Kings Worthy Parish Council

Minutes of the Finance, Administration & Remuneration Committee meeting held on Wednesday, 15 July 2026 at 19:30 held in Kings Worthy Community Centre, Fraser Road

Attendees

Councillors Ian Gordon, Mandy Hallisey & Mark Sullivan

Clerk(s)

Parish Clerk (Christopher Read)

Apologies

Cllr Emily Fish (Cllr Fish's reason for absence was approved)
Cllr Signe Biddle (Cllr Biddle's reason for absence was approved)

Members of the public

None.

F/26/078 – 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/26/079 - To agree and sign the Minutes of the Meeting held on Wednesday, 17 June 2026

It was agreed to defer this item due to an issue with the office printer.

F/26/080 – Matters arising from the meeting held on Wednesday, 17 June 2026

It was agreed to defer this item due to an issue with the office printer.

F/26/081 – Proposed new expenditure for Finance approval

Finance, Administration & Remuneration- None.

Grant applications (including but not limited to)

- Kings Worthy Primary School Parent, Teacher & Friends Association – Members reviewed the additional information received and discussed the request in-line with the remaining budget. A vote was held by show of hands and it was agreed to award a grant of £1000.00.

Kings Worthy Community Centre

- New glasses for the community centre – It was agreed to purchase a set of new glasses at a cost of £41.98.

Planning & Highways - None

Recreation & Amenities - None

F/26/82 – To review and approve the management accounts report for the period ending 30 June 2026 [including April & May 2026 figures] (copy will be available for review at the meeting)

It was agreed to defer this item to the next Parish Council meeting.

F/26/083– To review and approve the payment listing (copy will be available at the meeting and attached to the minutes of the meeting)

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

F/26/084 – To approve the grant agreement for the Winchester City Council Allotment Community Infrastructure Levy (CIL) grant

A copy of the legal agreement had been circulated and it was unanimously agreed by show of hands to approve this agreement for signing.

F/26/085 – To consider the proposal (inc. costs) for Council owned Councillor devices

No update.

F/26/086 – To consider potential alternative Council specific accounting software (including allotment, asset, bookings and cemetery management)

The Clerk will organise demonstrations with the providers who have quoted.

Action – Clerk to email all members to ascertain their availability and arrange demonstrations.

F/26/087– Kings Worthy Community Centre improvements and projects

Kitchen renovation

- Confirmation of appliance costs – Members reviewed an appliance comparison and it was agreed to obtain a cost for a shared boiling hot water tap in place of the separate hot water dispenser to ease descaling.

  Action – Clerk to obtain quotation for re-lining.

Redecoration of Community Centre

- Discussion & confirmation of material and works specification – A full specification of works is being drafted by Cllr Elliott. It was unanimously agreed to opt for scrubbable paint throughout the building to help with cleaning.
- Discussion & confirmation of budget for works (materials & preparatory works) – None.

Building waste disposal

- Confirmation of additional waste streams required under Simpler Recycling Regulations – The Clerk updated members on the waste requirements for the community centre from March 2027.
- Discussion on secure storage for additional waste disposal bins – It was agreed to obtain costs for a storage compound in the Winchester City Council section of the car park. This will also allow the general waste bin at Eversley Park to be moved to the

same compound increasing security and allow for a cost saving to offset the compound cost.

Action – Clerk to obtain quotation for re-lining.

- Confirmation of costs for Sanitary disposal bins – No update; costs to be chased from suppliers.

Re-lining of car park

- Discussion & confirmation of works specification – Members reviewed 3 options for re-lining the car park and selected the final option for quoting.

  Action – Clerk to obtain quotation for re-lining.

F/26/088 – Remuneration & Staffing

- Confirmation of work from home arrangements for Deputy Clerk (including costs) – The Deputy Clerk will be undertaking a review of their workspace.
- Confirmation of compassionate leave – The request for one-days additional leave on compassionate grounds was approved.

F/26/089 – To consider any legal issues

It was unanimously resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960 the press and public are excluded from the meeting as discussion on the following matter may be prejudicial to the special nature of the business

Update on item related to the Council's external payroll provision –

The clerk provided an verbal update to members and a course of action was agreed.

