Kings Worthy Parish Council

Minutes of the Finance, Administration & Remuneration Committee meeting held on Wednesday, 12 August 2026 at 19:30 held in Kings Worthy Community Centre, Fraser Road

Attendees

Councillors Signe Biddle, Emily Fish, Ian Gordon & Mandy Hallisey.

Clerk(s)

Parish Clerk (Christopher Read)

Apologies

None

Members of the public

None.

F/26/093 – 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/26/094 - To agree and sign the Minutes of the Meeting held on Wednesday, 15 July 2026

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

F/26/095 – Matters arising from the meeting held on Wednesday, 15 July 2026

None.

F/26/096 – Proposed new expenditure for Finance approval

Finance, Administration & Remuneration- None.

Grant applications

- Citizens Advice Winchester District – It was agreed to award a grant of £850.00

Kings Worthy Community Centre – None.

Planning & Highways - None

Recreation & Amenities - None

F/26/97 – To review and approve the management accounts report for the period ending 31 July 2026 (copy attached)

Members reviewed and approved the management accounts report.

F/26/098– To review and approve the payment listing (copy attached)

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

F/26/099– Kings Worthy Community Centre improvements and projects

Storage cupboards in the main hall

- To discuss security arrangements for cupboard access keys – It was agreed to purchase key safe boxes for the cupboard keys to be kept in.
- To consider potential works to allow the usage of the former cleaner's cupboard (inc. works around the gas meter) – It was agreed to obtain a quotation for this work.
- To review costs for repairs to the cupboard doors – Deferred awaiting costs.

Kitchen renovation

- Confirmation of replacement appliances – Councillors reviewed a comparison of appliances and it was agreed to proceed with the options totalling £1,652.00. It was also agreed to proceed with a new hot water dispenser at a total cost of £791.99.

Redecoration of Community Centre

- Discussion & confirmation of works schedule – It was agreed to defer this item to the next meeting.
- Discussion & confirmation of budget for works (materials and preparatory works) – It was agreed to defer this item to the next meeting.

Building waste disposal

- Confirmation of costs for sanitary disposal bins – It was agreed to defer this item to the next meeting pending receipt of updated costs.

Re-lining of car park

- Discussion & confirmation of works specification – Quotations are currently being sought.

F/26/100 – Remuneration & Staffing

Confirmation of annual leave for Parish Clerk – None.

F/26/101 – To consider any legal issues

Update on item related to the Council's external payroll provision (if available) – None.

F/26/102 – To consider a request to site a bouncy castle at Eversley Park for an event (including charge to be levied)

It was agreed to allow a bouncy castle, subject to our open spaces fee of £59.60 and public liability insurance.

F/26/103 - Responsible Finance Officer/Clerk's Notices

None.

F/26/104 – Chairman's notices

None.

F/26/105 – Items for discussion at the next meeting – 16 September 2026

- To consider the proposal (inc. costs) for Council owned Councillor devices
- To consider potential alternative Council specific accounting software (including allotment, asset, bookings and cemetery management
- Building waste disposal – To review proposals for a bin storage compound
- Re-lining of car park – To review and approve quotations received
- To consider a revised scheme of delegation for the parish office

Meeting Closed at 20:37

Signed: **Date:**

Kings Worthy Parish Council management accounts report for the period ending 31/07/2026 – Summary

Income

Income - Committee/Department	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Community Infrastructure Levy (CIL)	£-	£-	£16,559.03	£16,559.03
Finance, Administration & Remuneration (FAR) committee	£217,374.00	£71,892.82	£72,387.75	£494.93
Kings Worthy Community Centre (KWCC)	£10,421.52	£3,509.22	£814.07	-£2,695.15
Planning & Highways (P&H) committee	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities (R&A) committee	£16,124.17	£5,046.66	£0.00	-£5,046.66
Total Income:	**£243,919.69**	**£80,448.70**	**£89,760.85**	**£9,312.15**

