



Kings Worthy Parish Council

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

Attendees

Councillors Colin Cossburn, E. Fish, I. Gordon & Mandy Hallisey

Clerk(s)

Parish Clerk (Christopher Read)

Apologies

Cllr Signe Biddle (the council resolved to approve Cllr Signe's reason for absence)

Members of the public

Two

F/25/035 – 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]

Two members of public representing A31 Primary Care Network summarised a proposal to hold COVID-19 spring booster vaccinations at Kings Worthy Community Centre.

It was unanimously agreed to allow the sessions to be held at Kings Worthy Community Centre at no charge.

F/25/036 – Impact of COVID-19 (including meeting recommendations)

It was agreed to keep the current recommendations.

F/25/037 - To agree and sign the Minutes of the Meeting held on 12 February 2025

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

F/25/038 – Matters arising from the meeting held on 12 February 2025

None.

F/25/039– Proposed new expenditure for Finance approval

- **Planning & Highways (P&H)** – None.
- **Finance, Administration & Remuneration (FAR)** – Renewal of Council old website and email hosting. Councillors discussed the need to renew and it was agreed to not

proceed with renewing the hosting of the old website and email system for another year.

- **Recreation & Amenities (R&A) –**

- Ratification of allotment site costs –

- The Clerk noted that having checked the Winchester City Council website for the most recent cabinet meeting, it appears the CIL grant for the allotment area had been approved.

- The following costs were ratified:

- Verti-draining to try and alleviate compaction = £300.00 (Southern Ground Care).

- Hire of tractor and power rake for rotovation of the area = £385.00 + £60.00 delivery each way.

- Agreement of quotation to renovate the junior football pitches at Eversley Park –

- Three quotations had been sought with two received.

- Quotation A = £4,963.00

- Quotation B= £7,291.29

- It was agreed to ratify R&A's recommendation to accept quotation A from Southern Ground Care.

- Quotation to repair Church Green play area (including new platforms) –

- It was agreed to ratify R&A's recommendation to accept the quotation for the required works from Sovereign Play at a total cost of £2,391.38. It was agreed to request the Council provide the means of disposal for waste given the high charge for waste removal in the quotation.

- **Communications** – None.

- **Grants** – None.

F/25/040 – To receive the statement of accounts and management reports for period ended 28 February 2025

A copy of the accounts had been circulated to members before the meeting for review and the Clerk gave a presentation to members. They were unanimously agreed for adoption.

F/25/041 – To review the draft forecast outturn (2024/25) & budget (2025/26)

A copy of the accounts had been circulated to members before the meeting for review and the Clerk gave a presentation to members. No changes were made.

F/25/042 – To review and approve the payment listing

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

F/25/043 – Remuneration & staffing

- Deputy Clerk – Potential changes to hours & terms – The Clerk noted that the Deputy

Clerk had handed in her notice. It was unanimously agreed to take her up on her offer of working part time for the council on a 15 hour a week contract. This will be on the same terms & conditions as her current contract but with a two week notice period for both parties.

F/25/044- Tubbs Hall – landlord’s responsibilities

- Discussion on the future of management of Tubbs Hall – A letter had been received from Tubbs Hall Management Committee asking the Parish Council to take over the running of the hall. It was agreed to form a working group made up of the Cllrs Fish and Hallisey, along with the Clerk and Cllr Gordon if needed.

F/25/045 – Review of Council’s investment & reserves policy

A copy of this policy had been circulated to all members before the meeting, no changes were made and it was unanimously agreed to adopt this policy.

F/25/046 – Additional secure storage for the Council including bulk items

It was agreed to tie this item in with the considerations of running of Kings Worthy Community Centre.

F/25/047 – Legal issues

None.

