



Kings Worthy Parish Council

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

Attendees

Councillors S. Biddle, Colin Cossburn, Ian Gordon & Mandy Hallisey

Clerk(s)

Parish Clerk (Christopher Read)

Apologies

Cllr Emily Fish

Members of the public

None.

F/25/121 – 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/25/122 – Impact of COVID-19 (including meeting recommendations)

It was agreed to keep the current recommendations.

F/25/123 - To agree and sign the Minutes of the meeting held on 13 August 2025

Due to both staff leave and reduced staff, the draft minutes were not drafted in time for publish with the agenda. To be sent round as draft before September full council meeting and sent to next FAR committee meeting for approval.

F/25/124 – Matters arising from the meeting held on 13 August 2025

None.

F/25/125– Proposed new expenditure for Finance approval

- **Planning & Highways (P&H)** – None.
- **Finance, Administration & Remuneration (FAR)** –

Costs associated with Kings Worthy Community Centre including replacement windows & sanitary services –

Power to spend - The Parish Council are permitted to incur expenditure on the community centre under the Local Government (Miscellaneous Provisions) Act 1976.

- Sanitary services – Awaiting updated quotations from two suppliers.
- Replacement windows – This item was deferred awaiting more information on the regulatory requirements for the windows in a commercial building.
- Fire shutter servicing – It was agreed to accept the quotation from Croma Fire & Security at a total cost of £140.00 with the work to be carried out in the next 7-10 days.
- Solar panel servicing & cleaning – It was agreed to accept a quotation from Abel Environmental Services Ltd (the installer of the solar panel system) for the service of the system at a total cost of £246.00.

It was also agreed for the Clerk to arrange for a cleaning of the system up to his authority limit of £200.00.

First Aid Training – Whilst not a legal requirement, it was agreed for the Clerk to arrange for an emergency first aid at work course. The expenditure was incurred under the Local Government Act 1972 s.111.

- **Recreation & Amenities (R&A) –**

Re-inspection of the Parish Council's trees – It was agreed to accept the recommendation from R&A to proceed with the quotation from Plane Arboriculture at a total cost of £2,295.00.

- **Grants –**

Survivors of Bereavement by Suicide (SoBS) – Members reviewed the information provide but agreed that due to the nature of the project for which fund had been requested, that we are not able to award this grant.

Citizens Advice Winchester – A request had been received for financial support to run their advice service. It was unanimously agreed to grant the £850.00 requested.

This grant was made under the Local Government Act 1972 s.142 (2A).

Request for grant funding for public access defibrillator – A request for grant funding had been received to provide a public access cabinet and consumable replacement for the recently donated surplus defibrillator.

Action - It was agreed for the Clerk to inform the applicant that we are not able to grant funds to individuals. To apply for funding, they will need to setup a group to manage to the provision of the defibrillator to the public.

It was also agreed to suggest that they approach he school that may have a unit available that could be made publicly accessible.

F/25/126 – To consider quotations received for the renewal of the Parish Council's insurance cover

The Clerk noted that three quotations had been requested with one provider unable to provide a quotation at this time. Two quotations had been received with one only arriving the day before the meeting, thus there was insufficient time to provide a full comparison, or ask

any clarificatory questions.

Members discussed the renewal and given both the work needed to fully compare, and timescales before the renewal date, it was unanimously agreed to recommend to full council that we proceed with the quotation from the Council's current broker.

F/25/127 – To review and approve the management accounts report for the period ending 31 August 2025

A copy of the management accounts report had been published and circulated to all members for review. The Clerk noted that was a spreadsheet error in the July budget YTD figures that had now been rectified. It was unanimously agreed to approve the accounts report with no changes.

F/25/128 – To review and approve the payment listing

The Clerk noted that one of the new suppliers had been setup without phone verification of their company details. This had been confirmed by email and manual checks of both their company and VAT details had been undertaken. This course of action was unanimously agreed.

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

F/25/129 – Update on the future management of Kings Worthy Community Centre

Partial kitchen replacement – The design had now been completed by Howdens and it was agreed that to avoid the need to replace the more recently renovated part of the kitchen, that the new cabinet and associated items would need to be procured from Howdens.

Due to the estimated cost for installation, it was agreed to request prices from 3 suppliers.

Action – Clerk to request quotations for the installation of the partial new kitchen.

VAT advice for Kings Worthy Community Centre – It was agreed for the Clerk to obtain a quotation from Parkinson Partnership for formal VAT advice on the changes to the management of the community centre.

Action – Clerk to request a quotation as above.

F/25/130 – Remuneration & staffing

Replacement Deputy Clerk including advertisement & interview process –

It was agreed to ratify the advertised salary range of £26,824.00 - £28,598.00.

