Kings Worthy Parish Council

Minutes of the Finance, Administration & Remuneration Committee meeting held on Wednesday, 16 September 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

Cllr Mark Sullivan (Cllr Sullivan's reason for absence was approved)

Members of the public

None.

F/26/106 – 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/26/107 - To agree and sign the Minutes of the Meeting held on 12 August 2026

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

F/26/108 – Matters arising from the meeting held on 12 August 2026

None.

F/26/109 – 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 awaited.
- To review & approve the quotation for the partitioning of the table storage cupboard – Quotation awaited.
- To review & approve the quotation for the fitment of an office half door – Quotation awaited.
- To review & approve the quotation for the replacement of the kitchen (excluding labour) – Quotation awaited.

- Quotation to re-point slabs at Kings Worthy Community Centre –

  (Cllr Hallisey left the meeting this point)

  It was unanimously agreed to accept a quotation from M.R.S. Services to replace 5 slabs and repoint the whole area at a total cost of £868.00. This is subject to completion within 8-weeks of the formal acceptance of the quotation and that all loose slabs are secured as part of the works.

  Cllr Hallisey rejoined the meeting this point.

- Quotation for CCTV trench tarmac - It was unanimously agreed to accept a quotation from M.R.S. Services to remove the existing sunken tarmac and re-lay at a total cost of £106.50. This was subject to completion of the works within 4-weeks of the formal acceptance of the quotation.

<u>Planning & Highways -</u> None

<u>Recreation & Amenities –</u>

- Allotment arisings disposal cost – It was unanimously agreed to ratify the cost of £540.00 for the disposal of the arisings from the allotment plots by TJ Waste.
- Additional meadow arisings collection - It was unanimously agreed to delegate to the Clerk a budget of £200.00 for the collection of the arisings at the meadow once the seed has dropped. This will help increase the diversity of the meadow using existing seed.
- Replacement of the polycarbonate on the bus shelter at Edinburgh Road - It was unanimously agreed to accept a quotation from M.R.S. Services for the replacement of the damaged polycarbonate at the Edinburgh Road bus shelter at a total cost of £155.00. This was subject to completion of the works within 4-weeks of the formal acceptance of the quotation.

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

<u>Storage cupboards in the main hall</u>

- Update on security arrangements for cupboard access keys – The Clerk noted that key boxes have been procured and installed.
- To review costs for repairs to the cupboard doors – A quotation from M.R.S. Services to refit the cupboard handles to prevent damage was unanimously agreed at a total cost of £160.00.

Redecoration of Community Centre

- To confirm decoration requirements including paint colours – Councillors reviewed the proposed colour scheme and agreed the colours for the building. The Clerk will liaise with the table tennis group to ensure the proposed colour scheme provides suitable contrast.
- Discussion & confirmation of budget for works (materials and preparatory works) – It was agreed to defer this item to the next meeting once final colours have been agreed.

Building waste disposal

- Confirmation of costs for sanitary disposal bins – Awaiting updated costs.
- To review proposals for the bin storage compound – It was agreed to obtain quotations for two options; one formed of key clamp and the other gabion baskets.

Re-lining of car park

- To review & approve quotations received – Only one quotation received thus far.

F/26/114 – To consider and approve a potential change in name for Kings Worthy Community Centre

Following discussion including logistical issues with the length of the name, It was agreed to consider renaming the building with the hall. Suggestions to be discussed at the next meeting.

F/26/115 – To ratify the decision to allow a CIC (Community Interest Company) to use the Community Centre as their registered office.

It was agreed to allow the community centre to be used for the local CIC supporting the parish on the proviso that we have clear confirmation that we accept no responsibility and/or liability for the organisation.

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

The legal costs will be sent to full council once each parties costs are known.

F/26/117 – Update on alternative Council specific accounting software (including allotment, asset, bookings and cemetery management

The Clerk will obtain dates for demonstrations and circulate to members.

F/26/118 – Remuneration & Staffing

Confirmation of annual leave for Parish Clerk – None.

F/26/119 – To consider any legal issues

Update on item related to the Council’s external payroll provision (if available) – Response chased but no update received.

