



Kings Worthy Parish Council

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

Attendees

Councillors Signe Biddle, Emily Fish, Ian Gordon, Mandy Hallisey & Mark Sullivan

Clerk(s)

Parish Clerk (Christopher Read)

Apologies

None.

Members of the public

None.

F/26/041 – 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/26/042 – Proposed new expenditure for Finance approval

Planning & Highways

None.

Finance, Administration & Remuneration

None.

Kings Worthy Community Centre

None.

Recreation & Amenities

- The cost of a new noticeboard for Lovedon Lane Burial Ground was agreed at a total of £902.36; from Greenbarnes Ltd.
- The initial cost of a shipping container for Parish Council storage was agreed at a total of £3,375.00.

Grants - None.

F/26/043 - To agree and sign the Minutes of the Meeting held on 17 December 2025

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

F/26/044 - Matters arising from the meeting held on 17 December 2025

None.

F/26/045 - To agree and sign the Minutes of the Meeting held on 14 January 2026

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

F/26/046 – Matters arising from the meeting held on 14 January 2026

None.

F/26/046 – To agree and sign the Minutes of the Meeting held on 11 February 2026

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

F/26/047 – Matters arising from the meeting held on 11 February 2026

None.

F/26/048 – To review and approve the revised management accounts report for the period ending 31 March 2026 (including draft year end accounts

A copy had been circulated to members (and published on the website) before the meeting for review. The management accounts report was reviewed and approved with no changes.

It was noted that having reviewed available accounts, United Trust Bank are offering an instant access savings account at a higher rate of interest than the previously agreed Public Sector Deposit Fund (PSDF) investment deposit. It was agreed to open this account in place of the PSDF.

F/26/049 – 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/26/050 – Update on the future management of King Worthy Community Centre including confirmation of maintenance works (including kitchen renovations) and service contracts (including cleaning and sanitary disposal)

The Clerk gave an update to members.

F/26/051 – Remuneration & staffing

None.

F/26/052 - Council out of hours service provision

No update.

F/26/053 – Tubbs Hall – Landlord’s responsibilities

None.

F/26/054 – Legal issues

None.

F/26/055 – Items for inclusion in Council communications – including monthly newsletter

None.

F/26/056 – Responsible Finance Officer/Clerk’s Notices

None.

F/26/057 – Chairman’s Notices

None.

F/26/058 – Items for discussion at the next meeting – 13 May 2026

None.

Meeting Closed at 20:34

Signed:

Date:

Payment Authorisation Listing – April 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
31/01/2026	R&A	Green Smile Ltd	Rotovate grounds ahead of hedge planting	Open Spaces Maintenance	£235.61	£0.00
03/02/2026	FAR (KWCC)	CSS Total Security	Call out charge for broken shutter switch and battery backup	Fire & Building Safety	£165.60	£0.00
11/02/2026	R&A	M.R.S. Services (January invoice)	Monthly inspections of open spaces, play areas, exercise equipment and defibrillators	Maintenance Technician - General Repairs	£264.00	£0.00
11/02/2026	P&H	M.R.S. Services (January invoice)	Change speed sign around at Springvale Rd (Nations Hill)	Speeding Initiatives	£22.00	£0.00

11/02/2026	R&A	M.R.S. Services (January invoice)	Meet Chairman at the allotments to talk about boot scraper and then to burial ground to look at the leaking tap	Capital Projects (R&A)	£22.00	£0.00
11/02/2026	P&H	M.R.S. Services (January invoice)	Collect charged batteries from office and move speed sign from Springvale Rd (Nations Hill) to Church Lane	Speeding Initiatives	£33.00	£0.00
11/02/2026	R&A	M.R.S. Services (January invoice)	Collect timber from Winchester and repair fence at lower Broadview	Maintenance Technician - General Repairs	£44.00	£0.00
11/02/2026	R&A	M.R.S. Services (January invoice)	Collect fence spanner and fix temporary fencing at Hinton Park. Fix timber strip to the gate at the allotments so that it only opens one way	Capital Projects (R&A)	£11.00	£0.00
11/02/2026	P&H	M.R.S. Services (January invoice)	Change speed sign around at Church Lane	Speeding Initiatives	£22.00	£0.00
11/02/2026	P&H	M.R.S. Services (January invoice)	Collect charged batteries from office and move speed sign from Church Lane to Springvale Rd (Meadowland)	Speeding Initiatives	£33.00	£0.00