F/25/048 – Updates (if any):

- **Potential electric vehicle charging points at Kings Worthy Community Centre** – The Chair and Vice-Chair signed the required non-disclosure agreement to enter into discussion with the supplier.
- **Review of Maintenance Technician’s contract** – Awaiting date.
- **Update on cyber training requirements including training** – The Clerk had been enrolled on the NALC cyber course. Following the decision above, it was agreed to enrol the Deputy Clerk on the same course.

F/25/049 – Items for inclusion in council communications

Permitted use of Council litter bins including not disposing of household waste in Council bins. This is to be included in the April paper newsletter.

F/25/050 – Responsible Finance Officer/Clerk’s Notices

None.

F/25/051 – Chairman’s Notices

None.

F/25/052 – Items for discussion at the next meeting on 16 April 2025

Energy contracts for Kings Worthy Community Centre

Meeting Closed at 21:01.

Signed:

Date:

Management Accounts for the period ending 28th February 2025

Income

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2024/25 Forecast Outturn	2025/26 Budget
Community Infrastructure Levy	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration	£188,642.50	£171,809.05	£172,891.36	£1,082.31	£191,752.36	£214,040.45
Kings Worthy Community Centre	£11,613.21	£10,645.44	£2,013.00	-£8,632.44	£9,969.46	£11,197.64
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£51,698.60	£51,698.60	£51,121.15	-£577.45	£51,953.01	£28,212.26
Totals:	£251,954.32	£234,153.10	£226,025.51	-£8,127.59	£253,674.83	£253,450.35

Expenditure

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	2024/25 Forecast Outturn	2025/26 Budget
Community Infrastructure Levy	£393.22	£393.22	£2,715.00	£2,321.78	£2,806.26	£1,200.00
Finance, Administration & Remuneration	£110,805.95	£100,968.61	£93,701.31	£7,267.30	£106,056.16	£112,342.56
Kings Worthy Community Centre	£17,476.72	£16,437.05	£10,560.09	£5,876.96	£12,161.37	£24,323.88
Planning & Highways	£9,386.39	£6,708.53	£4,693.93	£2,014.60	£9,006.72	£10,354.00
Recreation & Amenities	£149,305.81	£113,252.71	£144,890.97	-£31,638.26	£155,313.98	£129,108.26
Totals:	£287,368.09	£237,760.13	£256,561.30	-£14,157.61	£285,344.48	£277,328.69

Position - Actual

Actual Year to Date Position	-£35,413.77	£393.22	£2,715.00	£2,321.78	£2,806.26	£1,200.00
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Memorandum Position - (Excluding Income & Expenditure for: Fraser Road play area repairs, new accessible roundabout & CIL)

Memorandum Year to Date Position:	-£5,608.77	N/A	-£27,745.65	N/A	-£28,879.51	-£23,878.34
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Balance Sheet for period above

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£2,464.12
Unity Trust Tailored Deposit Account – 2.75 % gross	£45,328.52
Sub-Total:	£47,792.64
<u>Investments/Deposits</u>	
Nationwide Variable (35-day notice) – 3.35% AER	£85,000.00
Sub-Total:	£85,000.00
<u>Other</u>	
B4B Procurement Card	£3,018.75
Debtors	£461.63
Prepayments	£0.00
Sub-Total:	£3,480.38
Total Current Assets:	£136,273.02
Current Liabilities	
Prepayments	£6.22
Trade Creditors	£12,713.02
Retentions (inc. VAT)	£789.06
Received on Account	£15,495.50
PAYE Payments Due	£580.00
NI Payments Due	£766.63
Pension Payments Due	£1,463.50
VAT to be Paid	-£5.60
VAT to be Reclaimed	-£3,984.12
VAT that has been reclaimed but not received	£0.00
Total Current Liabilities:	£27,824.21
Current Assets Minus Liabilities:	£108,448.81
Earmarked Funds in Reserve	
Play area maintenance reserve (£4,868.71 allocated for future retention - EP Play Area)	£23,839.37
CIL Reserve (aged)	£16,427.64
Total Current Liabilities:	£40,267.01
Net Assets	
General Reserves	£98,717.59
Profit & Loss Year to Date	-£30,535.79
Total Net Assets:	£68,181.80

