Kings Worthy Parish Council

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

Attendees

Councillors Emily Fish, Mandy Hallisey & Mark Sullivan

Clerk(s)

Parish Clerk (Christopher Read)

Apologies

Cllr Signe Biddle (Cllr Biddle's reason for absence was approved)
Cllr Ian Gordon (Cllr Gordon's reason for absence was approved)

Members of the public

None.

F/26/123 – 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/26/124 - To agree and sign the Minutes of the Meeting held on 16 September 2026

Deferred to next meeting when more members present at the meeting are in attendance.

F/26/125 – Matters arising from the meeting held on 12 August 2026

None.

F/26/125 – Proposed new expenditure for Finance approval

Finance, Administration & Remuneration – None

Grant applications – None

Kings Worthy Community Centre

- To review & approve the quotation for the conversion of former cleaner's cupboard to normal storage cupboard – Quotation still awaited.
- Front door access system – It was agreed by show of hands to proceed with the quotation from Stag Systems at a total cost of £1,341.94 subject to confirm of a suitable length of equipment software support.

Planning & Highways –

- It was agreed by show of hands to approve the cost for a stand-off bracket for the Parish Council's Springvale Road (Elan Court) speed sign site at a total cost of £191.68.

Recreation & Amenities – None.

F/26/111 – To review and approve the management accounts report for the period ending 31 August 2026

Due to several urgent tasks requiring the Clerk's time, it was agreed to defer this item to full council.

F/26/112 – To review and approve the payment listing (copy attached)

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

F/26/113 – Kings Worthy Community Centre improvements and projects

Redecoration of Community Centre

- To confirm decoration requirements including paint colours – Following the application of tester pots, the chosen colours were different to the AI generated images. It was agreed to send this to full council for final approval.

Building waste disposal

- Confirmation of costs for sanitary disposal bins – Three quotations had been received for the provision and emptying of 3x sanitary bins, a male incontinence bin and a nappy disposal bin.

  Quotation A = £610.00 per annum

  Quotation B = £627.00 per annum

  Quotation C = £480.00 per annum

  It was agreed by show of hands to proceed with Quotation C from Conserve Hygiene Solutions subject to confirmation of contract length and assuming an annual increase of no more than 3% per annum.

- Confirmation of budget to clear surplus items – It was agreed to give the Clerk a £500.00 budget to dispose of surplus council items including a skip if necessary.

F/26/116 - Update on alternative allotment site including legal costs and Community Infrastructure Levy (CIL) grant funding

The Clerk gave an update on the site and confirmed that the previously granted CIL funding can be combined into the funding for the new allotment site.

F/26/118 – Remuneration & Staffing

- Confirmation of annual leave for Parish Clerk – The Clerk's coming leave was unanimously approved.
- Replacement Deputy Clerk & transitional cover– Subject to confirmation of the legalities, it was agreed accept the current Deputy Clerk's offer to provide transitional cover of 20 hours per week, whilst a full-time replacement is recruited.

F/26/119 – To consider any legal issues

- Community centre incident - Consideration of cost recovery and additional hiring

procedures.

The Clerk provided an update on the incident and members discussed potential solutions.

Action – It was agreed for the Clerk to investigate changing the terms & conditions to look at setting up a card payment system for ad hoc hirers to include holding of details to allow for the recovery of cost related to additional cleaning, administration and/or damages. This would be in conjunction with payment of the full hire fee upfront.

- Update on item related to the Council's external payroll provision (if available) – A firm chase had been sent; update awaited.

F/26/120 - Responsible Finance Officer/Clerk's Notices

None.

F/26/121 – Chairman's notices

None.

F/26/122 – Items for discussion at the next meeting – 18 November 2026

None.

Meeting Closed at 20:30

Signed: **Date:**

Payment Authorisation Listing – October 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
01/09/2026	FAR	SLCC Enterprises Ltd	Late invoice - Commenting Effectively on Planning Applications - Deputy Clerk	Staff & Councillor Training	£46.20	£0.00
08/09/2026	FAR (KWCC)	Hampshire County Council	Correction to balance (+3p): 2x packs of toilet rolls, urinal gel screen, cloths (2x packs), batteries and A5 planners	Building Janitorial Supplies / Office Stationery	£104.64	£0.00
08/09/2026	R&A	Plane Arboriculture Ltd	Emergency call out at Hinton Park attended on 20/08/2026	Tree Works	£170.00	£0.00
15/09/2026	FAR (KWCC)	Gurka Cleaning Ltd	August cleaning of Kings Worthy Community Centre	Building Cleaning Services	£336.00	£0.00
22/09/2026	R&A	Worthy Tree Care	To dismantle two sycamore trees marked T70 & T71 on the survey provided and grind out both stumps	Tree Works	£487.50	£0.00