Expenditure

Expenditure - Committee/Department	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Community Infrastructure Levy (CIL)	£0.00	£0.00	£0.00	£0.00
Finance, Administration & Remuneration (FAR) committee	£121,738.15	£36,793.45	£37,318.07	£524.62
Kings Worthy Community Centre (KWCC)	£40,198.76	£12,966.69	£5,333.72	-£7,632.97
Planning & Highways (P&H) committee	£13,095.22	£1,428.67	£4,229.69	£2,801.02
Recreation & Amenities (R&A) committee	£116,717.04	£39,307.31	£28,560.91	-£10,746.40
Total Expenditure:	**£291,749.17**	**£90,496.13**	**£75,442.39**	**-£15,053.74**

Net surplus/deficit position:	Annual Budget	Budget YTD	Actual YTD	Variance YTD
Income minus expenditure	**-£47,829.47**	**-£10,047.43**	**£14,318.46**	**£24,365.89**

Balance Sheet for the month ending 31/07/2026

Current Assets

Asset	Balance
Current account	£10,756.18
Instant access savings account (1.96% AER)	£165,028.20
Procurement cards account	£695.45
Debtors	£479.30
Prepayments (asset)	£524.98
Total Current Assets	**£177,484.11**

Current Liabilities

Liability	Balance
Creditors	£2,039.11
Accruals	£0.00
Retentions (including VAT)	£0.00
Received on account (including Precept)	£35,729.00
PAYE payments due	£3,418.13
PAYE, National Insurance & Pension payments due	£261.79
VAT to be paid to HMRC	-£7,016.60
VAT to be reclaimed from HMRC	£0.00
VAT that been reclaimed but not yet received	£34,431.43
Total Current Assets	**£2,039.11**

Total Current Asset minutes Liabilities = £

Earmarked funds in reserve

Earmarked Reserve	Balance
Aged Community Infrastructure Levy (CIL) reserve	£8,258.49
Total Current Assets	**£ 8,258.49**

Net Assets

Net Asset	Balance
General reserve	£68,041.69
Profit & Loss year to date	£14,318.46
Total Current Assets	**£82,360.15**

Payment Authorisation Listing – August 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
06/07/2026	FAR (KWCC)	Ad Fontes Company Ltd (Correction)	1.5mm ABS plastic sheet (Pack of 2)	Building Maintenance & General Costs	£11.39	£1.90
14/07/2026	FAR	DCR Photos	Staff & Councillor photographs	Miscellaneous Expenditure	£250.00	£0.00

Total of payments previously authorised on the bank = £261.39 (£1.90 of unrecoverable VAT)

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
09/07/2026	R&A	Institute of Cemetery & Crematorium Management	Annual membership	Subscriptions	£110.00	£0.00

20/07/2026	FAR (KWCC)	Amazon EU S.à r.l. UK Branch	Gas Shut Off Valve Sign	Fire & Building Safety	£5.50	£0.00
20/07/2026	FAR (KWCC)	Taryag Trading Ltd	Electrical equipment cupboard sign (pack of 4)	Fire & Building Safety	£4.88	£0.00
20/07/2026	FAR (KWCC)	UK SHOPS ENTERPRISES LTD	Rug to carpet gripper underlay	Building Maintenance & General Costs	£26.95	£0.00
20/07/2026	FAR (KWCC)	zhengzhouchanuoshangmaoyouxiangongsi	24 Pcs Carpet Grippers	Building Maintenance & General Costs	£4.28	£0.71
20/07/2026	FAR (KWCC)	FOKA SHOP LIMITED	Plastic Scraper Tool Set	Signs	£6.59	£0.00
20/07/2026	R&A	Defib Service Group Ltd	Services of 4 defibrillators and cabinets	Defibrillators	£883.20	£0.00
27/07/2026	FAR	Amazon EU S.à r.l. UK Branch	Whiteboard markers	Office Stationery	£7.00	£0.00
27/07/2026	FAR (KWCC)	BIRI TRADING UK LTD	4x wet floor safety cones	Building Janitorial Supplies	£77.86	£0.00

