



Kings Worthy Parish Council

Minutes of the Finance, Administration & Remuneration Committee meeting held on Wednesday, 16 April 2025 at 19:30 held in Kings Worthy Community Centre, Fraser Road

Attendees

Councillors S. Biddle (F/25/057 onwards), Colin Cossburn, E. Fish, I. Gordon & Mandy Hallisey

Clerk(s)

Parish Clerk (Christopher Read)

Apologies

None.

Members of the public

None.

F/25/053 – 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/25/054 – Impact of COVID-19 (including meeting recommendations)

It was agreed to keep the current recommendations.

F/25/055 - To agree and sign the Minutes of the Meeting held on 19 March 2025

Proposed minor changes had been circulated before the meeting which we unanimously agreed.

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

F/25/056 – Matters arising from the meeting held on 19 March 2025

None.

F/25/057– Proposed new expenditure for Finance approval

- **Planning & Highways** – None.

(Cllr S. Biddle arrived at this point)

- **Finance, Administration & Remuneration** –

- Quotation for the Council's annual newsletter - One quotation had been received and is over £2,500.00. Another quotation is awaited and this item will be sent to full council for approval.

- Energy supply for Kings Worthy Community Centre – Councillors reviewed a cost comparison from multiple suppliers. It was agreed to proceed with a 24-month fixed price contract from Octopus Energy for both the gas and electricity supply.
- Office mobile phone – Councillors reviewed a cost comparison from multiple suppliers and it was agreed to proceed with a 24-month contract from Tesco Mobile Business at a cost of £10 per month.

- **Recreation & Amenities** –

Bin for Lovedon Fields – It was unanimously agreed to install an additional 120L dual bin at Lovedon Fields at a cost of £64.50 (for the bin) and £8.97 per week to empty (by ID Verde).

- **Communications** – None.
- **Grants** – None.

F/25/058 – To review and approve the payment listing (copy available on our website)

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

F/25/059 – Remuneration & staffing

The Clerk informed Councillors that, due to a change in her other employment, she may be able to offer more hours on temporary basis. Due to the current Council workload, it was unanimously agreed to allow the Clerk to authorise any extra hours as overtime up to a maximum of her previous weekly allowance (37 hours).

F/25/060 – Tubbs Hall – landlord’s responsibilities

- Update from working group on the future management of Kings Worthy Community Centre – The Clerk and working group members (all of which were present) gave an update on the meeting held to discuss the management of the hall, including finances. The Clerk noted that further work on costs and VAT implications are needed before a final decision can be made. After discussion, it was unanimously agreed in principle (with conditions) to enter into negotiations with the management company regarding taking over management of the hall including lettings.

F/25/061 – Legal issue

None.

F/25/062 – Updates (if any):

- **Review of Maintenance Technician’s contract** – No update.

F/25/063 – Items for inclusion in council communications

None.

F/25/064 – Responsible Finance Officer/Clerk’s Notices

None.

F/25/065 – Chairman’s Notices

None.

F/25/066 – Items for discussion at the next meeting on 7th May 2025

Cllr Gordon gave his apologies for the next meeting.

Meeting Closed at 20:18

Signed:

Date:

Payment Authorisation Listing – April 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
28/01/2025	R&A	Dial a Digger	Hire of 1 ton excavator with driver (LATE INVOICE)	Capital Projects - R&A	£456.00	£0.00
				Total:	£456.00	£0.00

Payments to be authorised (as at 10/04/2025)

25/03/2025	R&A	Winchester City Council	Annual play area inspections (7 sites)	Playground Maintenance	£702.24	£0.00
27/03/2025	R&A	Green Smile Ltd	Provide 1 person to operate tractor and another to act as banksman for allotment rotoovation	Capital Projects - R&A	£204.00	£0.00
31/03/2025	FAR	Offsite Archive Storage & Integrated Services UK Ltd	Storage of boxes Storage Period: 01/04/2025 - 30/06/2025	Document Storage	£39.13	£0.00
31/03/2025	FAR	Cllr Colin Cossburn	Reclaim of the purchase of 6x steel spades (agreed with Clerk)	Miscellaneous Expenditure	£48.00	£8.00
04/04/2025	FAR	Amazon EU S.à r.l., UK Branch	Ribena Juice Cartons (Sugar-Free), certificate paper and glue sticks for litter pick	Events	£34.80	£0.00

04/04/2025	FAR	Zhejiang Fufei Technology Co., Ltd.	Cable ties (150 pcs)	Miscellaneous Expenditure	£23.58	£0.00
04/04/2025	FAR	Amazon EU S.à r.l., UK Branch	Yorkshire Tea (pack of 5), cable ties (assorted) and saw	Events / Miscellaneous Expenditure	£42.47	£0.00
05/04/2025	R&A	Farm & Garden Supplies	20 x 1.2m (4ft) tall square garden tree stakes - HC4 pressure treated	Burial Ground - General Maintenance	£34.99	£0.00
06/04/2025	FAR	Eurovista2010 Ltd	Border Multipack Biscuits - Individually Wrapped (48 packs)	Events	£17.55	£0.00
06/04/2025	FAR	Amazon EU S.à r.l., UK Branch	Ribena Juice Cartons (refreshments for litter pick)	Events	£8.51	£0.00
06/04/2025	FAR	Soolar Concepts Limited	22x Mini easter eggs (refreshments for litter pick)	Events	£18.96	£0.00
07/04/2025	FAR	Noodle Poodle's Ltd	6x Dairy free mini easter eggs (refreshments for litter pick)	Events	£7.94	£0.00
08/04/2025	FAR	Hampshire County Supplies	Washable paint bottles (13x 500ml), brushes, wiggle eyes, 32 pack of scissors, easter cut-outs and calligraphy pens	Events / Office Stationery	£72.54	£0.00
Total:					£1,254.71	£0.00