07/10/2026	FAR	Wellers Law Group LLP	Legal searches for potential land purchase	Legal & Professional Fees	£929.40	£0.00
09/10/2026	FAR (KWCC)	Gurka Cleaning Ltd	September cleaning of Kings Worthy Community Centre	Building Cleaning Services	£252.00	£0.00

Total of payments previously authorised on the bank = £2,279.54 (£0.00 of unrecoverable VAT)

Payments to be authorised (general)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
14/09/2026	FAR	Amazon EU S.à r.l., UK Branch	Fruit rolls and ribena cartoons for litter picks	Miscellaneous Expenditure	£28.41	£0.00
14/09/2026	FAR	C&R Snacking Ltd	Pack of 24 flapjacks (for litter picks)	Miscellaneous Expenditure	£18.99	£0.00
14/09/2026	FAR	Eurovista2010 Ltd	Pack 48 packaged biscuits (for litter picks)	Miscellaneous Expenditure	£19.99	£0.00
14/09/2026	FAR	The Helping Hand Company (Ledbury) Ltd	5x litter picking bag holders	Litter Pickers & Bins	£47.02	£0.00
17/09/2026	R&A	ID Verde Ltd	Bin emptying from (01/07/2026 - 30/09/2026)	Litter Pickers & Bins	£1,813.57	£0.00

25/09/2026	R&A	Green Smile Ltd	Collecting the waste from cutting 1/3 of the outside of Lovedon fields. Waste was collected and then spread on the field to aid wild flower dispersal. Waste was then collected up again and removed from site on 25/9/26	Open Spaces Maintenance	£180.00	£0.00
25/09/2026	R&A	Green Smile Ltd	Cutting the area of land, to potentially be a new allotment. Next to the allotment on Lovedon fields.	Open Spaces Maintenance	£180.00	£0.00
25/09/2026	R&A	Plane Arboriculture Ltd	Call out to Upper Broadview (10/09/2026)	Tree Works	£170.00	£0.00
01/10/2026	FAR	James Hallam Council Guard	Cyber insurance policy	Business Insurance	£393.84	£0.00
01/10/2026	FAR	James Hallam Council Guard	Council insurance policy	Business Insurance	£5,548.00	£0.00
01/10/2026	FAR	James Hallam Council Guard	Personal accident policy	Business Insurance	£390.00	£0.00
02/10/2026	FAR	Parish Online	Website and council email system (Annual charge)	Computer Software	£170.00	£0.00
07/10/2026	FAR	Anker Technology (UK) Ltd	Webcam with microphone	Small Office Equipment (under £100)	£45.66	£0.00
07/10/2026	FAR	HONG KONG UGREEN LIMITED	USB C to USB C cable	Miscellaneous Expenditure	£17.55	£2.92

26/08/2026	R&A	MRS Services	Fit new noticeboard at Lovedon Lane Burial Ground	Burial Ground - Capital Maintenance	£352.50	£0.00
26/08/2026	FAR (KWCC)	MRS Services	Fit new lock on cleaning cupboard door	Building maintenance & general costs	£135.00	£0.00
26/08/2026	R&A	MRS Services	Fit new key box for bin store	Waste Collection Charges	£30.00	£0.00
26/08/2026	R&A	MRS Services	Fence off area at Fryers Close play area, clean area of moss and re-fence off.	Playground Maintenance	£198.57	£0.00
04/09/2026	FAR (KWCC)	MRS Services	Replace 2 toilets at Tubbs Hall - Fit new nozzle on fill value in the disabled toilet. Remove cistern in the gents and remove old syphon, replace with a new one, refit cistern and leave both toilets in working order.	Building maintenance & general costs	£206.76	£0.00

Total of general payments to be authorised on the bank = £9,831.45 (£2.92 of unrecoverable VAT)

Payments to be authorised (M.R.S. Services – August 2026)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
04/09/2026	R&A	MRS Services	August monthly inspections of open spaces, play areas, exercise equipment and defibrillators.	Maintenance Technician - General repairs	£330.00	£0.00
04/09/2026	P&H	MRS Services	Change speed sign around at Church Lane	Speeding Initiatives	£22.00	£0.00
04/09/2026	R&A	MRS Services	Measure backboard at the MUGA for replacement	Maintenance Technician - General repairs	£22.00	£0.00
04/09/2026	P&H	MRS Services	Collect charged batteries from office and move speed sign from Church Lane to Springvale Road (Meadowlands)	Speeding Initiatives	£33.00	£0.00
04/09/2026	R&A	MRS Services	Fit new Perspex on noticeboard at Kings Worthy Community Centre	Building maintenance & general costs	£44.00	£0.00
04/09/2026	R&A	MRS Services	Met Deputy Clerk to look at bench installation with parishioner(s)	Maintenance Technician - General repairs	£22.00	£0.00
04/09/2026	P&H	MRS Services	Change speed sign around at Springvale Road (Meadowlands)	Speeding Initiatives	£22.00	£0.00
04/09/2026	R&A	MRS Services	Met Clerks at Hinton Park to look at fallen tree branch	Maintenance Technician - General repairs	£24.75	£0.00
04/09/2026	R&A	MRS Services	Remove signs from burial ground gates	Burial Ground - General Maintenance	£16.50	£0.00

