



Kings Worthy Parish Council

Minutes of the Finance, Administration & Remuneration committee meeting held on Wednesday, 14 June 2023 at 19:30 held in Kings Worthy Community Centre, Fraser Road

Attendees

Councillors Ian Gordon, Julia Archer, Emily Fish & Matthew Miller-Hall

Clerk(s)

Parish Clerk & Responsible Finance Officer [RFO] (Christopher Read)

Apologies

None.

Members of the public

One (Cllr Steve Waters)

F/23/086 – Election of Chair

Cllr Gordon was proposed by Cllr Gordon and seconded by Cllr Miller-Hall. A vote was held by show of hands with 4 in favour, 0 against and 0 abstentions.

F/23/087 – Election of Vice-Chair

Cllr Archer was proposed by Cllr Miller-Hall and seconded by Cllr Fish. A vote was held by show of hands with 3 in favour, 0 against and 1 abstention.

F/23/088 – Public Question Time

Sound survey for Lovedon Lane/Stoke Charity Road (for Ecogen application) – Cllr Waters had obtained agreement from various properties along the Ecogen access route to undertake a sound survey, in conjunction with a local professional.

This data will need to be professionally processed and a report produced. The approximate costs for this are between £2-3,000. Members discussed the proposal and stated that they are happy to agree a budget of £3,000 but would require at least one more quotation for the work to ensure the price received is competitive.

(Member of the public left at this point)

F/23/089 – Impact of COVID-19 (including meeting recommendations)

Agreed to keep the current recommendations.

F/23/090 – To agree and sign the Minutes of the Meeting held on 12 April 2023

The Clerk had corrected a small typo which had been incorporated into the draft copy for agreement. All members agreed the minute as a true record of the meeting and were signed

by the Chair.

F/23/091 – Matters arising from the meeting held on 12 April 2023

None.

F/23/092 – Proposed new expenditure

- Planning & Highways – See F/23/088.
 - Finance, Administration & Remuneration – The Clerk noted that we have had recent instances of broken plastic and glass around the office including in the grass. It was agreed for the Clerk to procure a cordless vacuum (designed for wet & dry use) to enable more efficient and safe clearance.
 - Recreation & Amenities –
 - Replacement cradle swing seats and chains for Fraser Road play area – It was agreed to accept the quotation from Kompan for two replacement cradle seats (and chains) at a cost of £739.20 (ex VAT).
 - Replacement accessible swing seat for Eversley Park play area – It was agreed to accept the quotation from Sutcliffe Play for a replacement accessible swing seat (and chains) at a cost of £893.42 (ex VAT).
- Action – Send the above to R&A for discussion and ratification.**
- CCTV for Fraser Road play area – It was agreed to obtain a quotation(s) for the addition of cameras to the Council's existing CCTV system.

Action – Clerk to obtain quotation as above.

- Communications – None.
- Grants – The Clerk had received a query from a member of the public querying why the council granted money to StrangeTimes Quest art group. Members discussed this, including discussion on social media, and it was agreed to clarify and publicise how the grant process for the Parish Council works.

Action – Draft a comms piece on the Council's grant process.

Action – Cllr Miller-Hall to draft a response to answer the member of the public's query.

F/23/093 – To review the end of year accounts and Annual Governance and Accountability return (including associated documents) for the year ending 31 March 2023

Members reviewed the end of year accounts and AGAR; no changes were proposed.

Action – Send to full council in June for review/approval.

F/23/094 – To review the internal audit report for the year ending 31 March

2023

Members reviewed the internal audit report and agreed to discuss this at the June full council meeting.

Action – Send to full council in June for review/approval.

Members agreed to investigate the CCLA Public Sector Deposit Fund.

Action – RFO to look into deposit fund and share information with members.

F/23/095 – To receive the statement of accounts and management reports for period ended 30 April 2023

The Clerk gave a presentation of the accounts for the period ending 30 April 2023; no changes were made. The Clerk had received a request for a delay in payment of one football hire invoices (£60.61) until the start of the next season. The club that owed the balance had folded but the person running the club had joined with another club.

It was agreed to allow this delay in payment.

F/23/095 – To receive the statement of accounts and management reports for period ended 31 May 2023

The Clerk gave a presentation of the accounts for the period ending 31 May 2023; no changes were made.

F/23/096 – To authorise the payment listing

A copy of the payment listing had been distributed to members before the meeting which all members had reviewed; it was agreed to authorise all payments on the listing (see attached).

F/23/097 – Lovedon Fields open space transfer – update including status and legal advice

Add

F/23/098 – Grounds Maintenance contract tender – including tender process

Following discussions with the current contractor on the number of cuts currently undertaken, it was agreed to amend the contract specification to a minimum of 18 cuts.

F/23/099 – Parish Council play areas –

- Fire at Fraser Road play area – update including temporary fencing – It was agreed to keep the remaining site fencing for another month. The Clerk noted that the fencing is to be reduced to minimise costs.

The Clerk noted that he has been unable to obtain a list of installers for a fixed tender from the supplier. It was agreed to go out to public tender for these works.

Action – Clerk to finalise documents and publish tender.

- Eversley Park play area tender – update – The Clerk noted that following a site meeting with the contractor, the snags had been completed and the play area opened (excluding the tower area which has been fenced off pending installation).