11/02/2026	FAR (KWCC)	M.R.S. Services (January invoice)	Check ladies toilet (leaking and making noise), removed syphon and cleaned off scale also cleaned scale off inlet filler	Building maintenance & general costs	£22.00	£0.00
11/02/2026	R&A	M.R.S. Services (January invoice)	Materials for fence and gate stop above	Capital Projects (R&A)	£31.39	£0.00
16/02/2026	FAR / FAR (KWCC)	Viking Office UK Ltd	Coffee sachets, laminating pouches, decaff tea bags & Tarifold display panel system	Miscellaneous Expenditure / Office Stationery / Building maintenance & general costs	£104.20	£0.00
17/02/2026	FAR	Viking Office UK Ltd	USB-C to RJ45 adapter	Small Office Equipment (under £100.00)	£29.39	£0.00
20/02/2026	FAR (KWCC)	ABEL ENVIRONMENTAL SERVICES LTD	Service solar panel system	Building maintenance & general costs	£295.20	£0.00
20/02/2026	FAR	Viking Office UK Ltd	Keep clear safety sign	Fire & Building Safety	£8.15	£0.00
24/02/2026	R&A	Holm Products Ltd	Bulk bag of amenity bark and bulk bag of scalpings (including delivery)	Capital Projects (R&A)	£144.00	£0.00

02/03/2026	R&A	M.R.S. Services (February invoice)	Monthly inspections of open spaces, play areas, exercise equipment and defibrillators	Maintenance Technician - General Repairs	£264.00	£0.00
02/03/2026	P&H	M.R.S. Services (February invoice)	Change speed sign around at Springvale Rd (Meadowland)	Speeding Initiatives	£22.00	£0.00
02/03/2026	R&A	M.R.S. Services (February invoice)	Met Chair at Hinton Park to talk about fencing requirements	Maintenance Technician - General Repairs	£11.00	£0.00
02/03/2026	R&A	M.R.S. Services (February invoice)	Fix bolt into the seat on the roundabout at Eversley Park	Playground Maintenance	£11.00	£0.00
02/03/2026	R&A	M.R.S. Services (February invoice)	Repair gate at Eversley Park play area (fit new closer)	Playground Maintenance	£52.25	£0.00
02/03/2026	FAR (KWCC)	M.R.S. Services (February invoice)	Look to fix lights outside of office porch sprayed with WD40. Could not open tried again at the weekend.	Building maintenance & general costs	£27.50	£0.00
02/03/2026	R&A	M.R.S. Services (February invoice)	Start the repair of the water supply at the Burial Ground (took apart to see what parts required, collect parts from Winchester)	Burial Ground - General Maintenance	£33.00	£0.00
02/03/2026	FAR (KWCC)	M.R.S. Services (February invoice)	Repair Ladies toilet Tubbs Hall	Building maintenance & general costs	£60.00	£0.00

02/03/2026	R&A	M.R.S. Services (February invoice)	Repair taps at the Burial Ground	Burial Ground - General Maintenance	£60.00	£0.00
02/03/2026	P&H	M.R.S. Services (February invoice)	Collect charged batteries from office and move speed sign from Springvale Road (Meadowland) to Lovedon lane	Speeding Initiatives	£33.00	£0.00
02/03/2026	P&H	M.R.S. Services (February invoice)	Change speed sign around at Lovedon Lane	Speeding Initiatives	£22.00	£0.00
02/03/2026	FAR (KWCC)	M.R.S. Services (February invoice)	Collect light bulbs from Winchester and fit in outside porch Tubbs hall	Building maintenance & general costs	£38.50	£0.00
02/03/2026	P&H	M.R.S. Services (February invoice)	Collect charged batteries from office and move speed sign from Lovedon lane to Abbots Worthy	Speeding Initiatives	£33.00	£0.00
02/03/2026	FAR (KWCC)	M.R.S. Services (February invoice)	Collect light bulb for inside lobby from Winchester and fit (not working)	Building maintenance & general costs	£22.00	£0.00
02/03/2026	R&A	M.R.S. Services (February invoice)	Check Fraser road play area for work carried out to see if it could be opened	Playground Maintenance	£11.00	£0.00
02/03/2026	R&A	M.R.S. Services (February invoice)	Taps replacement parts	Burial Ground - General Maintenance	£33.48	£0.00

