts report with no changes.

35-day deposit account - The Clerk noted that further additional information had been requested for the 35-day deposit. Given the small additional interest earned on this deposit over the Council's other accounts, it was agreed to close this account.

Opening of CCLA Public Sector Deposit Fund account - It was unanimously agreed for the signatories for this account to be the Chair & Vice-Chair of the committee, and the Clerk as main contact.

F/25/111 – To review and approve the payment listing

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

F/25/112 – Update on renewal of Parish Council's insurance cover including potential additional cover needed for Kings Worthy Community Centre

Quotations are awaited from 3 suppliers.

F/25/113 – Update on the future management of Kings Worthy Community Centre

See above.

F/25/114 – Remuneration & staffing

Replacement Deputy Clerk including advertisement & interview process –

It was agreed to take the Deputy Clerk up on their offer to stay on 15-hours per week until the end of August.

It was also agreed for the interview panel to consist of the Council Chair, Chair of each committee and the Clerk. A budget of £200.00 was agreed to be used at the Clerk's discretion when advertising including with Indeed.

At this point the Clerk was asked to leave the meeting to discuss the proposed salary range for the Deputy Clerk.

Once the discussion was over the Clerk then re-entered the meeting.

F/25/115 – Tubbs Hall – landlord's responsibilities

None.

F/25/116 – Legal issues

Damage to fence - The Clerk noted that the fence at Lower Broadview had been vandalised. This has been reported to the police but the case was closed the same day.

F/25/117 – Items for inclusion in Council communications

Recent spates of vandalism.

F/25/118 – Responsible Finance Officer/Clerk's Notices

None.

F/25/119 – Chairman's Notices

None.

F/25/120 – Items for discussion at the next meeting on 17 September 2025

- Review of Council fees
- Review of internal audit provision

Meeting Closed at 20:53.

Signed:

Date:

Kings Worthy Parish Council management accounts report for the period ending 31st July 2025

Income

Committee/Department	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Community Infrastructure Levy (CIL)	£0.00	£ -	£ 395.95	£ 395.95
Finance, Administration & Remuneration (FAR)	£213,840.45	£ 53,109.48	£ 70,898.67	£ 17,789.19
Kings Worthy Community Centre (KWCC)	£11,397.64	£ 2,901.28	£ 732.00	-£ 2,169.28
Planning & Highways (P&H)	£0.00	£ -	£ -	£ -
Recreation & Amenities (R&A)	£28,212.26	£ 6,331.17	£ 1,178.60	-£ 5,152.57
Total Income:	£253,450.35	£ 62,341.93	£ 73,205.22	£ 10,863.29

Expenditure

Committee/Department	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Community Infrastructure Levy (CIL)	£1,200.00	£ -	£ -	£ -
Finance, Administration & Remuneration (FAR)	£112,342.56	£ 26,977.75	£ 27,815.46	£ 837.71
Kings Worthy Community Centre (KWCC)	£24,323.88	£ 5,513.88	£ 3,308.22	-£ 2,205.66
Planning & Highways (P&H)	£10,354.00	£ 894.20	£ 443.00	-£ 451.20
Recreation & Amenities (R&A)	£129,108.26	£ 38,064.98	£ 45,308.38	£ 7,243.40
Total Income:	£ 277,328.69	£ 71,450.81	£ 76,875.06	£ 5,424.25

Net surplus/deficit position:	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Income minus expenditure	-£23,878.34	-£ 9,108.88	-£ 3,669.84	£ 5,439.04

Balance Sheet for the month ending 31/07/2025

Current Assets

Asset	Balance
Current account	£ 5,444.10
Instant access savings account	£ 74,702.68
35-day notice savings account	£ 45,000.00
Procurement cards account	£ 884.80
Debtors	£ 2,865.91
Prepayments (asset)	£ -
Total Current Assets	£ 128,897.49

Current Liabilities

Liability	Balance
Creditors	£ 2,731.04
Accruals	£ -
Retentions (including VAT)	£ 789.06
Received on account (including Precept)	£ 35,083.86
PAYE payments due	£ 339.40
National Insurance payments due	£ 600.29
Pension payments due	£ 1,059.33
VAT to be paid to HMRC	-£ 5.60
VAT to be reclaimed from HMRC	-£ 1,269.63
VAT that been reclaimed but not yet received	-£ 9,277.62
Total Current Assets	£ 30,050.13

Total Current Asset minus Liabilities = £98,847.36

Earmarked funds in reserve

Earmarked Reserve	Balance
Play area maintenance reserve	£ 16,125.38
Aged Community Infrastructure Levy (CIL) reserve	£ 1,655.89
Total Current Assets	£ 17,781.27