27/07/2026	FAR	Arbium Commerce Ltd	VHB Tape (x2)	Building Maintenance & General Costs	£29.66	£0.00
29/07/2026	R^A	Holm Products Ltd	Cotswold path gravel & type 1 scalpings	Capital Projects - R&A	£196.20	£0.00
31/07/2026	FAR (KWCC)	The Print Ninja Ltd	Fire action & call point signage	Building Maintenance & General Costs	£31.97	£0.00

Total of payments to be authorised on the bank = £1,384.09 (£0.71 of unrecoverable VAT)

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
24/07/2026	FAR	Parish Council employees	July salaries, PAYE, NI & Pension Power to spend - Local Government Act 1972 S.112	Employee Wages and Salaries / NI / PAYE/ Pensions	£7,996.38	

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
01/04/2026	FAR	Hiscox Underwriting Ltd	Parish Council insurance	Business Insurance	£854.06	£0.00
07/04/2026	FAR (KWCC)	Business Stream	Water supply monthly charge	Water Rates - Tubbs Hall	£56.08	£0.00

14/04/2026	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£151.00	£0.00
15/04/2026	FAR	Winchester City Council	Business rates for Parish Office	Building Rent & Business Rates	£61.40	£0.00
16/04/2026	FAR	Sage Global Services Ltd	SAGE accounting software - monthly	Computer Software	£70.80	£0.00
20/04/2026	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£78.00	£0.00
27/04/2026	FAR	Annodata Ltd	Printing charges	Printing	£7.13	£0.00
30/04/2026	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Contract Maintenance	£4,719.84	£0.00
30/04/2026	FAR	Unity Trust Bank Plc	Monthly bank charges (including payment and cheque processing fees)	Bank Charges & Interest	£11.80	£0.00
01/05/2026	FAR	Hiscox Underwriting Ltd	Parish Council insurance	Business Insurance	£854.06	£0.00
05/05/2026	FAR (KWCC)	Business Stream	Water supply monthly charge	Water Rates - Tubbs Hall	£56.08	£0.00
05/05/2026	R&A	Business Stream	Water charges (20/01/2026 - 19/04/2026)	Water Rates - Eversley Park	£31.13	£0.00
06/05/2026	R&A	Business Stream	Water charges (20/01/2026 - 19/04/2026)	Water Rates - Lovedon Lane Burial Ground	£28.18	£0.00
14/05/2026	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£156.47	£0.00

14/05/2026	FAR (KWCC)	Octopus Energy Ltd	Gas (26/11/2025 - 07/05/2026)	Gas - Tubbs Hall	£746.32	£0.00
15/05/2026	FAR	Sage Global Services Ltd	SAGE accounting software - monthly	Computer Software	£70.80	£0.00
15/05/2026	FAR	Winchester City Council	Business rates for Parish Office	Building Rent & Business Rates	£62.00	£0.00
15/05/2026	FAR (KWCC)	Octopus Energy Ltd	Electricity (26/11/2025 - 30/11/2025)	Electricity - Tubbs Hall	£17.97	£0.00
18/05/2026	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£78.00	£0.00
18/05/2026	FAR (KWCC)	Octopus Energy Ltd	Electricity (01/12/2025 - 09/12/2025)	Electricity - Tubbs Hall	£44.87	£0.00
19/05/2026	FAR (KWCC)	Octopus Energy Ltd	Electricity (10/12/2025 - 04/05/2026)	Electricity - Tubbs Hall	£615.66	£0.00
26/05/2026	FAR	Annodata Ltd	Copier rental charge (22/05/26 to 21/08/26)	Printing	£140.99	£0.00
31/05/2026	FAR	Unity Trust Bank Plc	Monthly bank charges (including payment and cheque processing fees)	Bank Charges & Interest	£11.50	£0.00
01/06/2026	R&A	Green Smile Ltd	Monthly grounds maintenance contract (May 2026)	Contract Maintenance	£4,719.84	£0.00
01/06/2026	FAR	Hiscox Underwriting Ltd	Parish Council insurance	Business Insurance	£854.06	£0.00
05/06/2026	FAR (KWCC)	Business Stream	Water supply monthly charge	Water Rates - Tubbs Hall	£56.08	£0.00

