



## Kings Worthy Parish Council

### Minutes of the Finance, Administration & Remuneration Committee meeting held on Wednesday, 15 October 2025 at 19:30 held in Kings Worthy Community Centre, Fraser Road

#### Attendees

Councillors S. Biddle, Ian Gordon & Mark Sullivan.

#### Clerk(s)

Parish Clerk (Christopher Read)

#### Apologies

Cllr Emily Fish (Cllr Fish's reason for absence was approved)

Cllr Mandy Hallisey (Cllr Hallisey's reason for absence was approved)

#### Members of the public

None.

#### **F/25/137 – 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/25/138 – Impact of COVID-19 (including meeting recommendations)**

After discussion, it was agreed to remove these recommendations.

#### **F/25/139 - To agree and sign the Minutes of the meeting held on 13 August 2025**

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

#### **F/25/140 – Matters arising from the meeting held on 13 August 2025**

None.

#### **F/25/141– Proposed new expenditure for Finance approval**

- **Planning & Highways (P&H)** – None.
- **Finance, Administration & Remuneration (FAR)** –  
Quotation for the servicing of the boiler and hot water cylinder – It was agreed to proceed with the quotations from Gascare for the servicing of our gas boiler and hot water cylinder at a total cost of £205.01.
- **Recreation & Amenities (R&A)** –

Quotation for levelling/seeding of graves – It was agreed to approve the recommendation from R&A to accept the quotation from Green Smile for the levelling of 14 graves at a total cost of £1,400.00 (£100 per grave).

Digitisation of Burial Ground records – It was agreed to approve the recommendation from R&A to proceed with the scanning of burial ground records.

Members noted that Hampshire Printing Services have a full Data Protection Impact Assessment to undertake such work and it was agreed to proceed at a total cost of £550.00.

- **Grants –**

Worthys Conservation Volunteers – A grant request had been received for £800.00 towards the cost of a replacement bench on the disused railway line, replacement posts for the existing information board, tools and insurance cover.

After discussion it was unanimously agreed to approve this request under Local Government (Miscellaneous Provisions) Act 1976.

**F/25/142 – To review and approve the management accounts report for the period ending 30 September 2025**

A copy of the management accounts report had been published and circulated to all members for review (see summary attached). The Clerk gave a short presentation of the figures; no changes were made and they were approved and signed by the Chair.

**F/25/143 – To review the Draft Forecast Outturn for 2025/26 and Draft budget for 2026/27**

A copy of the Draft Forecast Outturn (2025/26) and Draft Budget (2026/27) had been published and circulated to all members for review (see summary attached). The Clerk have short presentation on the main changes.

**F/25/144 – Potential grant application for works to increase the energy efficiency of Kings Worthy Community Centre**

It was agreed to submit a Community Infrastructure Levy (CIL) grant application for energy efficiency improvements to include:

- Replacement windows and doors for the remainder of the building
- The installation of improved insulation in the loft space
- Replacement of the lighting units with more energy efficient units
- Installation of a new heating system based on an air source or ground source heat pump (including associated underfloor heating or radiators, and potential battery storage).

**F/25/145 – To review and approve the payment listing**

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

**F/25/146 – Update on the future management of Kings Worthy Community Centre including maintenance works and service contracts.**

No further update.

**F/25/147 – Remuneration & staffing**

Replacement Deputy Clerk including advertisement & interview process – The Clerk noted that the shortlisting of the candidates was complete and interviews were being arranged.

Annual employer’s pension meeting – After discussion, it was agreed for the Clerk to attend this meeting.

Approval of Clerk’s annual leave request – It was agreed to approve the Clerk’s request to amend his planned annual leave in October.

**F/25/148 – Tubbs Hall – landlord’s responsibilities**

None.

**F/25/149 – Legal issues**

None.

**F/25/150 – Items for inclusion in Council communications**

None.

**F/25/151 – Responsible Finance Officer/Clerk’s Notices**

None.