02/03/2026	FAR (KWCC)	M.R.S. Services (February invoice)	Toilet parts	Building maintenance & general costs	£58.09	£0.00
02/03/2026	FAR (KWCC)	M.R.S. Services (February invoice)	Light bulbs	Building maintenance & general costs	£16.00	£0.00
04/03/2026	R&A	Kompan Ltd	Replacement user signs for Adult Exercise Equipment	Playground Maintenance	£100.80	£0.00
05/03/2026	FAR (KWCC)	Fire Link Ltd	Replacement of smoke detector head	Fire & Building Safety	£561.00	£0.00
06/03/2026	FAR	Amazon EU S.à r.l., UK Branch	Laptop backpack	Miscellaneous Expenditure	£54.25	£0.00
06/03/2026	FAR (KWCC)	CSS Total Security	Replacement fire shutter backup power supply and replacement switch	Fire & Building Safety	£1,325.96	£0.00
16/03/2026	FAR	Sounds Wholesale Ltd	3x 35L storage boxes	Miscellaneous Expenditure	£34.25	£0.00
17/03/2026	FAR	Hampshire County Council	Pens, refuse sacks and disposable gloves	Office Stationery / Miscellaneous Expenditure	£50.50	£0.00
18/03/2026	FAR	SLCC Enterprises Ltd	Agendas & Minutes course for Deputy Clerk	Staff & Councillors Training	£92.40	£0.00

Total payments previously authorised on the bank: £4,513.52

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
18/03/2026	FAR	Anker Technology (UK) Ltd	2x Headsets (for Council devices)	Small Office Equipment (Under £100.00)	£63.94	£0.00
18/03/2026	FAR	Amazon EU S.à r.l., UK Branch	Multi-purpose label sheets (pack of 25) & waterproof A4 labels (pack of 20)	Printing	£33.12	£0.00
18/03/2026	FAR	Mitsubishi Pencil Co U.K. Ltd	Pack of 5 rollerball pens	Office Stationery	£9.45	£0.00
18/03/2026	FAR	Hilltop Products (Insulation Sleeving) Ltd	Security tag seals (for first aid kit)	Miscellaneous Expenditure	£7.15	£0.00
18/03/2026	FAR	Ink Jungle Ltd	HP 301 black printer cartridge	Printing	£24.28	£0.00
18/03/2026	FAR	Spigen Korea Co. Ltd	Phone case for new office mobile	Miscellaneous Expenditure	£12.74	£0.00
19/03/2026	FAR	Amazon EU S.à r.l., UK Branch	Essential Law for Cemetery and Crematorium Managers - 2025: An ICCM Publication	Miscellaneous Expenditure	£46.00	£0.00

20/03/2026	FAR	National Association of Local Councils	Data protection and Cyber Security courses x10	Staff & Councillors Training	£640.00	£0.00
23/03/2026	R&A	ID Verde Ltd	Empty 8x 240L & 1x 120L bins (01/01/2026 - 31/03/2026)	Litter Pickers & Bins	£1,755.63	£0.00
24/03/2026	FAR	Hampshire County Council	Large first aid kit, saline eyewash pods, clean up powder, disposable aprons and radio controlled clock	Miscellaneous Expenditure	£111.24	£0.00
09/04/2026	FAR	Hampshire Farm Water Services	Dig hole to find allotment water supply for meter fitting	Capital Projects R&A	£306.00	£0.00
12/04/2026	FAR	Hampshire Association of Local Councils	Hampshire Association of Local Councils affiliation fees and National Association of Local Councils levy - 2026/27	Subscriptions	£1,126.00	£0.00
13/04/2026	R&A	Tradesignz Manufacturing Ltd	4x sign post fixing clips	Signs	£16.59	£0.00
14/04/2026	FAR	Hong Kong Ugreen Ltd	Phone charger and 3x USB charging cables	Miscellaneous Expenditure	£37.64	£6.27

14/04/2026	FAR	Lamicall Innovations Malta Limited	Headphone hanger/holder x2	Miscellaneous Expenditure	£17.90	£2.98
15/04/2026	FAR	SLCC Enterprises Ltd	Report Writing e-course - Deputy Clerk	Staff & Councillors Training	£46.20	£0.00
15/04/2026	FAR	SLCC Enterprises Ltd	Managing Your Cyber Security e-course - Deputy Clerk	Staff & Councillors Training	£46.20	£0.00