Payment Authorisation Listing – March 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
23/11/2024	R&A	Green Smile Ltd	Additional pitch cutting (late invoice)	Pitch Maintenance	£180.00	£0.00
06/02/2025	R&A	F. Klucznik & Son Ltd (t/a IAE Ltd)	Large accessible kissing gates for Broadview (x2)	Fencing	£1,962.38	£0.00
Total:					£2,149.38	£0.00

Payments to be authorised

14/01/2025	R&A	M.R.S. Services	Monthly inspections of play areas, open spaces and defibrillators (June 2024)	Maintenance Technician - General Repairs	£264.00	£0.00
14/01/2025	P&H	M.R.S. Services	Move speed sign from Nation Hill to Church Lane, take to office for download of information and Collect charged batteries, plus cut down hedge growth	Speeding Initiatives	£44.00	£0.00
14/01/2025	R&A	M.R.S. Services	Fill up water feature at Burial grounds, Check-up at Eversley Park	Playground Maintenance	£66.00	£0.00

			new play equipment & put new signs up at Frazer Road play area			
14/01/2025	R&A	M.R.S. Services	Walked round with Clerk to see where the new bins are going to be fixed	Litter Pickers & Bins	£38.50	£0.00
14/01/2025	FAR (KWCC)	M.R.S. Services	Fit replacement outside light on the fire exit at the end of building	External Repairs - Tubbs Hall	£33.00	£0.00
14/01/2025	R&A	M.R.S. Services	Report of nut & bolt missing from new play equipment at Eversley Park	Playground Maintenance	£16.50	£0.00
14/01/2025	R&A	M.R.S. Services	Taped off climbing frame at Church Green and put do not use labels on	Playground Maintenance	£16.50	£0.00
14/01/2025	P&H	M.R.S. Services	Change speed sign around at Church lane	Speeding Initiatives	£22.00	£0.00
14/01/2025	R&A	M.R.S. Services	Collect cable avoidance tool from Winchester and check round for cable where the new bins are going	Litter Pickers & Bins	£33.00	£0.00
14/01/2025	R&A	M.R.S. Services	Put new sign up at the Burial ground entrance	Burial Ground - General Maintenance	£27.50	£0.00
14/01/2025	R&A	M.R.S. Services	Check all padlocks and grease up, replaced 1 at Hinton park including materials	Maintenance Technician - General Repairs	£69.68	£0.00
14/01/2025	R&A	M.R.S. Services	Eversley park to check new round bout and tape off as part missing. Reported to office.	Playground Maintenance	£16.50	£0.00
14/01/2025	P&H	M.R.S. Services	Move speed sign from Church Lane, take to office for down load of information and Collect charged batteries, put at Springvale Road	Speeding Initiatives	£33.00	£0.00

14/01/2025	R&A	M.R.S. Services	Go to Church Green to let contractors in for repair of equipment and then back to sign of there work	Playground Maintenance	£38.50	£0.00
14/01/2025	P&H	M.R.S. Services		Speeding Initiatives	£22.00	£0.00
				Sub-Total:	£740.68	£0.00
14/01/2025	R&A	M.R.S. Services	Monthly inspections of play areas, open spaces and defibrillators (July 2024)	Maintenance Technician - General Repairs	£330.00	£0.00
14/01/2025	R&A	M.R.S. Services	Attend ROSPA Play inspection course	Playground Maintenance	£110.00	£0.00
14/01/2025	P&H	M.R.S. Services	Move speed sign from Springvale Road, take to office for download of information and Collect charged batteries, put at Lovedon Lane	Speeding Initiatives	£33.00	£0.00
14/01/2025	R&A	M.R.S. Services	Fill up water feature at Burial Ground	Burial Ground - General Maintenance	£11.00	£0.00
14/01/2025	P&H	M.R.S. Services	Change batteries in the speed sign at Lovedon Lane	Speeding Initiatives	£11.00	£0.00
14/01/2025	P&H	M.R.S. Services	Change speed sign around at Lovedon lane	Speeding Initiatives	£22.00	£0.00
14/01/2025	P&H	M.R.S. Services	Move speed sign from Lovedon Lane, take to office for down load of information and Collect charged batteries, put at Abbots Worthy	Speeding Initiatives	£33.00	£0.00
14/01/2025	R&A	M.R.S. Services	Check out where picnic bench has been removed and also broken post at Eversley Park adult exercise area	Maintenance Technician - General Repairs	£22.00	£0.00