04/09/2026	P&H	MRS Services	Collect charged batteries from office and move speed sign from Springvale Road (Meadowlands) to Lovedon Lane	Speeding Initiatives	£33.00	£0.00
04/09/2026	R&A	MRS Services	Replace two signs on adult exercise equipment at Eversley Park	Playground Maintenance	£22.00	£0.00

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
01/09/2026	R&A	Green Smile Ltd	Monthly grounds maintenance contract (August 2026)	Contract Maintenance	£4,719.84	£0.00
01/09/2026	FAR	Hiscox Underwriting Ltd	Parish Council insurance	Business Insurance	£854.06	£0.00
01/09/2026	FAR (KWCC)	Business Stream	Water charges for Eversley Park (20/04/2026 - 19/07/2026)	Water (Eversley Park)	£56.08	£0.00
14/09/2026	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£154.36	£0.00
17/09/2026	FAR	Sage Global Services Ltd	SAGE accounting software - monthly	Computer Software	£82.80	£0.00
17/09/2026	FAR	Information Commissioners Office	Annual data protection registration fee	Legal & Professional Fees	£47.00	£0.00
18/09/2026	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£78.00	£0.00
21/09/2026	FAR (KWCC)	Rentokil Pest Control	Quarterly charge for pest control services (01/07/2026 - 30/09/2026)	Pest Control	£189.80	£0.00

21/09/2026	FAR (KWCC)	Biffa Waste Services Ltd	Waste collection and disposal charges (26/09/2026 to 25/12/2026)	Waste Collection Charges	£334.95	£0.00
29/09/2026	FAR (KWCC)	PHS	Annual waste transfer note	Sanitary services (inc. disposal)	£113.09	£0.00
30/09/2026	FAR (KWCC)	Octopus Energy	Electricity (01/06/2026 to 31/08/2026) & Gas (01/06/2026 to 02/09/2026)	Electricity - Tubbs Hall & Gas - Tubbs Hall	£421.22	£0.00
30/09/2026	R&A	Green Smile Ltd		Contract Maintenance	£4,719.84	£0.00
30/09/2026	FAR	Unity Trust Bank Plc	Monthly bank charges (including payment and cheque processing fees)	Bank Charges & Interest	£10.90	£0.00

Total Direct Debits & Standing Orders = £11,781.94 (£0.00 of unrecoverable VAT)

Procurement Card Transactions

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
02/09/2026	FAR	Post office	Postage - Special delivery	Postage & Carriage	£9.95	£0.00
02/09/2026	FAR	Land Registry	Land registry search	Legal & Professional Fees	£7.00	£0.00

08/09/2026	R&A	Toolstation	Supplies for burial ground gate redecoration including white spirit, paint, wire brushes, paintbrushes, safety glasses, sand paper and paint kettles	Burial Ground - General Maintenance	£157.66	£0.00
10/09/2026	FAR	Honest Mobile	Monthly mobile plan for office phone	Miscellaneous Expenditure	£12.77	£0.00
16/09/2026	R&A	TJ Transport Ltd	Removal of allotment arisings	Capital Projects - R&A	£648.00	£0.00
19/09/2026	FAR (KWCC)	The Paint Shed	Paint test pots for community centre	Building maintenance & general costs	£23.17	£0.00
22/09/2026	FAR	Proton AG	VPN service	Computer Software	£18.57	£0.00
26/09/2026	FAR	Springvale Stores	Refreshments for litter pick	Miscellaneous Expenditure	£19.11	£0.00
26/09/2026	FAR	GiffGaff	Monthly mobile plan for 2nd office phone	Miscellaneous Expenditure	£6.00	£0.00
30/09/2026	FAR	Guild 365	Identity verification for anti-money laundering	Legal & Professional Fees	£30.00	£0.00
30/09/2026	FAR	Payment Card Solutions t/a B4B Payments	Monthly transaction fees	Bank Interest & Charges	£6.18	£0.00

Total procurement card transactions = £938.41 (£0.00 of unrecoverable VAT)