Total payments to be authorised on the bank: £4,300.08

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/02/2026	FAR	Parish Council employees	February salaries, PAYE, NI & Pension	Employee Wages and Salaries / NI / PAYE/ Pensions	£7,156.05	
25/03/2026	FAR	Parish Council employees	March salaries, PAYE, NI & Pension	Employee Wages and Salaries / NI / PAYE/ Pensions	£7,156.05	

Direct Debits & Standing Orders

Date	Committee/Department	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
02/01/2026	FAR	Hiscox Underwriting Ltd	Parish Council insurance	Business Insurance	£854.06	£0.00
05/01/2026	FAR (KWCC)	Business Stream	Water supply monthly charge	Water Rates - Tubbs Hall	£56.08	£0.00
14/01/2026	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£134.84	£0.00
15/01/2026	FAR	Sage Global Services Ltd	SAGE accounting software - monthly	Computer Software	£56.40	£0.00
19/01/2026	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£78.00	£0.00
31/01/2026	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Contract Maintenance	£4,719.84	£0.00
31/01/2026	FAR	Unity Trust Bank Plc	Monthly bank charges (including payment and cheque processing fees)	Bank Charges & Interest	£9.75	£0.00
03/02/2026	FAR	Hiscox Underwriting Ltd	Parish Council insurance	Business Insurance	£854.06	£0.00
03/02/2026	R&A	Business Stream	Water supply charge (20/10/2026 - 19/01/2026)	Eversley Park - Water Rates	£34.39	£0.00
03/02/2026	R&A	Business	Water supply charge	Burial Ground -	£28.85	£0.00

		Stream	(20/10/2026 - 19/01/2026)	Water Rates		
05/02/2026	FAR (KWCC)	Business Stream	Water supply monthly charge	Water Rates - Tubbs Hall	£56.08	£0.00
16/02/2026	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£134.84	£0.00
17/02/2026	FAR	Sage Global Services Ltd	SAGE accounting software - monthly	Computer Software	£56.40	£0.00
18/02/2026	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£78.00	£0.00
28/02/2026	FAR	Unity Trust Bank Plc	Monthly bank charges (including payment and cheque processing fees)	Bank Charges & Interest	£9.60	£0.00
02/03/2026	FAR	Hiscox Underwriting Ltd	Parish Council insurance	Business Insurance	£854.06	£0.00
02/03/2026	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Contract Maintenance	£4,719.84	£0.00
05/03/2026	FAR (KWCC)	Business Stream	Water supply monthly charge	Water Rates - Tubbs Hall	£56.08	£0.00
16/03/2026	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£188.75	£0.00
17/03/2026	FAR	Sage Global Services Ltd	SAGE accounting software - monthly	Computer Software	£70.80	£0.00

18/03/2026	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£78.00	£0.00
23/03/2026	FAR (KWCC)	Biffa Municipal Ltd	Waste collection charges (28/03/2026 - 26/06/2026)	Waste Collection Charges	£329.47	£0.00
23/03/2026	FAR (KWCC)	Rentokil Pest Control	Pest control services (01/01/2026 - 31/03/2026)	Pest Control	£189.80	£0.00
27/03/2026	FAR (KWCC)	PHS Group Plc	Sanitary disposal services (01/04/2026 - 31/03/2027)	Sanitary Disposal	£576.48	£0.00
30/03/2026	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Contract Maintenance	£4,719.84	£0.00
31/03/2026	FAR	Unity Trust Bank Plc	Monthly bank charges (including payment and cheque processing fees)	Bank Charges & Interest	£11.65	£0.00

Total Direct Debits & Standing Orders = £18,955.96

Procurement Card Payments (including transaction fees where applicable)

Date	Committee/ Department	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
31/12/2025 (correction)	FAR	Payment Card Solutions t/a B4B Payments	Monthly transaction charges	Bank Charges & Interest	£4.77	£0.00
06/01/2026	FAR	Avangate BV	IT security software annual subscription	Computer Software	£176.39	£0.00