**F/25/152 – Chairman’s Notices**

None.

**F/25/153 – Items for discussion at the next meeting on 12 November 2025**

- Review of Council fees
- Review of internal audit provision
- Review of Maintenance Technician’s contract

**Meeting Closed at 20:32.**

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**Signed:**

**Date:**

## Kings Worthy Parish Council management accounts report for the period ending 30 September 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	£106,072.47	£107,206.99	£1,134.52
Kings Worthy Community Centre (KWCC)	£11,397.64	£5,700.69	£1,098.00	£-4,602.69
Planning & Highways (P&H)	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities (R&A)	£28,212.26	£22,168.28	£7,186.25	£-14,982.03
<b>Total Income:</b>	<b>£253,450.35</b>	<b>£133,941.44</b>	<b>£115,887.19</b>	<b>£-18,054.25</b>

### Expenditure

Committee/Department	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Community Infrastructure Levy (CIL)	£1,200.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration (FAR)	£112,342.56	£51,297.60	£42,133.91	£-9,163.69
Kings Worthy Community Centre (KWCC)	£24,323.88	£11,401.91	£5,963.86	£-5,438.05
Planning & Highways (P&H)	£10,354.00	£894.20	£443.00	£-451.20
Recreation & Amenities (R&A)	£129,108.26	£61,261.13	£56,647.39	£-4,613.74
<b>Total Income:</b>	<b>£ 277,328.69</b>	<b>£124,854.84</b>	<b>£105,188.16</b>	<b>£-19,666.68</b>

Net surplus/deficit position:	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Income minus expenditure	<b>£-23,878.34</b>	<b>£9,086.60</b>	<b>£10,699.03</b>	<b>£1,612.43</b>

## Balance Sheet for the month ending 30/09/2025

### Current Assets

<b>Asset</b>	<b>Balance</b>
Current account	£11,616.04
Instant access savings account	£204,661.38
35-day notice savings account	£0.00
Procurement cards account	£673.33
Debtors	£1,753.28
Prepayments (asset)	£0.00
<b>Total Current Assets</b>	<b>£218,704.03</b>

### Current Liabilities

<b>Liability</b>	<b>Balance</b>
Creditors	£1,988.92
Prepayments	£3.30
Retentions (including VAT)	£789.06
Received on account (including Precept)	£105,251.52
PAYE, National Insurance & Pension payments due	£1,753.01
VAT to be paid to HMRC	-£5.60
VAT to be reclaimed from HMRC	-£4,292.41
VAT that been reclaimed but not yet received	£0.00
<b>Total Current Assets</b>	<b>£105,487.80</b>

**Total Current Asset minus Liabilities = £113,216.23**

### Earmarked funds in reserve

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

### Net Assets

<b>Net Asset</b>	<b>Balance</b>
General reserve	£84,735.93
Profit & Loss year to date	£10,699.03
<b>Total Current Assets</b>	<b>£95,434.96</b>

## Draft Forecast Outturn (2024/25) & Draft Budget (2025/26) report – Summary

### Income

Income - Committee/Department	Current Budget	Year to Date Income	Forecast Outturn (2025/26)	Draft Budget (2026/27)
Community Infrastructure Levy (CIL)	£0.00	£359.95	£359.95	£0.00
Finance, Administration & Remuneration (FAR) committee	£213,840.45	£107,206.99	£213,841.63	£213,840.45
Kings Worthy Community Centre (KWCC)	£11,397.64	£1,098.00	£14,096.06	£11,591.52
Planning & Highways (P&H) committee	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities (R&A) committee	£28,212.26	£7,186.25	£27,732.26	£12,123.19
<b>Totals:</b>	<b>£253,450.35</b>	<b>£115,851.19</b>	<b>£256,029.90</b>	<b>£237,555.16</b>

