



Kings Worthy Parish Council

Minutes of the Finance, Administration & Remuneration Committee meeting held on Wednesday, 12 November 2025 at 19:30 held in Kings Worthy Community Centre, Fraser Road

Attendees

Councillors Signe Biddle, Emily Fish, Ian Gordon & Mandy Hallisey

Clerk(s)

Parish Clerk (Christopher Read)

Apologies

Cllr Mark Sullivan (Cllr Sullivan's reason for absence was approved)

Members of the public

None.

F/25/154 – 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/25/155 – Impact of COVID-19 (including meeting recommendations)

After discussion, it was agreed to remove these recommendations.

F/25/156 - To agree and sign the Minutes of the meeting held on 15 October 2025

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

F/25/157 – Matters arising from the meeting held on 15 October 2025

None.

F/25/158– Proposed new expenditure for Finance approval

- **Planning & Highways (P&H)** – None.
- **Finance, Administration & Remuneration (FAR)**
 - Replacement office phone and PC – Due to staff illness, it was agreed to defer this item to the next meeting.
- **Recreation & Amenities (R&A)** –
Quotation for the preparation of the allotment paths for turfing – A quotation had been

received from Green Smile for the preparation of the pathways. This preparation is to allow the turf to be laid the following week and includes the hire of the rotovator.

Cllr Gordon declared an interest and abstained from the vote.

It was agreed to accept the quotation at a total cost of £675.00 (ex. VAT).

- **Grants** – None.

F/25/159 – Potential grant application for works to increase the energy efficiency of Kings Worthy Community Centre

It

F/25/160 – To review and approve the payment listing

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

Purchase of a memorial wreath to be laid on behalf of the Parish – Due to the deadline for the purchase of this item, it has already been purchased with the agreement of the Chair of the Council.

Councillors considered the expenditure including that the benefit to the community was proportionate to the expenditure incurred. It was unanimously agreed to purchase this under s137 of Local Government Act 1972.

F/25/161 – Review of internal audit provision

Due to staff illness, it was agreed to defer this item to the next meeting.

F/25/162 – Update on the future management of Kings Worthy Community Centre including maintenance works and service contracts.

Due to staff illness, no progress had been made on this item. The Clerk did note that there is a potential change to the Winchester City Council CIL grant scheme that may require part funding from the Parish Council.

F/25/163 – Remuneration & staffing

Replacement Deputy Clerk including advertisement & interview process – Candidates had now been interviewed and a recommendation will be made to the next full council meeting.

Annual employer's pension meeting – Due to staff illness, it was agreed to defer this item to the next meeting.

F/25/164 – Tubbs Hall – landlord's responsibilities

None.

F/25/165 – Legal issues

None.

F/25/165 – Items for inclusion in Council communications

None.

F/25/166 – Responsible Finance Officer/Clerk's Notices

None.

F/25/167 – Chairman's Notices

None.

F/25/168 – Items for discussion at the next meeting on 12 November 2025

- Review of Council fees
- Review of Maintenance Technician’s contract

Meeting Closed at 19:49.

Signed:

Date:

Payment Authorisation Listing – November 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 & Power	Category	Total (inc. VAT)	Unrecoverable VAT
16/09/2025	R&A	Tradehutdirect Ltd (Restated as incorrect beneficiary listed in October listing)	Closed shackle padlock Power to spend - Open Spaces Act 1906 s.9	Open Spaces Maintenance	£29.68	£0.00
05/10/2025	R&A	Green Smile Ltd	Monthly grounds maintenance contract Power to spend - Open Spaces Act 1906 s.9	Contract Maintenance	£4,719.82	£0.00
23/10/2025	FAR (KWCC)	1A Autoheat Ltd t/a gascare	Urgent call out to check issue and replace broken zone valve Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Heating Repairs	£280.00	£0.00

31/10/2025	FAR (KWCC)	1A Autoheat Ltd t/a gascare	Service hot water cylinder Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Heating Repairs	£106.00	£0.00
03/11/2025	FAR (KWCC)	1A Autoheat Ltd t/a gascare	Service boiler and carry out gas safety check Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Heating Repairs	£142.00	£0.00