14/01/2025	P&H	M.R.S. Services	Change speed sign around at Abbots Worthy	Speeding Initiatives	£22.00	£0.00
14/01/2025	R&A	M.R.S. Services	Check broken fence at Eversley Park	Maintenance Technician - General Repairs	£11.00	£0.00
14/01/2025	P&H	M.R.S. Services	Move speed sign from Abbots Worthy, take to office for down load of information and Collect charged batteries, put at Elan Court Springvale Road	Speeding Initiatives	£33.00	£0.00
				Sub-Total:	£638.00	£0.00
14/01/2025	R&A	M.R.S. Services	Monthly inspections of play areas, open spaces and defibrillators (August 2024)	Maintenance Technician - General Repairs	£264.00	£0.00
14/01/2025	R&A	M.R.S. Services	Eversley Park check zip wire after Ava had redone wire	Playground Maintenance	£11.00	£0.00
14/01/2025	P&H	M.R.S. Services	Change speed sign around at Springvale Road (Elan Court)	Speeding Initiatives	£22.00	£0.00
14/01/2025	R&A	M.R.S. Services	Clean up the tower at Eversley Park (Gummy sweets)	Playground Maintenance	£33.00	£0.00
14/01/2025	P&H	M.R.S. Services	Fill up water feature at Burial grounds	Burial Ground - General Maintenance	£11.00	£0.00
14/01/2025	P&H	M.R.S. Services	Move speed sign from Elan Court, take to office for down load of information and Collect charged batteries, put at Stoke Charity	Speeding Initiatives	£33.00	£0.00
14/01/2025	P&H	M.R.S. Services	Clean out gutters at Tubbs hall	External Repairs - Tubbs Hall	£150.00	£0.00
14/01/2025	R&A	M.R.S. Services	Change speed sign around at Stoke Charity	Speeding Initiatives	£22.00	£0.00

14/01/2025	P&H	M.R.S. Services	Fraser play area check for bolts missing and reported to office	Playground Maintenance	£16.50	£0.00
14/01/2025	R&A	M.R.S. Services	Fraser play area check for bolts missing and reported to office and Collect charged batteries, put at Springvale Road (Nations Hill)	Speeding Initiatives	£33.00	£0.00
				Sub-Total:	£595.50	£0.00
14/01/2025	R&A	M.R.S. Services	Monthly inspections of play areas, open spaces and defibrillators (September 2024)	Maintenance Technician - General Repairs	£330.00	£0.00
14/01/2025	P&H	M.R.S. Services	Change speed sign around at Springvale Road (Nations Hill)	Speeding Initiatives	£22.00	£0.00
14/01/2025	R&A	M.R.S. Services	Put up new shelf in office for computer equipment	Maintenance Technician - General Repairs	£33.00	£0.00
14/01/2025	P&H	M.R.S. Services	Move speed sign from Nations Hill, take to office for download of information and Collect charged batteries, put at Church Lane	Speeding Initiatives	£33.00	£0.00
14/01/2025	FAR (KWCC)	M.R.S. Services	Toilet leaking at Tubbs Hall investigate tried to repair but need to order new parts	Repairs in Toilet areas	£22.00	£0.00
14/01/2025	P&H	M.R.S. Services	Change speed sign around at Church Lane	Speeding Initiatives	£22.00	£0.00
14/01/2025	P&H	M.R.S. Services	Move speed sign from Church Lane, take to office for download of information and Collect charged batteries, put at Springvale Road	Speeding Initiatives	£33.00	£0.00
				Sub-Total:	£495.00	£0.00

