



Kings Worthy Parish Council

Minutes of the Finance, Administration & Remuneration Committee meeting held on Wednesday, 17 December 2025 at 19:30 held in Kings Worthy Community Centre, Fraser Road

Attendees

Councillors Signe Biddle, Emily Fish (Chair of the meeting), Ian Gordon (F/25/173 onwards), Mandy Hallisey & Mark Sullivan

Clerk(s)

Parish Clerk (Christopher Read)

Apologies

None.

Members of the public

One (Cllr Ainscough).

F/25/169 – 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/25/170 – Impact of COVID-19 (including meeting recommendations)

Defer.

F/25/171 - To agree and sign the Minutes of the meeting held on 12 November 2025

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

F/25/172 – Matters arising from the meeting held on 12 November 2025

- **Update on potential grant application for works to increase the energy efficiency of Kings Worthy Community Centre** – Due to staff illness and the required deadline, no application has been made for this grant year.

F/25/173– Proposed new expenditure for Finance approval

- **Planning & Highways (P&H)** – None.
- **Finance, Administration & Remuneration (FAR)** – Including replacement office phone, PC and provision of a fire resistant safe

- Replacement phone and PC - Defer
- Provision of fire resistant safe – It was agreed to proceed with purchasing a safe (subject to confirmation of the load bearing capacity of the floor) at a total cost of £1,412.40.

- **Kings Worthy Community Centre – including quotation for electrical work for the building, quotation for smoke detectors and quotation for kitchen plumbing work**

Electrical work for the building - was agreed to proceed with a quotation for £540.00 from Thomas Electrical Engineering for various electrical improvement works in the community centre.

It was also agreed to purchase associated materials at a total cost of £312.92.

A budget of £500.00, to be used at the discretion of the Clerk, was also agreed for the replacement of 2 lights in hall, and check of the lights outside the main entrance.

Quotation for replacement smoke detectors – It was agreed to accept the quotation from Fire Link Ltd at a total cost of £561.00.

Quotation for kitchen plumbing work – It was agreed to accept the quotation from M.R.S. Services for the installation of two additional thermostatic mixing valves, at a total cost of £376.38

(Cllr Gordon arrived at this point)

- **Recreation & Amenities (R&A) – Including quotation for tree work, allotment storage lockers and compost bins**

Quotation for tree works at Broadview & Legion Lane – It was agreed to accept the quotation from Worthy Tree Care for works at Broadview (dismantle 2 dead trees) and Legion Lane (removal of four dead/dying silver birch trees), at a total cost of £885.50.

Allotment storage lockers and compost bins –

Cllr Gordon declared an interest and abstained from the discussion and vote on the allotment items.

The following costs were approved for the allotment site -

- 12x Lockable plot storage boxes = £2466.70
- 10x Compost bins = £249.92.
- Boot scraper = It was agreed to ratify the cost of the boot scraper at a cost of £174.12. A budget of £100.00 was also agreed for installation.

- **Grants** – None.

F/25/174 – To review and approve the payment listing

A copy of the payment listing was reviewed by all members and approved for payment (see attached).

F/25/175 – Review of internal audit provision

Defer to the next meeting.

F/25/176 – Update on the future management of Kings Worthy Community Centre including maintenance works and service contracts.

Due to the remaining works required ahead of the transfer, it was agreed to delay the transfer of the Community Centre until the 31st March 2026.

F/25/177 – Remuneration & staffing

- **Update from annual employer’s pension meeting** – The Clerk have an update to members on the meeting.
- **Confirmation of contract and terms for the Deputy Clerk** – This will be approved at an extraordinary meeting on 8th January 2026.
- **Approval of the Clerk’s annual leave and hours owed** – It was agreed to pay 30 hours owed as overtime.

F/25/178 – Tubbs Hall – landlord’s responsibilities

None.

F/25/179 – Legal issues

The Clerk noted that the Planning & Highways meeting 23 December had been cancelled.

The Clerk also noted a potential email issue which had been investigated and advise sought. It was agreed that no further action was required.

F/25/180 – Items for inclusion in Council communications

None.

F/25/181 – Responsible Finance Officer/Clerk’s Notices

Request to undertake tree work on Parish Council land – It was agreed to permit this work subject to works not being of detriment to the trees. A copy and receipt of the contractor’s risk assessment and proof insurance will also need to be provided.

F/25/182 – Chairman’s Notices

None.