The meeting re-opened to the public.

F/26/090 - Responsible Finance Officer/Clerk's Notices

None.

F/26/091 – Chairman's notices

None.

F/26/092 – Items for discussion at the next meeting – 19 August 2026

Review of the scheme of delegation for the Clerks.

Meeting Closed at 20:47

Signed: **Date:**

Payment Authorisation Listing – July 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
18/05/2026	FAR	Amazon EU UK branch	Electric compressed air duster (Re-statement of invoice as ex. VAT cost previously listed)	Small Office Equipment (under £100.00)	£28.99	£0.00
18/05/2026	FAR (KWCC)	Amazon EU UK Branch	Minimal eco washing up liquid (5L) & sink organiser (inc. shipping)	Building Janitorial Supplies	£31.98	£0.00
20/05/2026	FAR (KWCC)	MY SHOPFITTINGS LIMITED	5 pack of A4 snap frames	Building Maintenance & General Costs	£17.95	£0.00
20/05/2026	FAR	Amazon EU UK Branch	Tea bags (pack of 5)	Miscellaneous Expenditure	£17.50	£0.00

20/05/2026	FAR	Amazon EU UK Branch	Magnets (Pack of 24)	Miscellaneous Expenditure	£5.99	£0.00
26/05/2026	FAR	EVO Distribution Limited	Pack of waterproof A4 laser paper	Printing	£21.15	£0.00
26/05/2026	FAR	ShangHaiZeYuWang LuoKeJiYouXianGong Si	Pack of 30 35mm magnets	Miscellaneous Expenditure	£6.64	£1.11
31/05/2026	FAR (KWCC)	Print-72 limited	Fire aid box tamper proof labels	Fire & Building Safety	£21.98	£0.00
16/06/2026	FAR	Amazon EU UK Branch	Punched pockets	Office Stationery	£13.46	£0.00
16/06/2026	FAR	Banner Group Ltd	A4 refill pad (x3)	Office Stationery	£17.82	£0.00

Total of payments previously authorised on the bank = £183.46 (£1.11 of unrecoverable VAT)

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
19/06/2026	R&A	ID Verde Ltd	Bin emptying (01/04/2026 - 30/06/26)	Litter Pickers & Bins	£1,813.57	£0.00
30/06/2026	FAR	Offsite Archive Storage & Integrated Services UK Ltd	Document storage (01/07/2026 - 30/09/2026)	Document Storage	£42.08	£0.00

01/07/2026	FAR (KWCC)	Hampshire County Council	Vomit bags, refuse sacks & dust pan and brush	Fire & Building Safety / Building Janitorial Supplies	£47.52	£0.00
03/07/2026	FAR (KWCC)	Stag Systems Ltd	CCTV Service contract (02/07/2026 - 01/07/2027)	Building Maintenance & General Costs	£203.52	£0.00
06/07/2026	FAR	Amazon EU UK Branch	Double sided tape & display books (x2)	Miscellaneous Expenditure / Office Stationery	£18.11	£0.00
06/07/2026	FAR (KWCC)	Amazon EU UK Branch	Plastic cutlery drawer organiser (x2)	Building Maintenance & General Costs	£11.98	£0.00
06/07/2026	FAR (KWCC)	Vivo Branding Ltd	Do not flush nappies stickers for toilets	Building Maintenance & General Costs	£8.66	£0.00
06/07/2026	FAR	Homeware (UK) LLP	VHB Double sided tape	Miscellaneous Expenditure	£14.75	£0.00

06/07/2026	FAR	Tradehutdirect Ltd	Gorilla tape	Miscellaneous Expenditure	£7.16	£0.00
06/07/2026	FAR (KWCC)	SiChuanLiBenXue GongYingLianKeJi YouXianGongSi	5 Pack Fire Exit Keep Clear Sign	Fire & Building Safety	£5.23	£0.87
06/07/2026	FAR (KWCC)	ABS Plastic Sheet	1.5mm ABS plastic sheet (Pack of 2)	Building Maintenance & General Costs	£11.39	£1.90
07/07/2026	FAR (KWCC)	Procut Global Ltd	Oak picture frame (50x50cm) & 2x (5x3.5") oak picture frames	Building Maintenance & General Costs	£20.43	£0.00
13/07/2026	FAR (KWCC)	Supra UK Ltd	Keysafe for bin store key	Waste Collection Charges	£66.95	£0.00
15/07/2026	R&A	Infinity Playgrounds Ltd	Installation of replacement swing hanger at Eversley Park	Playground Maintenance	£222.00	£0.00

