



Kings Worthy Parish Council

Minutes of the Finance, Administration & Remuneration Committee meeting held on Wednesday, 16 July 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/25/081 – 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/25/082 – Election of Chair

Cllr Fish nominated Cllr Gordon with Cllr Biddle seconding. A vote was held by show of hands with Cllr Gordon unanimously elected.

F/25/083 – Election of Vice-Chair

Cllr Fish nominated herself with Cllr Cossburn seconding. A vote was held by show of hands with Cllr Fish unanimously elected.

F/25/084 – Impact of COVID-19 (including meeting recommendations)

It was agreed to keep the current recommendations.

F/25/085 - To agree and sign the Minutes of the meeting held on 14 May 2025 – No June meeting.

The Clerk noted that the meeting was moved and actually held on 7 May 2025.

The minutes of the previous meeting on 7 May 2025 were agreed as a true record and signed by the Chair.

F/25/086 – Matters arising from the meeting held on 14 May 2025

None.

F/25/087– Proposed new expenditure for Finance approval

- **Planning & Highways** – None.
- **Finance, Administration & Remuneration** –
 - Replacement automatic door closer - The Clerk had obtained one quotation with one awaited, and another requested. It was agreed to wait until at least 2 quotations are received
- **Recreation & Amenities** –
 - Allotment fence – A quotation had been received just before the meeting from M.R.S. Services for the finishing of the allotment fencing (including wire) at a total cost of £2,845.00. This quotation will be sent to full council for discussion and approval.
 - Allotment water supply – Following a site meeting with Southern Water and due to the urgency of the supply for allotment holders, it was agreed to allocate a budget of £1,500 ~~to be used~~ for the installation of the water supply, to be used at the discretion of the Clerk (Cllr Gordon abstained from this vote).
- **Communications** – None.
- **Grants** –
 - Survivors of Bereavement by Suicide (SoBS) – Councillors reviewed the form submitted and it was agreed to obtain more information before

F/25/088 – Surplus Parish Council defibrillators - including replacement consumables and potential donation to local groups

The Clerk updated members on the current status of the Council's old defibrillators. After discussion, it was agreed to offer them to local groups and due to the cost involved, they will be donated as is with no replacement pads or batteries.

F/25/089 – Confirmation of end of year bank reconciliation sign-off as per our Financial Regulations

The Clerk confirmed that as per the Financial Regulations, Cllr Hallisey had reviewed and signed off the end of year bank reconciliations.

F/25/090 – Potential provision of Parish Council owned devices for Councillors

After discussion, it was agreed for the Clerk to cost a proposal for Council owned and managed devices for Councillors.

Action – Cost proposal as above.

F/25/091 – To review and approve the management accounts report for the period ending 31 May 2025

A copy of the management accounts report had been published and circulated to all members for review. The Clerk noted that the April & May figures had been combined into one report (due to the short delay in the end of year accounts approval). The Clerk gave a presentation of the figures including the April balances for approval.

It was unanimously agreed to approve the accounts report with no changes.

F/25/092 – 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. The Clerk gave a presentation of the figures and it was unanimously agreed to approve the accounts report with no changes.

Nationwide deposit – Following a request for additional information, it was unanimously agreed to confirm that the Clerk (as RFO) and Cllrs Fish & Gordon are the approved signatories on this deposit. It was also agreed that the Clerk has the authority to act in relation to the management of the account (including the submission of the required information).

Action – Clerk and signatories to provide information to Nationwide as required.

CCLA Public Sector Deposit Fund – Following discussion, The Clerk noted that a fitch rating (as required in our investment policy) had been published on the CCLA website rating the deposit as AAA standard. Councillor agreed this met the requirements of our policy and it unanimously agreed invest an initial £25,000 with the fund with the balance reviewed monthly.

Action – Clerk to open deposit with the fund as above.

F/25/093 – To review and approve the payment listing (copy available at the meeting and attached to the minutes).

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

Kompan invoice – Following queries on the work invoiced by Kompan, a revised explanation had been received from Kompan listing additional work carried out. It was unanimously agreed to pay this invoice as long as the total value did not exceed the quotation approved.

One of the items related to the levelling of a grave. As this work was nearly due anyway, it was agreed not to recharge this cost.

F/25/094 – Parish Council payroll provision

After discussion, it was agreed to continue with EKS accounting following the recent data breach subject to certain conditions including changes to the internal process.

F/25/095 – Remuneration & staffing

- Clerk's annual leave – The Clerk noted that 5-days of non-statutory leave were remaining at the end of the leave year. The Clerk had drafted a leave request for the full year to ensure the carried over balance is used up by the end of this leave year. It was unanimously agreed to approve the request including the taking over of unused leave from the previous year.
- Annual pay review – The Clerk noted that the current offer for NJC pay scales (used to guide the Council's salaries) is a 3.2% increase. Councillors discussed this figure and it was agreed to recommend to full council that 3.2% is awarded with a review later in the year if an approved offer is made for NJC pay scales.

