



Kings Worthy Parish Council

Minutes of the Finance, Administration & Remuneration Committee meeting held on Wednesday, 14 January 2026 at 19:30 held in Kings Worthy Community Centre, Fraser Road

Attendees

Councillors Signe Biddle, Emily Fish & Ian Gordon

Clerk(s)

Parish Clerk (Christopher Read)

Apologies

None.

Members of the public

None.

F/26/001 – 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/26/002 – Proposed new expenditure for Finance approval

Planning & Highways - None.

Finance, Administration & Remuneration

- New office mobile phone – It was agreed to purchase a replacement device with a maximum cost of £350.00.
- SLCC subscription for Deputy Clerk – It was agreed to fund this subscription at a total cost of £268.00.
- First Aid and Fire Marshal training for Deputy Clerk – It was agreed to book these to training courses at a total cost of £375.00.

Kings Worthy Community Centre

- Replacement of two light units in hall and fitment of a bidirectional RCBO – It was agreed to ratify this work at a total cost of £350.00.

Recreation & Amenities - None.

Grants - None.

F/26/003 – To review and approve the management accounts report for the period ending 30 November 2025

The management accounts report was reviewed and approved with no changes.

F/26/004 – To review the Draft Forecast Outturn for 2025/26 and Draft budget for 2026/27

A copy had been circulated to members before the meeting for review. The Clerk noted that he will add the following items to the budget:

- Replacement lights in the main hall
- Resurfacing of pathway between Hinton Fields and Church Lane

F/26/005 – Review of Council fees including the burial ground & open spaces

It was agreed for the fees to be reviewed at the next meeting with an inflationary increase added.

F/26/006 – To review and approve the payment listing

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

F/26/007 – Review of internal audit provision

Councillors reviewed the internal auditor (Do the Numbers Ltd) and confirmed that they are independent from the Council and that the services provided were sufficient the Councils financial risk.

It was agreed to request an updated letter of engagement including confirmation that the audit will be undertaken in line with the latest edition of the practitioners' guide that applies to the 2025/26 financial year.

F/26/008 – Update on the future management of King Worthy Community Centre including maintenance works, renovations and service contracts

It was agreed for the Clerk will speak with the treasurer on the cost split for the kitchen renovation.

F/26/009 – Remuneration & staffing

Approval of Clerk's hours owed – It was agreed to pay up to an additional 19 hours as overtime.

Out of hours cover – It was agreed to check the requirements with our current insurer and to contact Winchester City Council to see if they offer an out of hours service.

F/26/010 – Tubbs Hall – Landlord's responsibilities

None.

F/26/011 – Legal issues

The Clerk update members on the status of obtaining two sets of certified deeds relating to Eversley Park.

F/26/012 – Items for inclusion in Council communications

None.

F/26/013 – Responsible Finance Officer/Clerk’s Notices

None.

F/26/014 – Chairman’s Notices

None.

F/26/015 – Items for discussion at the next meeting – 11 February 2026

- Review of Maintenance Technician’s contract

Meeting Closed at 20:58

Signed:

Date:

Payment Authorisation Listing – January 2026

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
02/10/2025	FAR (KWCC)	CSS Total Security Ltd (t/a Croma Fire & Security)	Works for replacement front door closer (inc. related items) - Works completed in January 2026 Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Building maintenance & general costs	£3,603.87	£0.00
12/01/2026	FAR	Hampshire County Council	Hampshire Pension Fund Administration Charge - Late annual return submission Power to spend - Local Government Act 1972 S.111	Legal & Professional Fees	£150.00	£0.00

Total of payments previously authorised on the bank = £3,753.87

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
31/12/2025	FAR	Offsite Archive Storage & Integrated Services UK Ltd	Storage Period: 01/01/2026 - 31/03/2026 (14x storage boxes) Power to spend - Local Government Act 1972 s.111	Document Storage	£134.80	£0.00
02/01/2026	FAR	Society of Local Council Clerks	Membership fee: Parish Clerk Power to spend - Local Government Act 1972 s.143	Subscriptions	£316.00	£0.00
06/01/2026	FAR (KWCC)	Amazon EU UK Branch	Kensington Combination Cable Lock Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Building maintenance & general costs	£22.22	£0.00
06/01/2026	FAR (KWCC)	Amazon EU UK Branch	Power over ethernet injector Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Building maintenance & general costs	£39.17	£0.00
06/01/2026	FAR (KWCC)	Amazon EU UK Branch	Wireless access point Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Building maintenance & general costs	£99.83	£0.00
06/01/2026	FAR (KWCC)	Hausware Ltd	Projector ceiling mount	Building maintenance & general costs	£78.29	£0.00

			Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19			
11/01/2026	R&A	Worthy Tree Care	To dismantle two dead trees (Lower Broadview) & to dismantle four dead/dying silver birch tree and two hawthorn trees Power to spend - Open Spaces Act 1906 s.9	Tree Works	£1,062.60	£0.00

Total of payments to be authorised = £1,752.91

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
01/09/2025	FAR	Hiscox Underwriting Ltd	Parish Council insurance Power to spend - Local Government Act 1972 S.111 (correction)	Business Insurance	£763.31	£0.00
01/12/2025	R&A	Green Smile Ltd	Monthly grounds maintenance contract (November 2025) Power to spend - Open Spaces Act 1906 s.9	Contract Maintenance	£4,719.84	£0.00
01/12/2025	FAR	Hiscox Underwriting Ltd	Parish Council insurance Power to spend - Local Government Act 1972 S.111	Business Insurance	£854.06	£0.00

05/12/2025	FAR (KWCC)	Business Stream	Water supply monthly charge Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Water Rates - Tubbs Hall	£56.08	£0.00
05/12/2025	FAR (KWCC)	Octopus Energy Ltd	Electricity & gas charges for November 2025 Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Electricity - Tubbs Hall & Gas - Tubbs Hall	£271.62	£0.00
15/12/2025	FAR (KWCC)	Rentokil Pest Control	Pest control services (31/10/2025 - 31/12/2025) Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Pest Control	£172.55	£0.00
15/12/2025	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge Power to spend - Litter Act 1983 s.5 & s.6	Open Spaces Maintenance	£134.84	£0.00
17/12/2025	FAR	Sage Global Services Ltd	SAGE accounting software - monthly Power to spend - Local Government Act 1972 s.111	Computer Software	£56.40	£0.00
18/12/2025	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£78.00	£0.00

			Power to spend - Local Government Act 1972 s.111			
22/12/2025	FAR (KWCC)	Biffa Municipal Ltd	Recycling & general waste bin emptying (27/12/25 - 27/03/26) Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Waste Collection Charges	£329.47	£0.00
30/12/2025	R&A	Green Smile Ltd	Monthly grounds maintenance contract (December 2025) Power to spend - Open Spaces Act 1906 s.9	Contract Maintenance	£4,719.84	£0.00
31/12/2025	FAR	Unity Trust Bank Plc	Manual handling charge for cheque Power to spend - Local Government Act 1972 s.111	Bank Charges & Interest	£0.30	£0.00
31/12/2025	FAR	Unity Trust Bank Plc	Monthly bank charges (including payment and cheque processing fees) Power to spend - Local Government Act 1972 s.111	Bank Charges & Interest	£10.80	£0.00

Total Direct Debits & Standing Orders = £12,167.11

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
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25/12/2025	FAR	Parish Council employees	December salaries, PAYE, NI & Pension Power to spend - Local Government Act 1972 S.112	Employee Wages and Salaries / NI / PAYE/ Pensions	£4,070.71	None.
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Procurement Card Payments (including transaction fees where applicable)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
09/12/2025	R&A	Net World Sports Ltd	Heavy Duty Boot Scraper & Wiper for allotment site Power to spend - Small Holdings and Allotments Act 1908 s.23	Capital Projects - R&A	£208.94	£0.00
09/12/2025	FAR	St John Ambulance	Emergency first aid at work course for Clerk Power to spend - Local Government Act 1972 s.111	Staff & Councillors Training	£246.00	£0.00
08/12/2025	FAR	Honest Mobile	Monthly charge for office mobile Power to spend - Local Government Act 1972 s.111	Miscellaneous Expenditure	£13.28	£0.00
15/12/2025	FAR (KWCC)	Safelincs Ltd	DC140A overhead door closer Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Fire & building safety	£97.53	£0.00

30/11/2025	FAR	Payment Card Solutions t/a B4B Payments	Monthly transaction charges Power to spend - Local Government Act 1972 s.111	Bank Charges & Interest	£4.77	£0.00
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Total procurement card payments = £570.52