Net Assets

Net Asset	Balance
General reserve	£ 84,735.93
Profit & Loss year to date	-£ 3,669.84
Total Current Assets	£ 81,066.09

Payment Authorisation Listing – August 2025

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
26/06/2025	R&A	ID Verde Ltd	01/04/2025 - 30/06/2025 (Emptying of 8 x 240L bins & 1x 120L bin on a weekly basis	Litter pickers & bins	£1,755.64	£0.00
03/07/2025	P&H	Stocksigns Ltd	Firmware upgrade, reprogramming, and replacement charge controller for original speed indicator device	Speeding Initiatives	£228.00	£0.00
25/07/2025	R&A	Plane Arboriculture Ltd	Site meeting at Legion Lane & emergency call out at Eversley Park	Tree Works	£340.00	£0.00
29/07/2025	FAR (KWCC)	Doorgear Ltd	Annual service of our fire shutter	Fire & Building Safety	£150.00	£0.00
01/08/2025	R&A	Worthy Tree Care	To remove the pine tree fallen across the footpath at Eversley Park	Tree Works	£240.00	£0.00

Total of payments previously authorised on the bank = £2,713.64

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
19/07/2025	R&A	Defib Service Group Ltd	Defibrillator & cabinet service for 4 units	Defibrillators	£736.00	£0.00
28/07/2025	R&A	Hampshire County Council	Hookpit history interpretation board	Signs	£1,419.60	£0.00

Total of payments to be authorised = £2,155.60

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
01/07/2025	FAR	Hiscox Underwriting Ltd	Parish Council insurance	Business Insurance	£763.31	£0.00
07/07/2025	FAR (KWCC)	Business Stream	Water supply monthly charge	Water Rates - Tubbs Hall	£56.08	£0.00
14/07/2025	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£134.84	£0.00
15/07/2025	FAR (KWCC)	Winchester City Council	Business rates for Parish Office	Building rent & business rates	£61.00	£0.00
15/07/2025	FAR (KWCC)	Octopus Energy Ltd	Electricity (01/06/2025 - 30/06/2025)	Electricity - Tubbs Hall & Gas - Tubbs Hall	£133.51	£0.00
17/07/2025	FAR	Sage Global Services Ltd	SAGE accounting software - monthly	Computer Software	£56.40	£0.00
18/07/2025	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£78.00	£0.00

30/07/2025	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Contract Maintenance	£4,547.05	£0.00
31/07/2025	FAR	Unity Trust Bank Plc	Monthly bank charges (including payment and cheque processing fees)	Bank Charges & Interest	£8.85	£0.00

Total Direct Debits & Standing Orders = £5,839.04

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/07/2025	FAR	Parish Council employees	July salaries, PAYE, NI & Pension	Employee Wages and Salaries / NI / PAYE/ Pensions	£5,097.46	None

Procurement Card Payments (including transaction fees where applicable)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
01/07/2025	FAR	Honest Mobile Ltd	Monthly mins, data & text plan	Miscellaneous Expenditure	£6.75	£1.12
01/07/2025	FAR	Parcel2Go.com Ltd	Tracked 24 hour small parcel (for thermometer re-calibration)	Postage & Carriage	£8.75	£0.00
01/07/2025	FAR	Springvale Stores	Bubble wrap & milk	Miscellaneous Expenditure	£3.48	£0.00
08/07/2025	FAR	Laptops Direct t/a Buy It Direct Ltd	New laptop for Parish Office (inc. delivery)	Office – Capital Expenditure	£709.96	£0.00
17/07/2025	FAR (KWCC)	Winchester Blinds & Shutters Ltd	30% deposit for 3x replacement Velux blinds	Building maintenance & general costs	£235.44	£0.00
24/07/2025	FAR	Electronic Temperature Instruments Ltd	Re-calibration of thermometer and probes	Miscellaneous Expenditure	£45.12	£0.00
31/07/2025	FAR	Payment Card Solutions t/a B4B Payments	Monthly transaction charges	Bank Charges & Interest	£3.00	£0.00
01/08/2025	R&A	Lawsons (Whetstone) Ltd T/A AVS Fencing Supplies	40x 3.66mm half round fencing rails for allotment fence	Capital Projects – R&A	£514.79	£0.00
06/05/2025	R&A	Holm Products	2x Maxi bags (1x Type 1 & 1x ballast) for allotment site	Capital Projects – R&A	£163.20	£0.00

Total procurement card payments = £1,690.49