F/25/096 – Tubbs Hall – landlord's responsibilities

None.

F/25/097 – Update on the future management of Kings Worthy Community Centre

The Clerk noted that costings had been created with some costs still awaited. Given the work required and target takeover date of 1st October, it was agreed that a formal decision will need to be made on whether the Council wish to take over the management of the hall at the next full council meeting.

Action – Decision on hall management to be sent to full council for discussion.

F/25/098 – Renewal of Parish Council's insurance cover including potential additional cover needed for Kings Worthy Community Centre

The Clerk noted that the Council's insurance renewal is due in October. It was agreed to obtain quotations from our current broker, Clear Councils and Zurich Municipal.

Clerk – Obtain quotations for review.

F/25/099 – Legal issues

- Accident the recreation ground - The Clerk updated members on an accident at the park.
- Damage to the shed – The Clerk noted that a vehicle struck the shed in the Community Centre car park causing damage to the door. The Clerk is liaising with the supplier and owner of the vehicle regarding repairs.

F/25/100 – Items for inclusion in council communications

Donation of defibrillators to local groups.

F/25/101 – Responsible Finance Officer/Clerk's Notices

Tree at Eversley Park – The Clerk update members on a leaning tree at the park including action taken. A tree surgeon has been contacted to review and recommend the work required.

F/25/102 – Chairman's Notices

None.

F/25/103 – Items for discussion at the next meeting on 13 August 2025

Additional staffing.

Meeting Closed at 21:19.

Signed:

Date:

Kings Worthy Parish Council management accounts report for the period ending 31/05/2025

Income

Committee/Department	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Community Infrastructure Levy (CIL)	£0.00	£0.00	£395.95	£395.95
Finance, Administration & Remuneration (FAR)	£213,840.45	£35,083.83	£35,083.80	-£0.03
Kings Worthy Community Centre (KWCC)	£11,397.64	£1,866.27	£366.00	-£1,500.27
Planning & Highways (P&H)	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities (R&A)	£28,212.26	£851.81	£1,057.61	£205.80
Total Income:	£253,450.35	£37,801.92	£36,903.36	-£898.56

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	£18,965.20	£14,773.22	-£4,191.98
Kings Worthy Community Centre (KWCC)	£24,323.88	£4,555.58	£823.05	-£3,732.53
Planning & Highways (P&H)	£10,354.00	£768.92	-£330.00	-£1,098.92
Recreation & Amenities (R&A)	£129,108.26	£28,877.80	£7,917.91	-£20,959.89
Total Income:	£ 277,328.69	£53,167.51	£23,184.18	-£29,983.33

Net surplus/deficit position:	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Income minus expenditure	-£23,878.34	-£15,365.59	£13,719.18	£ 29,084.77

Balance Sheet for the month ending 31/05/2025

Current Assets

Asset	Balance
Current account	£5,171.47
Instant access savings account	£132,175.46
35-day notice savings account	£45,000.00
Procurement cards account	£1,205.84
Debtors	£3,387.03
Prepayments (asset)	£0.00
Total Current Assets	£186,939.80

Current Liabilities

Liability	Balance
Creditors	£1,066.21
Accruals	£1.18
Retentions (including VAT)	£789.06
Received on account (including Precept)	£70,167.70
PAYE payments due	£339.40
National Insurance payments due	£600.29
Pension payments due	£1,059.32
VAT to be paid to HMRC	-£5.60
VAT to be reclaimed from HMRC	-£3,314.13
VAT that been reclaimed but not yet received	£0.00
Total Current Assets	£70,703.43

Total Current Asset minus Liabilities = £116,236.37

Earmarked funds in reserve

Earmarked Reserve	Balance
Play area maintenance reserve	£23,839.37
Aged Community Infrastructure Levy (CIL) reserve	£16,336.38
Total Current Assets	£40,175.75

Net Assets

Net Asset	Balance
General reserve	£62,341.44
Profit & Loss year to date	£13,719.18
Total Current Assets	£76,060.62

Kings Worthy Parish Council management accounts report for the period ending 30/06/2025

Income

Committee/Department	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Community Infrastructure Levy (CIL)	£0.00	£0.00	£395.95	£395.95
Finance, Administration & Remuneration (FAR)	£213,840.45	£35,083.83	£53,355.57	£18,271.74
Kings Worthy Community Centre (KWCC)	£11,397.64	£1,866.27	£549.00	£-1,317.27
Planning & Highways (P&H)	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities (R&A)	£28,212.26	£851.81	£1,178.60	£326.79
Total Income:	£253,450.35	£37,801.92	£55,479.12	£17,677.20