15/06/2026	FAR	Winchester City Council	Business rates for Parish Office	Building Rent & Business Rates	£62.00	£0.00
15/06/2026	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£190.43	£0.00
16/06/2026	FAR (KWCC)	Octopus Energy Ltd	Electricity (05/05/2026 - 31/05/2026) & Gas (08/04/2026 - 31/05/2026)	Electricity - Tubbs Hall & Gas - Tubbs Hall	£624.96	£0.00
17/06/2026	FAR	Sage Global Services Ltd	SAGE accounting software - monthly	Computer Software	£70.80	£0.00
18/06/2026	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£78.00	£0.00
22/06/2026	FAR (KWCC)	Biffa Municipal Ltd	Waste Collection Charges (27/06/26 to 25/09/26)	Waste Collection Charges	£334.95	£0.00
22/06/2026	FAR (KWCC)	Rentokil Pest Control	Pest Control services (01/04/2026 - 30/06/2026)	Pest Control	£189.80	£0.00
30/06/2026	FAR	Unity Trust Bank Plc	Monthly bank charges (including payment and cheque processing fees)	Bank Charges & Interest	£11.30	£0.00
30/06/2026	R&A	Green Smile Ltd	Monthly grounds maintenance contract (June 2026)	Contract Maintenance	£4,719.84	£0.00
30/06/2026	R&A	Business Waste Ltd	Excess weight charge	Open Spaces Maintenance	£4.90	£0.00
01/07/2026	FAR	Hiscox Underwriting Ltd	Parish Council insurance	Business Insurance	£854.06	£0.00

06/07/2026	FAR (KWCC)	Business Stream	Water supply monthly charge	Water Rates - Tubbs Hall	£56.08	£0.00
14/07/2026	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£154.36	£0.00
15/07/2026	FAR	Winchester City Council	Business rates for Parish Office	Building Rent & Business Rates	£62.00	£0.00
16/07/2026	FAR	Sage Global Services Ltd	SAGE accounting software - monthly	Computer Software	£94.00	£0.00
20/07/2026	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£78.00	£0.00
27/07/2026	FAR	Annodata Ltd	Printing charges (11/03/2026 - 08/06/2026)	Printing	£43.56	£0.00
30/07/2026	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Contract Maintenance	£4,719.84	£0.00
31/07/2026	FAR	Unity Trust Bank Plc	Monthly bank charges (including payment and cheque processing fees)	Bank Charges & Interest	£11.35	£0.00

Total Direct Debits & Standing Orders = £26,914.35 (£0.00 of unrecoverable VAT)

Procurement Card Transactions

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
01/04/2026	FAR	NALC	Cyber training course for Clerk (1 of 3)	Staff & Councillor Training	£16.00	£0.00