Total of payments to be authorised on the bank = £2,439.35 (£2.77 of unrecoverable VAT)

Payments to be authorised (M.R.S. Services)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
25/06/2026	R&A	M.R.S. Services (Invoice 1)	March 2026 monthly inspection of play areas, open spaces, burial ground and defibrillators	Maintenance Technician - General Repairs	£330.00	£0.00
25/06/2026	P&H	M.R.S. Services (Invoice 1)	Change speed sign around at Abbots Worthy	Speeding Initiatives	£22.00	£0.00
25/06/2026	P&H	M.R.S. Services (Invoice 1)	Collected charged batteries and move speed sign to Springvale Road (Elan Court)	Speeding Initiatives	£33.00	£0.00
25/06/2026	P&H	M.R.S. Services (Invoice 1)	Change speed sign around at Springvale Road (Elan Court)	Speeding Initiatives	£22.00	£0.00
25/06/2026	P&H	M.R.S. Services (Invoice 1)	Collected charged batteries and move speed sign to Stoke Charity Road	Speeding Initiatives	£33.00	£0.00
25/06/2026	P&H	M.R.S. Services (Invoice 1)	Change speed sign around at Stoke Charity Road	Speeding Initiatives	£22.00	£0.00
25/06/2026	R&A	M.R.S. Services (Invoice 2)	April 2026 monthly inspection of play areas, open spaces, burial ground and defibrillators	Maintenance Technician - General Repairs	£264.00	£0.00
25/06/2026	P&H	M.R.S. Services (Invoice 2)	Collect charged batteries from office and move speed sign to Springvale Road (Nations Hill)	Speeding Initiatives	£33.00	£0.00

25/06/2026	P&H	M.R.S. Services (Invoice 2)	Change speed sign around at Springvale Road (Nations Hill)	Speeding Initiatives	£22.00	£0.00
25/06/2026	R&A	M.R.S. Services (Invoice 2)	Remove burnt out bin at Hinton Park, replace with new bin and clean up.	Litter Pickers & Bins	£55.00	£0.00
25/06/2026	P&H	M.R.S. Services (Invoice 2)	Collect charged batteries from office and move speed sign to Church Lane	Speeding Initiatives	£33.00	£0.00
25/06/2026	R&A	M.R.S. Services (Invoice 2)	Cut seized padlock off at Burial Ground	Burial Ground - General Maintenance	£16.50	£0.00
25/06/2026	R&A	M.R.S. Services (Invoice 3)	May 2026 monthly inspection of play areas, open spaces, burial ground and defibrillators	Maintenance Technician - General Repairs	£264.00	£0.00
25/06/2026	P&H	M.R.S. Services (Invoice 3)	Collect charged batteries and move speed sign to Springvale Road (Meadowlands)	Speeding Initiatives	£33.00	£0.00
25/06/2026	P&H	M.R.S. Services (Invoice 3)	Change speed sign around at Springvale Road (Meadowlands)	Speeding Initiatives	£22.00	£0.00
25/06/2026	FAR (KWCC)	M.R.S. Services (Invoice 3)	Pick up items from County Supplies	Building Janitorial Supplies	£16.50	£0.00
25/06/2026	P&H	M.R.S. Services (Invoice 3)	Collect charged batteries and move speed sign to Lovedon Lane	Speeding Initiatives	£33.00	£0.00
25/06/2026	P&H	M.R.S. Services (Invoice 3)	Change speed sign around at Lovedon Lane	Speeding Initiatives	£22.00	£0.00

Total of M.R.S. Service payments to be authorised on the bank = £1,298.00

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/06/2026	FAR	Parish Council employees	May salaries, PAYE, NI & Pension Power to spend - Local Government Act 1972 S.112	Employee Wages and Salaries / NI / PAYE/ Pensions	£7,049.28	