The Clerk noted the closing, shortlisting and interview dates to the committee.

F/25/131 – Tubbs Hall – landlord's responsibilities

None.

F/25/132 – Legal issues

None.

F/25/133 – Items for inclusion in Council communications

None.

F/25/134 – Responsible Finance Officer/Clerk’s Notices

None.

F/25/135 – Chairman’s Notices

None.

F/25/136 – Items for discussion at the next meeting on 15 October 2025

- Review of Council fees
- Review of internal audit provision
- Draft forecast outturn & budget

Meeting Closed at 21:00.

Signed:

Date:

Kings Worthy Parish Council management accounts report for the period ending 31st August 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	£ 88,193.32	£ 88,440.59	£ 247.27
Kings Worthy Community Centre (KWCC)	£11,397.64	£ 4,767.55	£ 915.00	-£ 3,852.55
Planning & Highways (P&H)	£0.00	£ -	£ -	£ -
Recreation & Amenities (R&A)	£28,212.26	£ 22,109.00	£ 6,786.12	-£ 15,322.88
Total Income:	£253,450.35	£ 115,069.87	£ 96,537.66	-£ 18,532.21

Expenditure

Committee/Department	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Community Infrastructure Levy (CIL)	£1,200.00	£ -	£ -	£ -
Finance, Administration & Remuneration (FAR)	£112,342.56	£ 43,039.28	£ 35,919.25	-£ 7,120.03
Kings Worthy Community Centre (KWCC)	£24,323.88	£ 9,538.62	£ 4,087.47	-£ 5,451.15
Planning & Highways (P&H)	£10,354.00	£ 894.20	£ 443.00	-£ 451.20
Recreation & Amenities (R&A)	£129,108.26	£ 53,376.02	£ 48,534.03	-£ 4,841.99
Total Income:	£ 277,328.69	£ 106,848.12	£ 88,983.75	-£ 17,864.37

Net surplus/deficit position:	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Income minus expenditure	-£23,878.34	£ 8,221.75	£ 7,553.91	-£ 667.84

Balance Sheet for the month ending 31/08/2025

Current Assets

Asset	Balance
Current account	£ 13,942.54
Instant access savings account	£ 70,455.73
35-day notice savings account	£ 45,000.00
Procurement cards account	£ 528.60
Debtors	£ 1,790.28
Prepayments (asset)	£ -
Total Current Assets	£ 131,717.15

Current Liabilities

Liability	Balance
Creditors	£ 2,718.71
Accruals	£ 3.30
Retentions (including VAT)	£ 789.06
Received on account (including Precept)	£ 17,541.94
PAYE payments due	£ 490.40
National Insurance payments due	£ 860.61
Pension payments due	£ 1,383.03
VAT to be paid to HMRC	-£ 5.60
VAT to be reclaimed from HMRC	-£ 2,135.41
VAT that been reclaimed but not yet received	£ -
Total Current Assets	£ 21,646.04

Total Current Asset minus Liabilities = £110,071.11

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	£ 7,553.91
Total Current Assets	£ 92,289.84

Payment Authorisation Listing – September 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
12/08/2025	R&A	4wire	15 pack of strong 2 inch thick x 24 inches tall wooden square site pegs	Capital Projects R&A	£31.50	£0.00
13/08/2025	FAR	Amazon EU S.à.r.l., UK Branch	Marker pen and shredder oil	Office Stationery / Miscellaneous Expenditure	£10.74	£0.00
13/08/2025	R&A	Amazon EU S.à.r.l., UK Branch	Replacement child litter picker	Litter Pickers & Bins	£19.62	£0.00
13/08/2025	FAR	Shenzhen Jinrui Hongsheng Technology Co., Ltd.	Sandpaper set	Miscellaneous Expenditure	£5.99	£0.00
15/08/2025	FAR	Morgan's Direct Ltd	Filing index "sign-here" tabs	Office Stationery	£4.03	£0.00

16/08/2025	FAR (KWCC)	Amazon EU S.à.r.l., UK Branch	4x 4-pack of C cell batteries	Building Janitorial Supplies	£19.50	£0.00
19/08/2025	FAR (KWCC)	Hampshire County Council	5x Tork Jumbo toilet roll dispensers, 2x cases of Tork jumbo toilet rolls, accident record book & 2x Evans cases of foam soap cartridges	Building Janitorial Supplies	£195.04	£0.00
03/09/2025	R&A	Tom Fisher Tree Care	Clear path along old railway line (fell two leaning trees + branches over path - emergency)	Tree Works	£420.00	£0.00