01/04/2026	FAR	NALC	Cyber training course for Clerk (2 of 3)	Staff & Councillor Training	£16.00	£0.00
01/04/2026	FAR	NALC	Cyber training course for Clerk (3 of 3)	Staff & Councillor Training	£16.00	£0.00
01/04/2026	FAR	NALC	Cyber training course for Deputy clerk	Staff & Councillor Training	£16.00	£0.00
02/04/2026	R&A	MORDEN FURNITURE WORLD LTD (t/a Garden Sanctuary	12x storage units for allotments	Capital Projects R&A	£1,204.83	£0.00
08/04/2026	FAR	Stagecoach Bus	Travel to Winchester & Back to drop-off nomination forms	Travel & Subsistence	£5.50	£0.00
08/04/2026	R&A	FH Brundle	Temporary fencing pins, fencing brackets and tube inserts	Fencing	£66.24	£0.00
08/04/2026	FAR	Honest Mobile Ltd	Monthly office mobile charge	Miscellaneous Expenditure	£13.05	£0.00
11/04/2026	FAR	BCMY Ltd (t/a Zero Waste Recycling)	Toner disposal costs	Miscellaneous Expenditure	£37.19	£0.00
13/04/2026	R&A	crocus.co.uk ltd	Bulbs & Seeds for Lovedon Lane Burial Ground	Burial Ground - General Maintenance	£43.62	£0.00
14/04/2026	FAR	Proton AG	VPN service (monthly charge)	Computer Software	£18.83	£3.13

16/04/2026	FAR	GiffGaff	Monthly second office mobile charge	Miscellaneous Expenditure	£6.00	£0.00
17/04/2026	FAR	Springvale Stores	Refreshments for litter pick	Miscellaneous Expenditure	£9.65	£0.00
18/04/2026	R&A	Holm Products	Bulk bag of 20mm limestone & Type 1 scalpings (for allotment site)	Capital Projects R&A	£195.60	£0.00
23/04/2026	R&A	Jaydee Living Ltd	Replacement wheelie bin for Hinton Park	Litter Pickers & Bins	£56.63	£0.00
28/04/2026	R&A	BS Stainless Ltd t/a BS Fixings	Sign fixing clamps	Signs	£35.39	£0.00
28/04/2026	FAR	HM Land Registry	Title search fee	Legal & Professional Fees	£7.00	£0.00
30/04/2026	FAR	Payment Card Solutions t/a B4B Payments	Monthly transaction fees	Bank Charges & Interest	£11.47	£0.00
02/05/2026	FAR	Post Office (Springvale Stores)	HM Land Registry cheque postal charge	Postage & Carriage	£7.60	£0.00
12/05/2026	FAR	Honest Mobile Ltd	Monthly office mobile charge	Miscellaneous Expenditure	£13.18	£0.00
16/05/2026	FAR	GiffGaff	Monthly second office mobile charge	Miscellaneous Expenditure	£6.00	£0.00
16/05/2026	FAR	Proton AG	VPN service (monthly charge)	Computer Software	£18.72	£3.12

23/05/2026	FAR	Anglian Water Services Limited (t/a Digdat)	Wastewater & Cleanwater plans for potential allotment site	Legal & Professional Fees	£54.04	£0.00
29/05/2026	FAR	Avangate BV	Office security software	Computer Software	£102.45	£0.00
31/05/2026	FAR	Payment Card Solutions t/a B4B Payments	Monthly transaction fees	Bank Charges & Interest	£8.20	£0.00
05/06/2026	FAR	Hampshire County Council	2 boxes of A4 paper	Printing	£38.88	£0.00
09/06/2026	FAR	Honest Mobile Ltd	Monthly office mobile charge	Miscellaneous Expenditure	£12.94	£0.00
12/06/2026	FAR	Stagecoach Bus	Bus from Winchester to & from Kings Worthy for LGR conference	Travel & Subsistence	£3.00	£0.00
12/06/2026	FAR	Go South Coast Ltd	Bus from Winchester to & from Double Tree Hilton for LGR conference	Travel & Subsistence	£6.00	£0.00
15/06/2026	FAR	Proton AG	VPN service (monthly charge)	Computer Software	£18.64	£0.00
16/06/2026	FAR	GiffGaff	Monthly second office mobile charge	Miscellaneous Expenditure	£6.00	£0.00
19/06/2026	R&A	Toolstation Ltd	Tracing dye and concrete screwbolts	Open Spaces Maintenance / Capital Projects R&A	£39.48	£0.00
19/06/2026	R&A	Anglian Water Services Limited (t/a Digdat)	Wastewater, Cleanwater & telecoms plans for Fryers Close Play Area	Capital Projects - R&A	£103.87	£0.00