### Expenditure

Expenditure - Committee/Department	Current Budget	Year to Date Income	Forecast Outturn (2025/26)	Draft Budget (2026/27)
Community Infrastructure Levy (CIL)	£1,200.00	£0.00	£1,200.00	£0.00
Finance, Administration & Remuneration (FAR) committee	£112,342.56	£42,133.91	£98,046.16	£121,585.86
Kings Worthy Community Centre (KWCC)	£24,323.88	£5,963.86	£27,168.16	£15,476.92
Planning & Highways (P&H) committee	£10,354.00	£443.00	£12,094.00	£12,094.00
Recreation & Amenities (R&A) committee	£129,108.26	£56,647.39	£118,566.16	£78,542.78
<b>Totals:</b>	<b>£277,328.69</b>	<b>£105,188.16</b>	<b>£257,074.47</b>	<b>£227,699.55</b>

<b>Net surplus/deficit position:</b>				
Income minus expenditure	<b>-£23,878.34</b>	<b>£10,663.03</b>	<b>-£1,044.58</b>	<b>£9,855.61</b>

## Payment Authorisation Listing – October 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
03/09/2025	R&A	Tom Fisher Tree Care	Clear path along old railway line (fell two leaning trees + branches over path - emergency) Power: Open Spaces Act 1906 s.9	Tree Works	£420.00	£0.00
18/09/2025	FAR	PCC of Kings Worthy	Annual subscription to Parish Magazine Power: Local Government Act 1972 s.111	Subscriptions	£9.00	£0.00
29/09/2025	FAR (KWCC)	Fire Link Ltd	Service of extinguishers, fire blanket and fire alarm. Testing of emergency lights Power: Local Government (Miscellaneous Provisions) Act 1976 s.19	Fire & Building Safety	£284.70	£0.00

29/09/2025	FAR (KWCC)	Stag Systems Ltd	Annual servicing of CCTV System (02/07/2025 - 02/07/2026) Power: Local Government (Miscellaneous Provisions) Act 1976 s.19	Building Maintenance & General Costs	£192.00	£0.00
30/09/2025	FAR	BDO LLP	Limited assurance review for year ending 31st March 2025 Power: Local Government Act 1972 s.111	Audit Fees (internal & external)	£756.00	£0.00
30/09/2025	FAR	Arthur J. Gallagher Insurance Brokers Ltd	Cyber cover (01/10/2025 - 30/09/2026) Power: Local Government Act 1972 s.111	Business Insurance	£393.84	£0.00
02/10/2025	R&A	Sovereign Design Play Systems Ltd	40% balance for maintenance works at Church Green play area Power: Local Government (Miscellaneous Provisions) Act 1976 s.19	Playground Maintenance	£1,350.82	£0.00
06/10/2025	R&A	Plane Arboriculture Ltd	Conduct a site investigation and prepare an arboricultural condition survey report for trees adjacent to Eversley Park play area Power: Open Spaces Act 1906 s.9	Tree Works	£340.00	£0.00
10/09/2025	FAR	Viking Office UK Ltd	Replacement office shredder Power: Local Government Act 1972 s.111	Office - Capital Expenditure	£239.99	£0.00

**Total of payments previously authorised on the bank = £3,986.35**

**Payments to be authorised**

<b>Date</b>	<b>Committee</b>	<b>Beneficiary</b>	<b>Description</b>	<b>Category</b>	<b>Total (inc. VAT)</b>	<b>Unrecoverable VAT</b>
16/09/2025	R&A	Sign Trade Supplies	Closed shackle padlock	Open Spaces Maintenance	£29.68	£0.00
16/09/2025	R&A	KPCM Display Ltd	Footpath closed signage	Signs	£10.71	£0.00
16/09/2025	FAR	JBI Supplies Ltd	Hazard tape	Miscellaneous Expenditure	£6.17	£0.00
17/09/2025	FAR	Amazon EU UK	Refuse sacks & A4 card	Miscellaneous Expenditure / Printing	£10.94	£0.00
18/09/2025	FAR	Justar Technology Ltd	Shredder lubricant sheets	Miscellaneous Expenditure	£12.34	£2.06
18/09/2025	R&A	Amazon EU UK	Litter grabber	Litter Pickers & Bins	£12.99	£0.00
30/09/2025	FAR	Offsite Archive Storage & Integrated Services UK Ltd	Document storage (01/10/2025 - 31/12/2025)	Document Storage	£39.56	£0.00
02/10/2025	FAR	Parish Online	Website and email service (02/10/2025 - 02/10/2026)	Website/Email Expenses	£518.40	£0.00
06/10/2025	R&A	Green Smile Ltd	Additional tree watering (Starting 02/05/2025)	Planting	£378.00	£0.00