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 – 14 October 2026

- To consider the proposal (inc. costs) for Council owned Councillor devices
- To consider a revised scheme of delegation for the parish office
- Annual budget for 2027/28

Meeting Closed at 21:13

Signed: **Date:**

Payment Authorisation Listing – September 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
17/07/2027	FAR (KWCC)	Gurkha Cleaning Ltd	Deep cleaning services - 29th June 2026 (Late invoice)	Building Cleaning Services	£1,140.00	£0.00
29/09/2027	FAR	O. HEAP & SON (DERBY) LIMITED	FireShield Fire Extinguisher J-Type Bracket, Pack of 5	Fire Safety	£9.95	£0.00
05/08/2026	FAR (KWCC)	Gurkha Cleaning Ltd	July building cleaning (Late invoice)	Building Cleaning Services	£336.00	£0.00
12/08/2026	FAR	Amazon EU S.à r.l. UK Branch	Adhesive and air freshener refills	Miscellaneous Expenditure	£55.46	£0.00
17/08/2026	FAR (KWCC)	DESTINATION VINYL LIMITED	Vinyl letter stickers	Building Maintenance & General Costs	£5.99	£0.00
17/08/2026	FAR (KWCC)	Amazon EU S.à r.l. UK Branch	Key safe (for cupboard keys)	Building Maintenance & General Costs	£14.69	£0.00

17/08/2026	FAR (KWCC)	Amazon EU S.à r.l. UK Branch	Mini hooks (pack of 30)	Building Maintenance & General Costs	£10.90	£0.00
18/08/2026	FAR (KWCC)	TengZhouHaiMingJianCaiYouXianGongSi	80Pcs Screws	Building Maintenance & General Costs	£6.38	£0.00
18/08/2026	FAR (KWCC)	Amazon EU S.à r.l. UK Branch	8x Key safe (for cupboard keys)	Building Maintenance & General Costs	£108.25	£0.00

Total of payments previously authorised on the bank = £1,687.63 (£0.00 of unrecoverable VAT)

Payments to be authorised (general)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
21/08/2026	FAR	Amazon EU S.à r.l. UK Branch	Desk Calculator, adhesive hooks and printer cartridge	Miscellaneous Expenditure	£31.92	£0.00
24/08/2026	FAR (KWCC)	ELECTRONIC TEMPERATURE INSTRUMENTS LTD	Recalibration of water testing thermometer & replacement probe	Building Maintenance & General Costs	£100.80	£0.00
27/08/2026	FAR	J T Dove Ltd	Sealant & Adhesive	Miscellaneous Expenditure	£5.00	£0.00
02/09/2026	FAR	BDO LLP	Limited Assurance Review for the year ended 31 March 2126 (Fee band £200,001-£300,000)	Audit Fees (internal & external)	£756.00	£0.00

07/09/2026	FAR	Amazon EU S.à r.l. UK Branch	Floor cleaner, upholstery cleaner, replacement toilet brushes (silicone), toilet cleaner & printer cartridge	Building Janitorial Supplies / Printing	£61.10	£0.00
08/09/2026	FAR (KWCC)	Hampshire County Council	2x packs of toilet rolls, urinal gel screen, cloths (2x packs), batteries and A5 planners	Building Janitorial Supplies / Office Stationery	£104.61	£0.00
15/09/2026	FAR	Gurkha Cleaning Ltd	August cleaning (4 visits)	Building Cleaning Services	£336.00	£0.00

Total of general payments to be authorised on the bank = £1,395.43 (£0.00 of unrecoverable VAT)

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

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
20/08/2026	FAR (KWCC)	M.R.S. Services	Clean out gutters at Kings Worthy Community Centre	Building Maintenance & General Costs	£128.50	£0.00
20/08/2026	R&A	M.R.S. Services	Fit fence panel at Hinton Park with 3 posts (one of two sides)	Fencing	£308.76	£0.00
20/08/2026	R&A	M.R.S. Services	Fit fence panel at Hinton Park with 3 posts (other side of two)	Fencing	£308.76	£0.00
20/08/2026	FAR (KWCC)	M.R.S. Services	Replace tap on wash basin in the kitchen (including materials/consumables)	Building Maintenance & General Costs	£178.50	£0.00