20/01/2025	R&A	M.R.S. Services	Monthly inspections of play areas, open spaces and defibrillators (October 2024)	Maintenance Technician - General Repairs	£264.00	£0.00
20/01/2025	P&H	M.R.S. Services	Change speed sign around at Springvale Road	Speeding Initiatives	£22.00	£0.00
20/01/2025	P&H	M.R.S. Services	Move speed sign from Springvale Road, take to office for down load of information and Collect charged batteries, put at Lovedon Lane. (took back to office not working)	Speeding Initiatives	£33.00	£0.00
20/01/2025	R&A	M.R.S. Services	Church Green to meet contractor o look at play equipment	Playground Maintenance	£22.00	£0.00
20/01/2025	P&H	M.R.S. Services	Put speed sign back up at Lovedon Lane after repair	Speeding Initiatives	£22.00	£0.00
20/01/2025	P&H	M.R.S. Services	Change speed sign around at Lovedon Lane	Speeding Initiatives	£22.00	£0.00
20/01/2025	P&H	M.R.S. Services	Move speed sign from Lovedon Lane, take to office for down load of information and Collect charged batteries, put at Abbots Worthy	Speeding Initiatives	£33.00	£0.00
				Sub-Total:	£418.00	£0.00
20/01/2025	R&A	M.R.S. Services	Monthly inspections of play areas, open spaces and defibrillators (November 2024)	Maintenance Technician - General Repairs	£264.00	£0.00
20/01/2025	P&H	M.R.S. Services	Change speed sign around at Abbots Worthy	Speeding Initiatives	£22.00	£0.00
20/01/2025	P&H	M.R.S. Services	Move speed sign from Abbots Worthy, take to office for down load of information and Collect charged batteries, put at Springvale Road (Elan Court)	Speeding Initiatives	£33.00	£0.00

20/01/2025	R&A	M.R.S. Services	Collect broken sign from Hinton Park, measure up for new back board	Signs	£27.50	£0.00
20/01/2025	P&H	M.R.S. Services	Change speed sign around at Springvale Road (Elan Court)	Speeding Initiatives	£22.00	£0.00
20/01/2025	R&A	M.R.S. Services	Met Cllr Cossburn at Lovedon Fields to off load the new barrier and had a look for the water valve for the allotments	Capital Projects (R&A)	£30.25	£0.00
20/01/2025	P&H	M.R.S. Services	Move speed sign from Elan Court, take to office for download of information and Collect charged batteries, Stoke Charity Road	Speeding Initiatives	£33.00	£0.00
				Sub-Total:	£431.75	£0.00
11/02/2025	FAR	Hampshire Association of Local Council	Councillor Development - Knowledge & Core Skills - Parts 1 & 2 (27th February 2025)	Staff and Councillors Training	£235.20	£0.00
28/02/2025	R&A	Green Smile Ltd	Purchasing as laying bark at Broadview kissing gates with the remaining bark layer by the 5 bar gate at the end of Eversley Park car park.	Contract Maintenance	£87.00	£0.00
06/03/2025	FAR	Tubbs Hall Management Committee	Hall booking for allotment meeting	Events	£18.75	£0.00
09/03/2025	R&A	Green Smile Ltd	Helping to move some metal fencing to Hinton Fields (for planting of hedging at Hinton Park).	Planting	£60.00	£0.00
11/03/2025	FAR	Amazon EU UK Branch	60m long tape measure and 8m tape measure	Miscellaneous Expenditure	£38.23	£0.00

