



Kings Worthy Parish Council

Minutes of the Finance, Administration & Remuneration Committee meeting held on Wednesday, 07 May 2025 at 19:30 held in Kings Worthy Community Centre, Fraser Road

Attendees

Councillors S. Biddle, Colin Cossburn, Emily Fish & Mandy Hallisey

Clerk(s)

Parish Clerk (Christopher Read)

Apologies

Cllr Ian Gordon (the council resolved to approve Cllr Gordon's for absence)

Members of the public

None.

F/25/067 – 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/25/068 – Impact of COVID-19 (including meeting recommendations)

It was agreed to keep the current recommendations.

F/25/069 - To agree and sign the Minutes of the meeting held on 16 April 2025

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

F/25/070 – Matters arising from the meeting held on 16 April 2025

None.

F/25/071– Proposed new expenditure for Finance approval

- **Planning & Highways** – None.
- **Finance, Administration & Remuneration** –
 - Quotation for loft clearance - The Clerk has obtained two quotations From Rentokil for the clearance/cleaning of the loft following rodent activity. The Clerk noted at another contractor contacted did want to quote and the number of companies wanting to undertake this kind of work appears limited.

Option A = £6,680.00 for removal of all loft insulation and cleaning of loft – This option would also require replacement of the removed insulation at additional cost.

Option B = £869.00 for the removal of a small section of insulation (as recommended by contractor) and sanitising of whole loft space (with sanitising spray).

It was unanimously agreed to proceed with the Option B

- Mobile Contract – The Clerk noted that Tesco Mobile require the use of an officer's address and credit rating to setup which is not appropriate.

It was therefore agreed to allow to Clerk to find a similar contractor from another supplier with a maximum cost of £15.00 per month.

- **Recreation & Amenities** – None.
- **Communications** – None.
- **Grants** – None.

F/25/072 – To review and approve the payment listing (copy available on our website)

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

F/25/073 – Remuneration & staffing

None.

F/25/074 – Tubbs Hall – landlord's responsibilities

- Update on the future management of Kings Worthy Community Centre including meeting with management committee – Cllr Cossburn and the Clerk have an update to members following their meeting with the Chairperson and treasurer of Tubbs Hall Management Committee (THMC).

Action - A full building walkthrough is to be undertaken by the working group with a representative of THMC in attendance.

F/25/075 – Legal issue

The Clerk briefed members on the issue two incidences of glass being broken on the Multi-Use Games Area (MUGA) at Eversley Park.

F/25/076 – Updates (if any):

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

F/25/077 – Items for inclusion in council communications

None.

F/25/078 – Responsible Finance Officer/Clerk's Notices

Pension annual return – The Clerk noted due to an error, the pension annual had been submitted a week late. The return has been submitted with the correct additional authorisation sheet required.

F/25/079 – Chairman's Notices

None.

F/25/080 - Items for discussion at the next meeting on 18 June 2025

None.

Meeting Closed at 20:18

Signed:

Date:

Payment Authorisation Listing – May 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
20/03/2025	R&A	Southern Ground Care	Verti-draining of allotment area to reduce compaction	Capital Projects - R&A	£360.00	£0.00
25/04/2025	FAR	PCC of Kings Worthy	Annual subscription to Parish Magazine	Subscriptions	£9.00	£0.00
Total:					£369.00	£0.00

Payments to be authorised

22/04/2025	FAR	Hampshire Association of Local Councils Ltd	HALC affiliation fees and National Association of Local Council levy – 2025/26	Subscriptions	£1,158.00	£0.00
29/04/2025	FAR	MOHAJER LTD	Entrance hall mat	Miscellaneous Expenditure	£27.99	£0.00
30/04/2025	FAR	Morgan's Direct Limited	Pen refills x 2	Office Stationery	£7.91	£0.00
30/04/2025	FAR	Tradehutdirect LTD	Closed shackle padlock	Miscellaneous Expenditure	£31.84	£0.00
Total:					£1,225.74	£0.00

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
01/04/2025	FAR	Hiscox Underwriting Ltd	Parish Council insurance	Business Insurance	£763.31	£0.00
07/04/2025	FAR (KWCC)	Business Stream	Water supply monthly charge	Water Rates - Tubbs Hall	£56.08	£0.00
14/04/2025	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£168.55	£0.00
15/04/2025	FAR (KWCC)	Octopus Energy Ltd	Gas & Electricity Supply for March 2025	Gas - Tubbs Hall & Electricity - Tubbs Hall	£297.01	£0.00
15/04/2025	FAR (KWCC)	Winchester City Council	Business rates for Parish Office	Business Rates	£60.39	£0.00
17/04/2025	FAR	Sage Global Services Ltd	SAGE accounting software - monthly	Computer Software	£39.60	£0.00
22/04/2025	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£78.59	£0.00
30/04/2025	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Contract Maintenance	£4,547.05	£0.00
Total:					£6,010.58	£0.00

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/04/2025	FAR	Parish Council employees	April salaries, PAYE, NI & Pension	Employee Wages and Salaries / NI / PAYE/ Pensions	£3,186.03	None

Procurement Card Payments (including transaction fees where applicable)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
18/02/2025	FAR	SLCC ENTERPRISES LTD	Allotment Management: Site Facilities and Health and Safety (3rd April 2025)	Staff & Councillor Training	£54.00	£0.00
02/04/2025	R&A	Fenland Leisure Products Ltd	Replacement hydraulic closer and gate refurbishments kit for playground gate at Eversley Park	Playground Maintenance	£220.00	£0.00
04/04/2025	FAR	GiffGaff	£10.00 purchase of credit for emergency mobile number (to keep it active)	Miscellaneous Expenditure	£10.00	£0.00
05/04/2025	FAR	Inn Supplies (UK) Ltd T/As Event Supplies	Disposable cups, paper plates etc. for Litter Pick	Events	£20.46	£0.00
06/04/2025	FAR	GiffGaff	Monthly goodybag of minute, texts and data for Office Mobile	Miscellaneous Expenditure	£6.00	£0.00
09/04/2025	FAR (KWCC)	Zen Internet Ltd	Billing adjustment during contract renewal	Telephone & Broadband	£8.95	£0.00
18/04/2025	R&A	Lawsons (Whetstone) Ltd T/A AVS Fencing Supplies	1.5m gate and ironmongery for Allotment site	Capital Projects – R&A	£255.08	£0.00
24/04/2025	FAR	Argos Ltd	Samsung event/emergency mobile phone	Office Capital Expenditure	£146.94	£0.00
Total:					£721.43	£0.00