06/10/2025	R&A	Green Smile Ltd	Cut up and remove low hanging branch	Open Spaces Maintenance	£60.00	£0.00
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**Total of payments to be authorised = £1,078.79**

### Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
01/09/2025	R&A	Green Smile Ltd	Monthly grounds maintenance contract (August 2025)	Contract Maintenance	£4,547.05	£0.00
01/09/2025	FAR	Hiscox Underwriting Ltd	Parish Council insurance	Business Insurance	£763.31	£0.00
05/09/2025	FAR (KWCC)	Business Stream	Water supply monthly charge	Water Rates - Tubbs Hall	£56.08	£0.00
15/09/2025	FAR (KWCC)	Biffa Municipal Ltd	Disposal of 31x fabric chairs (in accordance with POPs regulations)	Waste Collection Charges	£900.00	£0.00
15/09/2025	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£168.55	£0.00
16/09/2025	FAR (KWCC)	Octopus Energy Ltd	Electricity & gas charges for August 2025	Electricity - Tubbs Hall & Gas - Tubbs Hall	£117.65	£0.00
17/09/2025	FAR	Sage Global Services Ltd	SAGE accounting software - monthly	Computer Software	£56.40	£0.00
18/09/2025	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£78.00	£0.00

15/09/2025	FAR (KWCC)	Biffa Municipal Ltd	Recycling & general waste bin emptying (27/09/2025 - 26/12/2025)	Waste Collection Charges	£314.96	£0.00
22/09/2025	FAR (KWCC)	Rentokil Pest Control	Pest control services (01/07/2025 - 30/09/2025)	Pest Control	£172.55	£0.00
23/09/2025	FAR (KWCC)	PHS Group PLC	Annual Duty of Care (01/10/2025 to 30/09/2026)	Waste Collection Charges	£107.70	£0.00
30/09/2025	R&A	Green Smile Ltd	Monthly grounds maintenance contract (September 2025)	Contract Maintenance	£4,547.05	£0.00
30/09/2025	FAR	Unity Trust Bank Plc	Monthly bank charges (including payment and cheque processing fees)	Bank Charges & Interest	£10.50	£0.00

**Total Direct Debits & Standing Orders = £11,839.90**

### Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/09/2025	FAR	Parish Council employees	September salaries, PAYE, NI & Pension	Employee Wages and Salaries / NI / PAYE/ Pensions	£4,070.71	

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

<b>Date</b>	<b>Committee</b>	<b>Beneficiary</b>	<b>Description</b>	<b>Category</b>	<b>Total (inc. VAT)</b>	<b>Unrecoverable VAT</b>
06/09/2025	FAR	Honest Mobile Ltd	Office mobile (August)	Miscellaneous Expenditure	£13.44	£0.00
23/09/2025	FAR	HM Land Registry	Land registry search (title deeds & title plan)	Legal & Professional Fees	£14.00	£0.00
30/09/2025	FAR	Springvale Stores	Decaffeinated coffee (jar)	Miscellaneous Expenditure	£4.79	£0.00
30/09/2025	FAR	Payment Card Solutions t/a B4B Payments	Monthly transaction charges	Bank Charges & Interest	£0.75	£0.00

**Total procurement card payments = £32.98**