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	£18,965.20	£21,247.82	£2,282.62
Kings Worthy Community Centre (KWCC)	£24,323.88	£4,555.58	£2,585.63	£-1,969.95
Planning & Highways (P&H)	£10,354.00	£768.92	£253.00	£-515.92
Recreation & Amenities (R&A)	£129,108.26	£28,877.80	£37,684.78	£8,806.98
Total Income:	£ 277,328.69	£53,167.51	£61,771.23	£8,603.72

Net surplus/deficit position:	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Income minus expenditure	-£23,878.34	-£15,365.59	-£6,292.11	£9,073.48

Balance Sheet for the month ending 30/06/2025

Current Assets

Asset	Balance
Current account	£14,556.00
Instant access savings account	£112,096.52
35-day notice savings account	£45,000.00
Procurement cards account	£1,117.09
Debtors	£2,865.91
Prepayments (asset)	£0.00
Total Current Assets	£175,635.52

Current Liabilities

Liability	Balance
Creditors	£32,951.58
Accruals	£1.18
Retentions (including VAT)	£789.06
Received on account (including Precept)	£52,625.78
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	-£8,950.59
VAT that been reclaimed but not yet received	£0.00
Total Current Assets	£79,410.43

Total Current Asset minutes Liabilities = £96,225.09

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	-£6,292.11
Total Current Assets	£78,443.82

Payment Authorisation Listing – July 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
23/06/2025	R&A	Sovereign Design Play Systems Limited	30% Deposit Invoice for Design & Planning / Supply & Install of ordered items/services of equipment – for Church Green play area	Playground Maintenance	£1013.11	£0.00

Total of payments previously authorised on the bank = £1,013.11

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
04/06/2025	R&A	Kompan Ltd	Supply and install replacement exercise equipment at Eversley Park Recreation Ground	Playground Maintenance	£26,873.37	£0.00
18/06/2025	R&A	Green Smile Ltd	Levelling a grave at the Burial Ground including removal of dead turf, soil to level, seeding and	Burial Ground – General Maintenance	£60.00	£0.00

			fertiliser (inc. water retaining granules)			
27/06/2025	R&A	Green Smile Ltd	Remove weeds from the top of 8/9 ton bags at the new allotment site. Edging an area at Firs Crescent. Installing 16 tree bags. Opening up the cages, installing bags with pipe and then closing the cages.	Capital Projects (R&A), Signs & Planting	£408.00	£0.00
30/06/2025	FAR	Offsite Archive Storage & Integrated Services UK Ltd	Document storage (01/07/2025 - 30/09/2025)	Document Storage	£39.56	£0.00

Total of payments to be authorised = £27,380.93

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
02/06/2025	FAR	Hiscox Underwriting Ltd	Parish Council insurance	Business Insurance	£763.31	£0.00
05/06/2025	FAR (KWCC)	Business Stream	Water supply monthly charge	Water Rates - Tubbs Hall	£56.08	£0.00
16/06/2025	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£137.32	£0.00
16/06/2025	FAR (KWCC)	Winchester City Council	Business rates for Parish Office	Building rent & business rates	£61.00	£0.00
17/06/2025	FAR	Sage Global Services Ltd	SAGE accounting software - monthly	Computer Software	£56.40	£0.00

18/06/2025	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£78.06	£0.00
23/06/2025	FAR (KWCC)	Biffa Municipal Ltd	Waste collection charges for 28/06/2025 - 26/09/2025	Waste Collection Charges	£314.96	£0.00
23/06/2025	FAR (KWCC)	Rentokil Pest Control	Pest control services for 01/04/2025 - 30/06/2025	Pest Control	£172.55	£0.00
30/06/2025	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Contract Maintenance	£4,547.05	£0.00
30/06/2025	FAR	Unity Trust Bank Plc	Monthly bank charges (including payment and cheque processing fees)	Bank Charges & Interest	£10.65	£0.00

Total Direct Debits & Standing Orders = £6,197.38

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/06/2025	FAR	Parish Council employees	June 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
07/06/2025	FAR	GiffGaff	Monthly goodybag of minutes, data & texts – Office mobile	Miscellaneous Expenditure	£6.00	£0.00
30/06/2025	FAR (KWCC)	Firewise Supplies Ltd	Intumescent strip (2.1m x 8) including delivery	Fire Safety	£81.05	£0.00
30/06/2025	FAR	Payment Card Solutions t/a B4B Payments	Monthly transaction charges	Bank Charges & Interest	£1.70	£0.00

Total procurement card payments = £88.75