F/25/183 – Items for discussion at the next meeting on 12 January 2026

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

Meeting Closed at 20:43

Signed:

Date:

Payment Authorisation Listing – December 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
26/09/2025	R&A	IDVerde Ltd	Emptying of dual use litter bins (01/07/2025 - 30/09/2025)	Litter Pickers & Bins	£1,755.64	£0.00
12/11/2025	FAR (KW)CC	Hampshire PAT Testing	PAT Testing of 85 items Power to spend	Electrical Infrastructure, installations and PAT testing	£213.25	£0.00
17/11/2025	R&A	Green Smile Ltd	Levelling of 14 graves at the Burial Ground	Burial Ground - General Maintenance	£1,512.00	£0.00
24/11/2025	R&A	Sovereign Design Play Systems Limited	Remaining balance for works at Church Green play area	Playground Maintenance	£1,013.12	£0.00

Total of payments previously authorised on the bank = £4,494.01

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
01/10/2025	FAR (KWCC)	CSS Total Security Ltd (t/a Croma Fire & Security)	Late invoice - Annual charge for maintenance of fire shutter (October 2025 - October 2026)	Fire & building safety	£336.00	£0.00
29/10/2025	P&H	Hampshire County Council	Streetlighting charges from 1st April 2025 - 30th September 2026	Street Lighting	£4,030.83	£0.00
05/11/2025	FAR (KWCC)	CSS Total Security Ltd (t/a Croma Fire & Security)	Late invoice - Call out charge to repair issue with front door	Building Maintenance & General Costs	£117.60	£0.00
23/11/2025	FAR	Amazon EU UK Branch	HP 953XL ink cartridge	Printing	£47.80	£0.00
23/11/2025	FAR	Amazon EU UK Branch	A1 2026 wall calendar	Office Stationery	£11.60	£0.00
24/11/2025	FAR	Amazon EU UK Branch	Barrier tape	Miscellaneous Expenditure	£10.59	£0.00
25/11/2025	FAR (KWCC)	Fire Link Ltd	6-monthly fire alarm service (including attendance fee)	Fire & building safety	£145.80	£0.00
26/11/2025	FAR	Viking Office UK Ltd	New office chair	Office - Capital expenditure	£184.73	£0.00
04/12/2025	R&A	Green Smile Ltd	Cutting 2 areas on Lovedon Fields. A cut of the 'Bowl' and the area highlighted in red next to this area.	Open Spaces Maintenance	£480.00	£0.00

04/12/2025	R&A	Green Smile Ltd	Preparation of allotment paths for turf using scarifier and rotovator (inc. equipment hire) and setting out of pathways and laying of turf (assisted by Cllrs)	Capital Projects (R&A)	£1,143.10	£0.00
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Total of payments to be authorised = £6,508.05

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
03/11/2025	R&A	Business Stream	Water charges (20/07/2025 - 19/10/2025)	Burial Ground - Water Rates	£23.31	£0.00
03/11/2025	R&A	Business Stream	Water charges (20/07/2025 - 19/10/2025)	Water rates - Eversley Park	£53.78	£0.00
03/11/2025	FAR	Hiscox Underwriting Ltd	Monthly payment for Parish Council's insurance	Business Insurance	£854.18	£0.00
05/11/2025	FAR (KWCC)	Business Stream	Water supply monthly charge	Water Rates - Tubbs Hall	£56.08	£0.00
14/11/2025	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£168.55	£0.00
14/11/2025	FAR (KWCC)	Octopus Energy Ltd	Electricity & gas charges for September 2025	Electricity - Tubbs Hall & Gas - Tubbs Hall	£197.97	
17/11/2025	FAR	Sage Global Services Ltd	SAGE accounting software - monthly	Computer Software	£56.40	£0.00

18/11/2025	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£78.00	£0.00
30/11/2025	FAR	Unity Trust Bank Plc	Monthly bank charges (including payment and cheque processing fees)	Bank Charges & Interest	£9.45	£0.00

Total Direct Debits & Standing Orders = £1,497.72

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/11/2025	FAR	Parish Council employees	November 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
13/11/2025	FAR	Honest Mobile	Monthly charge for office mobile	Miscellaneous Expenditure	£13.33	£0.00
27/11/2025	FAR	St John Ambulance	Emergency first aid at work course for Clerk	Staff & Councillor Training	£246.00	£0.00
30/11/2025	FAR	Payment Card Solutions t/a B4B Payments	Monthly transaction charges	Bank Charges & Interest	£1.77	£0.00

Total procurement card payments = £261.10