19/06/2026	R&A	Metrol Springs	New locking handle for allotment storage unit & access keys (x2)	Capital Projects - R&A	£22.13	£0.00
19/06/2026	R&A	Winchester City Council	Pre-application advice fee	Capital Projects - R&A	£735.00	£0.00
26/06/2026	FAR / FAR (KWCC)	Screwfix	Door catches, vacuum tube, C cell batteries, safety boots, door stops and door wedges	Building maintenance & general costs / Miscellaneous Expenditure / Fire & Building Safety	£71.12	£0.00
26/06/2026	FAR (KWCC)	CRAFTEX Cleaning Systems Ltd	Clean Zero disinfectant (x6)	Building Janitorial Supplies	£29.98	£0.00
27/06/2026	FAR (KWCC) / FAR	Hampshire County Council	Centrefeed roll dispenser, centrefeed roll, envelopes, clipboard & washing up bowl	Building Janitorial Supplies / Office Stationery / Small Office Equipment (under £100.00)	£80.88	£0.00
28/06/2026	FAR (KWCC)	Seton (a division of Brady Corporation Ltd)	Barrier tape, bin information posters & first aid kit inspection sign	Miscellaneous Expenditure / Building maintenance & general costs / Fire & Building Safety	£90.14	£0.00

30/06/2026	FAR	Payment Card Solutions t/a B4B Payments	Monthly transaction fees	Bank Charges & Interest	£12.07	£0.00
03/07/2026	FAR (KWCC)	Nisbets Ltd	Silicone oven mitt (x2)	Building maintenance & general costs	£26.72	£0.00
04/07/2026	FAR (KWCC)	Trusted Commerce Ltd T/A Trusted Mats	Entrance mats (x2)	Building maintenance & general costs	£130.00	£0.00
08/07/2026	FAR (KWCC) / R&A	Colour Graphics	Building information & safety signage / Allotment plot markers (x12)	Building maintenance & general costs / Fire & Building Safety / Capital Projects - R&A	£215.66	£0.00
08/07/2026	FAR	Honest Mobile Ltd	Monthly office mobile charge	Miscellaneous Expenditure	£13.12	£0.00
08/07/2026	FAR (KWCC)	safety-label.co.uk	Automatic door safety stickers (x6)	Fire & Building Safety	£20.03	£0.00
17/04/2026	R&A	Absolute Industrial Ltd	Hasp & Staples for allotment storage units (x12)	Capital Projects - R&A	£171.97	£0.00
20/07/2026	R&A	Accu Ltd	Fixings Hasp & Staples for allotment storage units (x12)	Capital Projects - R&A	£161.36	£0.00
20/07/2026	R&A	Huws Gray Ltd	Concrete slabs for allotment storage lockers (x24)	Capital Projects - R&A	£277.34	£0.00

21/07/2026	FAR (KWCC)	Discount Displays Ltd	Additional building signage & replacement CCTV signage	Fire & Building Safety / Building maintenance & general costs / Waste Collection Charges	£220.93	£0.00
21/07/2026	FAR (KWCC)	Nisbets Ltd	Replacement drinking glasses (x72)	Building maintenance & general costs	£55.86	£0.00
24/07/2026	FAR (KWCC)	UK SAFETY STORE	Replacement car park sign	Building maintenance & general costs	£55.86	£0.00
29/07/2026	FAR	Proton AG	VPN service (monthly charge)	Computer Software	£18.48	£3.11
31/07/2026	FAR	Payment Card Solutions t/a B4B Payments	Monthly transaction fees	Bank Charges & Interest	£13.31	£0.00

Total procurement card transactions =£4,798.35 (£9.36 of unrecoverable VAT)