Total of payments previously authorised on the bank = £706.42

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
18/08/2025	FAR	EKS Accounting	Payroll services from December 2024 – July 2025	Accountancy, Book-keeping & Payroll	£384.00	£0.00
19/08/2025	R&A	Hampshire Farm Water Services	To install a new 6' trough and hydrant point at allotment site	Capital Projects R&A	£1,887.88	£0.00
20/08/2025	FAR (KWCC)	Amazon EU S.à.r.l., UK Branch	Aerosol refills for Rubbermaid air fresheners	Building Janitorial Supplies	£29.95	£0.00
26/08/2025	FAR (KWCC)	Hampshire County Council	6x Evans cartridge soap dispensers	Building Janitorial Supplies	£130.46	£0.00

Total of payments to be authorised = £2,432.29

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
01/08/2025	FAR	Hiscox Underwriting Ltd	Parish Council insurance	Business Insurance	£763.31	£0.00
01/08/2025	R&A	Business Stream	Burial Ground water charges from 20/04/2025 -19/07/2025	Burial Ground - Water Rates	£31.36	£0.00
01/08/2025	R&A	Business Stream	Eversley Park water charges from 20/04/2025 -19/07/2025	Water Rates - Eversley Park	£25.82	£0.00
05/08/2025	FAR (KWCC)	Business Stream	Water supply monthly charge	Water Rates - Tubbs Hall	£56.08	£0.00
14/08/2025	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£134.84	£0.00
15/08/2025	FAR (KWCC)	Winchester City Council	Business rates for Parish Office	Building rent & business rates	£61.00	£0.00
15/08/2025	FAR	Sage Global Services Ltd	SAGE accounting software - monthly	Computer Software	£56.40	£0.00
18/08/2025	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£78.00	£0.00
26/08/2025	FAR (KWCC)	Biffa Municipal Ltd	Additional bin emptying on 14/07/2025	Waste Collection Charges	£18.32	£0.00
26/08/2025	FAR (KWCC)	Octopus Energy Ltd	Gas & Electricity (01/07/2025 – 31/07/2025)	Electricity - Tubbs Hall & Gas – Tubbs Hall	£130.71	£0.00

28/08/2025	FAR	Annodata Ltd	Copier rental charges (22/08/2025 - 21/11/2025)	Printing	£140.99	£0.00
28/08/2025	FAR	Annodata Ltd	Printing charges (22/05/2025 - 21/08/2025)	Printing	£107.88	£0.00
29/08/2025	R&A	Business Waste Ltd	Excess weight charge	Open Spaces Maintenance	£5.24	£0.00
31/08/2025	FAR	Unity Trust Bank Plc	Monthly bank charges (including payment and cheque processing fees)	Bank Charges & Interest	£9.60	£0.00

Total Direct Debits & Standing Orders = £1,619.55

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/08/2025	FAR	Parish Council employees	August salaries, PAYE, NI & Pension	Employee Wages and Salaries / NI / PAYE/ Pensions	£6,714.97	None

Procurement Card Payments (including transaction fees where applicable)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
01/08/2025	R&A	Lawsons (Whetstone) Ltd T/A AVS Fencing Supplies	40x 3.66m x 100mm Machined Half-Round Rail Treated Green (inc. delivery)	Capital Projects R&A	£514.79	£0.00
06/08/2025	R&A	Holm Products	Type 1 Bulk Bag & 20mm Ballast Bulk Bag (inc. carriage)	Capital Projects R&A	£163.20	£0.00
08/08/2025	FAR	Honest Mobile Ltd	Office mobile (August)	Miscellaneous Expenditure	£12.37	£2.06
12/08/2025	R&A	Wickes Building Supplies Ltd	Postcrete (x4), cement (x3) & gravel boards (pack of 5)	Capital Projects R&A	£129.00	£0.00
13/08/2025	R&A	Fenland Leisure Products Ltd	Easygate Pedestrian Gate Replacement Hydraulics	Playground Maintenance	£312.00	£0.00
15/08/2025	FAR (KWCC)	Nisbets Ltd	5x Rubbermaid Microburst air fresheners	Building Janitorial Supplies	£173.94	£0.00
21/08/2025	R&A	Toolstation Ltd	Decking Screws Green 4.5 x 75mm (2 boxes)	Capital Projects R&A	£54.98	£0.00
22/08/2025	R&A	Lawsons (Whetstone) Ltd T/A AVS Fencing Supplies	26x 3.66m x 100mm Machined Half-Round Rail Treated Green (inc. delivery)	Capital Projects R&A	£345.11	£0.00
31/08/2025	FAR	Payment Card Solutions t/a B4B Payments	Monthly transaction charges	Bank Charges & Interest	£11.85	£0.00

Total procurement card payments = £1,717.24