

**Minutes of the Finance, Administration & Remuneration Committee meeting
held on Wednesday, 17 June 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/26/059 – Election of Chair

Cllr Gordon was nominated by Cllr Fish and seconded by Cllr Hallisey. A vote was held by show of hands, with all in favour. Cllr Gordon was duly elected as Chairperson of the Finance, Administration & Remuneration Committee.

F/26/060 – Election of Vice-Chair

Cllr Fish self-nominated and was seconded by Cllr Hallisey. A vote was held by show of hands, with all in favour. Cllr Fish was duly elected as Vice-Chairperson of the Finance, Administration & Remuneration Committee.

F/26/061 – 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/26/062 – Proposed new expenditure for Finance approval

Finance, Administration & Remuneration

- Councillor & Staff photographs – It was unanimously agreed to spend £250.00 on professional photographs for the website on the proviso that the supplier is self-employed, or a registered business.

Grant applications

- Kings Worthy Primary School Parent, Teacher & Friends Association – A grant request of £5,000 had been received for funding to assist with the re-construction a wildlife pond. Due to the amount requested, it was agreed to seek more information on the proposals.
- Home Start Winchester & Districts – A grand request had been received for £500.00 to

purchase sensory toys and equipment for children who attend their group at Kings Worthy Community Centre. This grant application was unanimously agreed.

Kings Worthy Community Centre

None.

Planning & Highways

None.

Recreation & Amenities

- Cost of replacement bench at Eversley Park – It was unanimously agreed to approve the installation cost of £833.00 from M.R.S. Services. A donation will be received for the cost of the bench which will remain the property of the Parish Council for future maintenance. A deadline of 9th August for installation was approved.
- Cleaning of drains at Eversley Park & Lovedon Lane Burial Ground – Defer to Recreation & Amenities Committee.
- Costs for allotment tool lockers and removal of spoil/vegetation –
 - A budget of £1,293.99 was agreed for the installation of all 12 tool lockers to be used at the discretion of the Parish Clerk.
 - A cost of £350.00 was agreed for the removal of spoil via grab lorry by TJ Waste.

F/26/063 – To agree and sign the Minutes of the Meeting held on 4 March 2026

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

F/26/064 – Matters arising from the meeting held on 4 March 2026

None

F/26/65 – To agree and sign the Minutes of the Meeting held on 15 April 2026

It was agreed to defer this item.

F/26/66 – Matters arising from the meeting held on 15 April 2026

It was agreed to defer this item.

F/26/067 – To sign an additional copy of the minutes of the meeting held on 13 August 2025

Due to a missing signed copy and at the advice of the internal auditor, it was unanimously agreed to approve the signing of another copy which were duly signed by the Chair.

F/26/068 – To receive the internal audit report (copy to be made available at the meeting) and discuss any required actions including:

Members reviewed a copy of the internal audit report and noted all items.

To review the costs for the potential provision of council owned devices for Councillors

Members reviewed a cost comparison including devices, accessories and required software. Member agreed with the proposal and allocated a budget of £4,000.00 agreed. The proposal will be sent to full council for approval.

Presentation on potential Council specific accounting software including facilities booking modules and costs –

The Clerk gave a presentation of Scribe accounting software including additional module capabilities and costs. It was agreed to proceed with the recommendation to purchase a council specific accounting software with a recommendation to be made to Full Council.

It was agreed to confirm that any allotment management software can allow for management of the allotment waiting list including regular confirmation of is they wish to remain on the list.

F/26/069 – Confirmation of deposit amount for new reserve account

Following confirmation of FSCS compensation scheme cover and following confirmation of available funds, it was agreed that £120,000.00 should be deposited in new reserve account subject to online management of the account.

F/26/070 – 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/26/071 – To confirm the temporary payroll arrangements including prior year minor corrections (if required)

The Clerk gave an update on the payroll arrangements.

F/26/072 – Kings Worthy Community Centre –

The Clerk noted that following discussion with Tubbs Hall Management Committee, the transfer was not ready to proceed and this had been moved to the 1st July (end of the first quarter). This was unanimously ratified.

To review and approve the revised risk assessments for Kings Worthy Community Centre following the transfer to the Parish Council (copies will be available at the meeting) –

The revised risk assessment for Kings Worthy Community Centre was reviewed by members and unanimously agreed. Thanks were given to the Deputy Clerk for their work on this.

To review and approve final pre-transfer costs for Kings Worthy Community Centre –

None.

To review and approve services contract for sanitary disposal – Updated costs had not yet been received; this is to be chased.

To review and approve the appliances for the Kings Worthy Community Centre kitchen refurbishment – Members reviewed a cost comparison alongside the prices provided by M.R.S. Services. It was agreed to look at obtaining a hob and extractor hood that link directly to prevent activation of the hob without the hood. It was also agreed to look at a boiling hot water tap as an alternative to a counter-top mounted hot water dispenser

Update on the revised cleaning arrangements for Kings Worthy Community Centre – A date for the initial deep clean is awaited.

F/26/073 - 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.