Total of payments previously authorised on the bank = £5,277.50

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
01/10/2025	FAR	Hampshire Association of Local Councils	Late invoice - Councillor Development - Knowledge & Core Skills - Parts 1 & 2 (Member) - Cllr Cossburn Power to spend - Local Government Act 1972 s.111	Staff & Councillor Training	£128.40	£0.00
01/10/2025	FAR	CSS Total Security Ltd (t/a Croma Fire & Security)	Annual charge for standard maintenance of automatic door (28/11/25 - 27/11/26) Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Building Maintenance & General Costs	£180.60	£0.00

21/10/2025	FAR	Hampshire County Council	Duster & 2x boxes of A4 paper Power to spend - Local Government Act 1972 s.111 Wiggle eyes and splash mat Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Miscellaneous Expenditure / Printing	£59.75	£0.00
22/10/2025	FAR	Amazon EU S.à r.l., UK Branch	CRAYOLA SuperTips Washable Markers Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Office Stationery	£14.99	£0.00
31/10/2025	FAR	Offsite Archive Storage & Integrated Services UK Ltd	Retrieve boxes from archive & transport to office Power to spend - Local Government Act 1972 s.111	Document Storage	£94.84	£0.00
01/11/2025	FAR	Worthys Festival	Community grant for the provision of large litter bins and an accessible toilet Power to spend - Local Government Act 1972 s.145 (provision of entertainments)	Grants to Village Organisations	£440.00	£0.00
01/11/2025	FAR	Citizens Advice Winchester	Community grant towards the cost of running the service Power to spend - Local Government Act 1972 s.142	Grants to Village Organisations	£850.00	£0.00

10/11/2025	R&A	Plane Arboriculture Ltd	Conduct a site investigation and prepare an arboricultural condition survey report (including additional site as agreed with Clerk) Power to spend - Open Spaces Act 1906	Tree Works	£2,465.00	£0.00
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Total of payments to be authorised = £4,233.58

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
06/10/2025	FAR (KWCC)	Business Stream	Water supply monthly charge Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Water Rates - Tubbs Hall	£56.08	£0.00
14/10/2005	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge Power to spend - Litter Act 1983 s.5 & s.6	Open Spaces Maintenance	£134.84	£0.00
16/10/2025	FAR	Sage Global Services Ltd	SAGE accounting software - monthly Power to spend - Local Government Act 1972 s.111	Computer Software	£56.40	£0.00

20/10/2025	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply Power to spend - Local Government Act 1972 s.111	Telephone & Broadband	£78.00	£0.00
21/10/2025	FAR (KWCC)	Octopus Energy Ltd	Electricity & gas charges for September 2025 Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Electricity - Tubbs Hall & Gas - Tubbs Hall"	£88.44	£0.00
31/10/2025	FAR	Unity Trust Bank Plc	Monthly bank charges (including payment and cheque processing fees) Power to spend - Local Government Act 1972 s.111	Bank Charges & Interest	£10.35	£0.00

Total Direct Debits & Standing Orders = £424.11

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/10/2025	FAR	Parish Council employees	October salaries, PAYE, NI & Pension Power to spend - Local Government Act 1972 S.112	Employee Wages and Salaries / NI / PAYE/ Pensions	£4,070.71	None.

Procurement Card Payments (including transaction fees where applicable)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
02/10/2025	FAR	Indeed Ireland Operations Ltd	Sponsored job posting on indeed.com Power to spend - Local Government Act 1972 S.112	Miscellaneous Expenditure	£39.12	£0.00
09/10/2025	FAR	Honest Mobile Ltd	Office mobile monthly charge Power to spend - Local Government Act 1972 S.111	Miscellaneous Expenditure	£13.39	£0.00
11/10/2025	FAR (KWCC)	Winchester Blinds & Shutters Ltd	Remaining balance for fitment of 3x solar blinds for Kings Worthy Community Centre Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Building Maintenance & General Costs	£549.36	£0.00
14/10/2025	FAR	Baker Ross Ltd	Items for children's activity after community litter pick Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Miscellaneous Expenditure	£25.80	£0.00
14/10/2025	FAR	Royal British Legion Trading Ltd	Medium Poppy Wreath (Type B) Power to spend - Local Government Act 1972 S.137	S137 Expenditure	£24.49	£0.00

23/10/2025	FAR	GiffGaff	Sim monthly plan (emergency phone) Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Miscellaneous Expenditure	£6.00	£0.00
31/10/2025	FAR	Payment Card Solutions t/a B4B Payments	Monthly transaction charges Power to spend - Local Government Act 1972 S.112	Bank Charges & Interest	£3.76	£0.00

Total procurement card payments = £661.92