20/08/2026	FAR (KWCC)	M.R.S. Services	Fit new tap on Kitchen Sink and fit TMV valve (includes materials/consumables including tap)	Building Maintenance & General Costs	£234.41	£0.00
20/08/2026	R&A	M.R.S. Services	Fit boot scraper at allotments	Capital Projects R&A	£198.00	£0.00
22/08/2026	R&A	M.R.S. Services	Lay area at the entrance of the allotments (compacted Type 1) including hire of compactor (£56.50)	Capital Projects R&A	£336.50	£0.00
22/08/2026	FAR (KWCC)	M.R.S. Services	Fit new toilet roll holders, soap dispensers and air fresheners in the bathroom. Fit new towel and soap dispensers in the kitchen	Building Maintenance & General Costs	£95.00	£0.00
22/08/2026	R&A	M.R.S. Services	Fit new litter bin at Lovedon Fields	Litter Pickers and Bins	£50.00	£0.00
22/08/2026	R&A	M.R.S. Services	Dig out and replace 3 crocodile posts at Eversley Park	Maintenance Technician - General repairs	£208.75	£0.00

Total of M.R.S. Services general payments to be authorised on the bank = £2,047.18 (£0.00 of unrecoverable VAT)

Payments to be authorised (M.R.S. Services – June invoice)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
22/08/2026	R&A	M.R.S. Services	June 2026 - Monthly inspection of play areas, open spaces and defibrillators	Maintenance Technician - General repairs	£330.00	£0.00
22/08/2026	P&H	M.R.S. Services	Collect batteries a move speed sign from Lovedon Lane to Abbots Worthy	Speeding Initiatives	£33.00	£0.00

22/08/2026	R&A	M.R.S. Services	Attempt to take down basket swing at Eversley Park (could not remove fixings)	Playground Maintenance	£22.00	£0.00
22/08/2026	R&A	M.R.S. Services	Take down basket swing and store in the shed	Playground Maintenance	£33.00	£0.00
22/08/2026	P&H	M.R.S. Services	Turn speed sign around at Abbots Worthy	Speeding Initiatives	£22.00	£0.00
22/08/2026	P&H	M.R.S. Services	Collect batteries a move speed sign from Abbots Worthy to Springvale Road (Elan Court)	Speeding Initiatives	£33.00	£0.00
22/08/2026	P&H	M.R.S. Services	Turn speed sign around at Springvale Road (Elan Court)	Speeding Initiatives	£22.00	£0.00
22/08/2026	R&A	M.R.S. Services	Clean off graffiti on play equipment at Church Green	Playground Maintenance	£41.25	£0.00
22/08/2026	P&H	M.R.S. Services	Collect batteries a move speed sign from Springvale Road (Elan Court) to Stoke Charity Road	Speeding Initiatives	£33.00	£0.00
22/08/2026	R&A	M.R.S. Services	Materials (wipes)	Playground Maintenance	£8.40	£0.00

Total of M.R.S. Service June invoice to be authorised on the bank = £577.65 (£0.00 of unrecoverable VAT)

Payments to be authorised (M.R.S. Services – July invoice)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
22/08/2026	R&A	M.R.S. Services (July invoice)	July 2026 - Inspections of play area, open spaces and defibrillators	Maintenance Technician - General repairs	£264.00	£0.00

22/08/2026	P&H	M.R.S. Services (July invoice)	Turn speed sign around at Stoke Charity Road	Speeding Initiatives	£22.00	£0.00
22/08/2026	P&H	M.R.S. Services (July invoice)	Collect batteries and move speed sign from Stoke Charity Road to Springvale Road (Nations Hill)	Speeding Initiatives	£33.00	£0.00
22/08/2026	P&H	M.R.S. Services (July invoice)	Turn speed sign around at Springvale Road (Nations Hill)	Speeding Initiatives	£22.00	£0.00
22/08/2026	FAR (KWCC)	M.R.S. Services (July invoice)	Put up 3 signs at Kings Worthy Community Centre	Building Maintenance & General Costs	£22.00	£0.00
22/08/2026	R&A	M.R.S. Services (July invoice)	Clean up fire debris in pitch at Eversley Park	Maintenance Technician - General repairs	£16.50	£0.00
22/08/2026	P&H	M.R.S. Services (July invoice)	Collect batteries and move speed sign from Springvale Road (Nations Hill) to Church Lane	Speeding Initiatives	£33.00	£0.00
22/08/2026	R&A	M.R.S. Services (July invoice)	Collect pedestrian signs and place over manhole cover at Lovedon Fields	Maintenance Technician - General repairs	£22.00	£0.00