11/03/2025	FAR	Street Solutions UK Ltd	5x traffic cones with chains	Miscellaneous Expenditure	£89.99	£0.00
11/03/2025	R&A	Idverse Limited	Emptying of 8x 240L & 1x 120L bin between 01/10/25 - 31/03/2025	Litter Pickers & Bins	£1,656.25	£0.00
12/03/2025	FAR	Home-Start Winchester & Districts	Grant to provide creative activities and food/equipment for health eating sessions.	Grants to Village Organisations	£800.00	£0.00
12/03/2025	FAR	Citizens Advice Winchester District	Community grant towards cost of running service	Grants to Village Organisations	£850.00	£0.00
12/03/2025	FAR	The Worthys Community Shed	Community grant towards cost of additional tools	Grants to Village Organisations	£200.00	£0.00
12/03/2025	R&A	Amazon EU UK Branch	2x combination padlocks and zinc plated chain	Capital Projects (R&A)	£71.01	£0.00
12/03/2025	R&A	Tradehutdirect LTD	25mm x 1/2" Male BSP MDPE Adaptor	Capital Projects (R&A)	£10.36	£0.00
Total:					£10,754.65	

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
03/02/2025	FAR	Hiscox Underwriting Ltd	Parish Council insurance	Business Insurance	£763.43	£0.00
03/02/2025	R&A	Business Stream	Water charges (20/10/24 - 19/01/25)	Water Rates - Eversley Park	£22.94	£0.00
04/02/2025	R&A	Business Stream	Water charges (20/10/24 - 19/01/25)	Burial Ground - Water Rates	£24.98	£0.00
05/02/2025	FAR (KWCC)	Business Stream	Water supply monthly charge	Water Rates - Tubbs Hall	£56.08	£0.00
14/02/2025	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£129.64	£0.00

14/02/2025	FAR (KWCC)	Octopus Energy Ltd	Gas & Electricity Supply- January 2025	Gas - Tubbs Hall & Electricity - Tubbs Hall	£379.88	£0.00
17/02/2025	FAR	Sage Global Services Ltd	SAGE accounting software - monthly	Computer Software	£39.60	£0.00
18/02/2025	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£77.54	£0.00
24/02/2025	FAR (KWCC)	Biffa Municipal Ltd	Waste Collection charges - extra collection	Waste Collection Charges	£26.39	£0.00
25/02/2025	FAR	Annodata Ltd	Hire of machine (22/02/2025 - 21/05/2025)	Printing	£140.99	£0.00
25/02/2025	FAR	Annodata Ltd	Copying & printing charges (23/10/2024 - 21/01/2025)	Printing	£94.10	£0.00
28/02/2025	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Contract Maintenance	£4,547.05	£0.00
28/02/2025	FAR	Unity Trust Bank Plc	Monthly accounts charges	Bank Interest & Charges	£9.75	£0.00
Total:					£7,435.72	£0.00

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/02/2025	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
04/02/2025	FAR	Toolstation Ltd	Silicone sealant, hasp and staple, wood preserver and angle plates	Miscellaneous Expenditure /	£36.73	£0.00

				Capital Projects (R&A)		
06/02/2025	FAR	GiffGaff	Monthly goodybag - Office Phone	Miscellaneous Expenditure	£6.00	£0.00
06/02/2025	R&A	Purchase Invoice: Lawsons (Whetstone) Ltd T/A AVS Fencing Supplies	2.10m x 125mm Machined Round Stake Chamfered & Pointed - replacement for stolen post	Capital Projects (R&A)	£21.59	£0.00
22/02/2025	FAR	Bitwarden Inc.	Password management software	Computer Software	£76.03	£0.00
28/02/2025	R&A	Hermeq UK Ltd	10x temporary fence panels, 30x fence clips, spanner and 10x hi-vis feet (including shipping)	Fencing	£978.33	£0.00
28/02/2025	FAR	Payment Card Solutions t/a B4B payments	Monthly transaction fees	Bank Charges & Interest	£6.45	£0.00
				Total:	£1,125.13	£0.00