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
03/03/2025	FAR	Hiscox Underwriting Ltd	Parish Council insurance	Business Insurance	£763.31	£0.00
05/03/2025	FAR (KWCC)	Business Stream	Water supply monthly charge	Water Rates - Tubbs Hall	£56.08	£0.00
14/03/2025	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£168.55	£0.00

14/03/2025	FAR (KWCC)	Octopus Energy Ltd	Gas & Electricity Supply for February 2025	Gas - Tubbs Hall & Electricity - Tubbs Hall	£332.13	£0.00
17/03/2025	FAR	Sage Global Services Ltd	SAGE accounting software - monthly	Computer Software	£39.60	£0.00
18/03/2025	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£90.42	£0.00
24/03/2025	FAR (KWCC)	Rentokil Initial	Pest control services - 01/01/2025 - 31/03/2025	Pest Control	£172.55	£0.00
24/03/2025	FAR (KWCC)	Biffa Waste Services Ltd	Emptying of general waste and recycling bins at Kings Worthy Community Centre (quarterly charge)	Waste Collection Charges	£314.96	£0.00
27/03/2025	FAR (KWCC)	PHS Group	Sanitary disposal from 01/04/2025 - 31/03/2026	Sanitary disposal	£524.16	£0.00
31/03/2025	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Contract Maintenance	£4,547.05	£0.00
31/03/2025	FAR	Unity Trust Bank Plc	Monthly accounts charges	Bank Interest & Charges	£10.65	£0.00
Total:					£7,019.46	£0.00

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/03/2025	FAR	Parish Council employees	March salaries, PAYE, NI & Pension	Employee Wages and Salaries / NI / PAYE/ Pensions	£6,882.71	None

Procurement Card Payments (including transaction fees where applicable)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
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03/03/2025	R&A	Lawsons (Whetstone) Ltd T/A AVS Fencing Supplies	54x 2.4 x 100mm fences posts for allotment fencing	Capital Projects – R&A	£786.67	£0.00
03/03/2025	FAR	Borg Locks (UK) Ltd	Replacement coded door lock for Office	Miscellaneous Expenditure	£153.60	£0.00
04/03/2025	R&A	Sign Trade Supplies Ltd	76mm galvanised post, 76mm clips and push in caps for speed sign	CIL Projects – P&H	£109.51	£0.00
04/03/2025	FAR	LSW Secure Ltd t/a Lockshop Warehouse	2x Weatherproof padlocks	Miscellaneous Expenditure	£126.00	£0.00
06/03/2025	R&A	Southern Water Services Limited	Application for connection of allotment water supply	Capital Projects – R&A	£85.96	£0.00
06/03/2025	FAR	GiffGaff	Monthly goodybag of minutes, data and texts for Office mobile	Miscellaneous Expenditure	£6.00	£0.00
08/03/2025	R&A	Croma Locksmiths & Security Solutions	4 keys cut	Miscellaneous Expenditure	£25.67	£0.00
12/03/2025	FAR	FH Brundle	Heras fencing pins	Miscellaneous Expenditure	£67.68	£0.00
12/03/2025	R&A	Sam Turner & Sons Ltd	2x wheelbarrows for allotments	Capital Projects – R&A	£149.98	£0.00
12/03/2025	R&A	Sam Turner & Sons Ltd	MDPE plumbing parts for the allotment water trough	Capital Projects – R&A	£88.67	£0.00
18/03/2025	R&A	JCB Insurance Services Ltd	Temporary hired-in plant insurance for tractor and rotovator	Capital Projects – R&A	£88.04	£0.00
19/03/2025	R&A	cmstores.com limited t/a Plumbing Superstore	MDPE plumbing parts for the allotment water trough	Capital Projects – R&A	£56.40	£0.00
21/03/2025	R&A	Holm Products	Turf (145m2), 12 bags of manure, fertiliser and movement of bark for allotments	Capital Projects – R&A	£1,467.00	£0.00
21/03/2025	R&A	Positano Ltd (t/a Dial A Digger)	Hire of compact tractor and powered box rake for rotovation of the allotment area (includes delivery, collection and fuel)	Capital Projects – R&A	£514.78	£0.00

21/03/2025	FAR	National Association of Local Councils	Cyber online course	Staff and Councillors Training	£16.00	£0.00
31/03/2025	FAR	Payment Card Solutions t/a B4B payments	Monthly transaction fees	Bank Charges & Interest	£20.91	£0.00
Total:					£3,762.87	£0.00