Total of M.R.S. Service July invoice to be authorised on the bank = £434.50 (£0.00 of unrecoverable VAT)

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
25/08/2026	FAR	Parish Council employees	August salaries, PAYE, NI & Pension	Employee Wages and Salaries / NI / PAYE/ Pensions	£7,286.06	

25/09/2026	FAR	Parish Council employees	September salaries, PAYE, NI & Pension	Employee Wages and Salaries / NI / PAYE/ Pensions	£7,286.06	

Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
04/08/2026	FAR	Hiscox Underwriting Ltd	Parish Council insurance	Business Insurance	£854.06	£0.00
04/08/2026	R&A	Business Stream	Water charges for Eversley Park (20/04/2026 - 19/07/2026)	Water (Eversley Park)	£9.79	£0.00
04/08/2026	R&A	Business Stream	Water charges for Burial Ground (20/04/2026 - 19/07/2026)	Water (Burial Ground)	£20.62	£0.00
05/08/2026	FAR (KWCC)	Business Stream	Water supply monthly charge	Water Rates - Tubbs Hall	£56.08	£0.00
14/08/2026	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£192.95	£0.00
17/08/2026	FAR (KWCC)	Winchester City Council	Business rates for Parish Office	Building Rent & Business Rates	£62.00	£0.00
17/08/2026	FAR	Sage Global Services Ltd	SAGE accounting software - monthly	Computer Software	£82.80	£0.00
18/08/2026	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£78.00	£0.00
27/08/2026	FAR	Annodata Ltd	Quarterly copier rental	Printing	£140.99	£0.00

31/08/2026	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 = £1,508.19 (£0.00 of unrecoverable VAT)

Procurement Card Transactions

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
04/08/2026	FAR (KWCC)	Nisbets UK Ltd	48x glass tumblers and wall mounted handle clip	Building Maintenance & General Costs	£63.04	£0.00
06/08/2026	FAR (KWCC)	Discount Displays Ltd	Free standing sign holder (inc. shipping)	Building Maintenance & General Costs	£68.94	£0.00
06/08/2026	FAR (KWCC)	Croma Locksmiths & Security Solutions	Spare keys for hall cupboards	Building Maintenance & General Costs	£32.40	£0.00
07/08/2026	FAR	Honest Mobile Ltd	Monthly mobile plan for office phone	Miscellaneous Expenditure	£12.82	£0.00
07/08/2026	FAR	Stagecoach Services	Return ticket to get keys cut	Miscellaneous Expenditure	£5.50	£0.00
11/08/2026	FAR (KWCC)	Ironmongery Direct	Replacement door bolts for hall cupboards & pack of spacers	Building Maintenance & General Costs	£20.62	£0.00
11/08/2026	FAR (KWCC)	Screwfix	Pack of karabiners & deadlock	Building Maintenance & General Costs	£14.88	£0.00

15/08/2026	FAR	Proton AG	VPN service	Computer Software	£18.46	£0.00
15/08/2026	FAR	Croma Locksmiths & Security Solutions	Replacement office key cut	Miscellaneous Expenditure	£7.20	£0.00
18/08/2026	FAR	The Plastic People	2x Plywood sheets (cut to size) & replacement polycarbonate (cut to size) for bus shelter	Building Maintenance & General Costs / Shelters	£179.48	£0.00
20/08/2026	FAR (KWCC)	Springvale Stores	Parcel bag and bubble wrap	Building Maintenance & General Costs	£7.47	£0.00
21/08/2026	FAR (KWCC)	Parcel2Go.com Ltd	Shipment of thermometer for calibration	Building Maintenance & General Costs	£14.00	£0.00
21/08/2026	FAR (KWCC)	Seton	Tamperproof first aid labels	Fire & building safety	£22.44	£0.00
26/08/2026	FAR (KWCC)	PPL PRS LIMITED	Music licence	Building Maintenance & General Costs	£245.28	£0.00
27/08/2026	FAR	Anglian Water Services Limited (t/a Digdat)	Waste & fresh water plans for alternative allotment site	Legal & Professional Fees	£46.04	£0.00
31/08/2026	FAR	Payment Card Solutions t/a B4B Payments	Monthly transaction fees	Bank Charges & Interest	£10.39	£0.00

Total procurement card transactions = £768.96 (£0.00 of unrecoverable VAT)