06/01/2026	R&A	Wickes Building Supplies Ltd	Rock salt (3x major bags)	Miscellaneous Expenditure	£26.10	£0.00
07/01/2026	FAR (WKCC)	Kenable Ltd	Faceplates and cabling for the installation of projector in the hall	Building maintenance & general costs	£30.95	£0.00
09/01/2026	FAR	Stagecoach Bus	Attendance of first aid at work course (Clerk)	Miscellaneous Expenditure	£5.50	£0.00
15/01/2026	FAR	Honest Mobile Ltd	Monthly phone plan	Miscellaneous Expenditure	£13.22	£0.00
16/01/2026	FAR	St John Ambulance	First aid at work and fire marshal course for Deputy Clerk	Staff & Councillors Training	£450.00	£0.00
28/01/2026	R&A	Fenland Leisure Products Ltd	Safety fastener and bolt covers	Playground Maintenance	£50.44	£0.00
28/01/2026	R&A	Veolia ES (UK) Ltd	28x 50L bags of compost	Planting	£224.01	£0.00
29/01/2026	FAR	National Association of Local Councils	Cyber security course - Deputy Clerk	Staff & Councillors Training	£16.00	£0.00
31/01/2026	FAR	Payment Card Solutions t/a B4B Payments	Monthly transaction charges	Bank Charges & Interest	£7.43	£0.00
03/02/2026	FAR	Currys Group Ltd	New office mobile phone	Office - Capital Expenditure	£275.98	£0.00
07/02/2026	FAR	Honest Mobile Ltd	Monthly phone plan	Miscellaneous Expenditure	£13.17	£0.00

19/02/2026	FAR	Post Office	Send copies of legal documents - recorded delivery	Postage & Carriage	£5.75	£0.00
24/02/2026	FAR	HM Land Registry	Title register & plan search	Legal & Professional Fees	£14.00	£0.00
24/02/2026	FAR	HM Land Registry	Title register & plan search	Legal & Professional Fees	£14.00	£0.00
28/02/2026	FAR	Payment Card Solutions t/a B4B Payments	Monthly transaction charges	Bank Charges & Interest	£4.02	£0.00
04/03/2026	FAR (KWCC)	Trade Washrooms Ltd	TMV3 tap	Building maintenance & general costs	£196.80	£0.00
04/03/2026	R&A	VISUAL DISPLAYS GROUP LTD	Lockable Poster Case (A4) for allotments	Capital Projects (R&A)	£51.19	£0.00
04/03/2026	FAR (KWCC)	City Electrical Factors Ltd	Firestop grommets x 2	Fire & Building Safety	£46.67	£0.00
04/03/2026	FAR (KWCC)	Eurocell Group Limited	Door canopy (for Kings Worthy Community Centre)	Building maintenance & general costs	£182.62	£0.00
04/03/2026	R&A	Great Green Systems	10x Compost bins for allotments	Capital Projects (R&A)	£254.34	£0.00
05/03/2026	FAR (KWCC)	SSP Direct Ltd	Tap guard, and plug socket locking cover	Building maintenance & general costs	£74.46	£0.00

07/03/2026	FAR (KWCC)	City Electrical Factors Ltd	4x Replacement LED lights and 8x LED bulbs	Building maintenance & general costs	£241.54	£0.00
07/03/2026	FAR	Honest Mobile Ltd	Monthly phone plan	Miscellaneous Expenditure	£13.11	£0.00
10/03/2026	FAR	Post Office	Send copies of legal documents - recorded delivery	Postage & Carriage	£10.25	£0.00
14/03/2026	FAR	Seton (a division of Brady Corporation Ltd)	Personal protective equipment [PPE] (Goggles, gloves, coveralls and respirator) & Replacement fire extinguisher signage	Miscellaneous Expenditure / Fire& Building Safety	£190.10	£0.00
14/03/2026	FAR (KWCC)	City Electrical Factors Ltd	Replacement 12v battery for door entry system	Building maintenance & general costs	£27.05	£0.00
17/03/2026	FAR	BCMY Ltd	Toner cartridge disposal box	Printing	£15.00	£0.00
17/03/2026	FAR	GiffGaff	Mobile phone data plan (for emergency mobile)	Miscellaneous Expenditure	£6.00	£0.00
31/03/2026	FAR	Payment Card Solutions t/a B4B Payments	Monthly transaction charges	Bank Charges & Interest	£12.94	£0.00

Total procurement card purchases= £2,653.80