The Clerk provided a verbal report to members related to the Council's external payroll provision. A subsequent course of action was agreed.

The meeting re-opened to the public.

F/26/074 - Remuneration & staffing

Including feedback and actions from the Deputy Clerk's 6-month review – The Clerk noted that on the advice of the Hampshire Association of Local Councils, he had undertaken the Deputy Clerk's 6-month review and the results were reviewed by members. It was unanimously agreed to confirm that the Deputy Clerk had successfully completed their probation period.

An informal request to work from home had been received which will be considered at the next full council meeting as a variation of contract.

To consider the 2026/27 cost of living salary increase –

Defer to full council.

F/26/075 - Responsible Finance Officer/Clerk's Notices

Tree works at Eversley Park – Due to the need to get the works completed in June, the Clerk had approved a quotation of £406.25 from Worthy Tree Care to remove two trees at Eversley Park, highlighted by the tree inspector.

F/26/076 - Chairman's notices

None.

F/26/077 - Items for discussion at the next meeting - 15 July 2026

None.

Meeting Closed at 21:29

Signed:

Date:

Payment Authorisation Listing - June 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
16/04/2026	FAR	Sara Foods UK Ltd	Sugar sachets (x300) Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Miscellaneous Expenditure	£5.45	£0.00
16/04/2026	FAR	Universal Product Solutions Ltd	Border Multipack Biscuits - 48 packs Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Miscellaneous Expenditure	£14.98	£0.00
16/04/2026	FAR	Amazon EU UK branch	Ribena cartons & fruit rolls Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Miscellaneous Expenditure	£27.53	£0.00

17/04/2026	R&A	Southern Ground Care Ltd	Renovation of junior pitches (inc. top dressing) Power to spend - Open Spaces Act 1906	Pitch Maintenance	£5,718.00	£0.00
20/04/2026	P&H	Hampshire County Council	Street Lighting charges for 1st October 2025 - 31st March 2026 Power to spend - Parish Councils Act 1957 S.3	Street Lighting	£4,353.23	£0.00
20/04/2026	R&A	Holm Products	Bulk bag of 20mm limestone and scalpings Power to spend - Small Holdings and Allotments Act 1908 s.26 (Allotments)	Capital Projects R&A	£195.60	£0.00
22/04/2026	R&A	Jaydee Living Ltd	240L wheelie bin (replacement for damaged bin at Hinton Park) Power to spend - Litter Act 1983 S.5	Litter Pickers & Bins	£56.63	£0.00
23/04/2026	R&A	Greenbarnes Ltd	Replacement noticeboard (with legs) for Burial Ground Power to spend - Local Government Act 1972 S.214	Burial Ground - Capital Expenditure	£722.83	£0.00
24/04/2026	R&A	B S STAINLESS LIMITED t/a BS Fixings	Sign fixing clamps (inc. tool) Power to spend - Local Government Act 1972 s.111	Signs	£35.39	£0.00

28/04/2026	FAR	Hampshire County Council	2x boxes of A4 paper Power to spend - Local Government Act 1972 s.111	Printing	£38.88	£0.00
29/04/2026	FAR	Hampshire Association of Local Councils	LCPD membership (HR) for April 2026 - May 2027 Power to spend - Local Government Act 1972 s.111	Legal & Professional Fees	£216.00	£0.00
14/05/2026	FAR (KWCC)	Fire Link Ltd	Site attendance fee, 6-monthly fire alarm services, services of 6x extinguishers & fire blanket Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Fire & Building Safety	£238.38	£0.00
04/06/2026	FAR	Do the Numbers Ltd	Internal audit for 2025/26 financial year (including £250.00 discount for exemplary records) Power to spend - Local Government Act 1972 s.111	Audit Fees (internal & external)	£500.00	£0.00

Total of payments previously authorised on the bank = £12,122.90

Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
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18/05/2026	FAR	Amazon EU UK branch	Electric compressed air duster Power to spend - Local Government Act 1972 s.111	Small Office Equipment (under £100.00)	£24.16	£0.00
18/05/2026	FAR	Amazon EU UK branch	2x HDMI cables Power to spend - Local Government Act 1972 s.111	Miscellaneous Expenditure	£10.85	£0.00
26/05/2026	FAR (KWCC)	Hampshire County Council	Mop bucket (x3), mopheads (x6), mop handle (x2), storage box and sponger/scourers (x60) Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Building Janitorial Supplies	£108.36	£0.00
17/06/2026	FAR	Worthys Conservation Volunteers	Community grant - To replace one of the oak benches on the disused railway line, replacement posts for the information board at Worthy Down Station, new tools and insurance cover Power to spend - Local Government (Miscellaneous Provisions) Act 1976 s.19	Grants to Village Organisations	£800.00	£0.00

Total of payments to be authorised on the bank = £943.37

Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
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25/04/2026	FAR	Parish Council employees	April salaries, PAYE, NI & Pension Power to spend - Local Government Act 1972 S.112	Employee Wages and Salaries / NI / PAYE/ Pensions	£7,049.28	
22/05/2026	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	