F/23/100 – Review of data protection policy – including potential data protection councillor

The Clerk had investigated this, in conjunction with Cllr Miller-Hall, and confirmed that the Parish Council are exempt from the requirement to have a Data Protection Officer.

Action – Send to full council for discussion.

F/23/101 – Potential additional community use for Kings Worthy Community Centre

No update received.

F/23/102 – Remuneration & staffing

- Deputy Clerk training – The Clerk and Deputy Clerk had created a list of 13 training courses provided by SLCC, HALC and St Johns (between June – February). The Clerk had already booked the Deputy Clerk on a Fire Marshal and Emergency first aid courses. The total cost for these courses (including the Fire Marshal & First Aid) was £1,068.00. It was agreed to proceed with booking these courses.
- Staff remuneration – potential additional benefits – Cllr Miller-Hall had investigated low-cost additional employee benefits (for example a cycle to work scheme).

Action – It was agreed for Cllr Miller-Hall to create a formal proposal.

- Annual appraisals – These are to be organised.

F/23/103 – Tubbs Hall – landlord’s responsibilities

- Update on the fire doors at the entrance to Tubbs Hall (if available) – Cllr Cossburn is investigating this.
- Proposed new sub-lease – update – Cllr Miller-Hall will assist the office in drafting a proposal and arranging discussions.

F/23/104 – Legal issues

None.

F/23/105 – Items for inclusion in council communications

Grant process.

F/23/106 – Responsible Finance Officer / Clerk’s Notices

Rodents in Kings Worthy Community Centre – The Clerk noted that the presence of rats was identified in the loft space. Our pest control company has attended, laid bait and the suspected point of entry has been rectified.

The Clerk has also authorised an additional non return valve on the drain to further protect the building.

F/23/107 – Chairman’s Notices

None.

F/23/108 – Items for discussion at the next Meeting on 19 July 2023

None.

Meeting Closed at 21:01

Signed:

Date:

Management Accounts for the period ending 31 March 2023

Income

| Department/committee | Annual Budget | Budget Year to Date | Actual Year to Date | Variance Year to Date | 2022/23 Forecast Outturn | 2023/24 Budget |
|--|--------------------|---------------------|---------------------|-----------------------|--------------------------|--------------------|
| Community Infrastructure Levy | £0.00 | £0.00 | £13,148.53 | £13,148.53 | £13,148.53 | £9,507.31 |
| Neighbourhood Plan | £9,000.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Finance, Administration & Remuneration | £176,413.00 | £161,805.17 | £177,620.35 | £15,815.18 | £176,053.15 | £184,096.44 |
| Kings Worthy Community Centre | £4,022.00 | £3,686.83 | £3,359.36 | -£327.47 | £4,831.10 | £7,930.97 |
| Planning & Highways | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Recreation & Amenities | £6,116.70 | £5,656.88 | £7,742.94 | £2,086.06 | £8,151.50 | £7,633.65 |
| Totals: | £195,551.70 | £171,148.89 | £201,871.18 | £30,722.29 | £202,184.28 | £209,168.37 |

Expenditure

| Department/committee | Annual Budget | Budget Year to Date | Actual Year to Date | Variance Year to Date | 2022/23 Forecast Outturn | 2023/24 Budget |
|--|--------------------|---------------------|---------------------|-----------------------|--------------------------|--------------------|
| Community Infrastructure Levy | £0.00 | £0.00 | £2,005.58 | £2,005.58 | £0.00 | £83,447.38 |
| Neighbourhood Plan | £9,000.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Finance, Administration & Remuneration | £89,596.00 | £83,341.12 | £77,818.36 | £5,522.76 | £84,452.56 | £107,921.03 |
| Kings Worthy Community Centre | £8,483.00 | £7,958.13 | £9,670.74 | -£1,712.61 | £10,707.78 | £11,120.16 |
| Planning & Highways | £11,405.00 | £5,834.16 | £9,422.42 | -£3,588.26 | £9,724.28 | £11,070.00 |
| Recreation & Amenities | £85,048.89 | £72,383.91 | £67,075.38 | £5,308.53 | £73,317.68 | £94,196.54 |
| Totals: | £203,532.89 | £169,517.31 | £165,992.48 | £7,535.99 | £178,202.30 | £307,755.10 |

| | Annual Budget | Budget Year to Date | Actual Year to Date | Variance Year to Date | 2022/23 Forecast Outturn | 2023/24 Budget* |
|------------------------------|-------------------|---------------------|---------------------|-----------------------|--------------------------|--------------------|
| Actual Year to Date Position | -£7,981.19 | £1,631.58 | £35,878.70 | £34,247.12 | £23,981.98 | -£98,586.74 |

Memorandum Position - Excluding CIL Income and Expenditure

| | | | | | | |
|-----------------------------------|-------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| Memorandum Year to Date Position: | -£7,981.19 | £1,631.58 | £24,735.75 | £23,104.17 | £10,833.45 | -£6,269.15 |
|-----------------------------------|-------------------|------------------|-------------------|-------------------|-------------------|-------------------|

Balance Sheet for period ending 31 March 2023

| <u>Bank Accounts</u> | |
|--|--------------------|
| Unity Trust Bank Current Account | £10,613.13 |
| Unity Trust Tailored Deposit Account | £70,646.04 |
| Sub-Total: | £81,259.17 |
| <u>Investments/Deposits</u> | |
| Nationwide variable (35-day notice) | £86,167.55 |
| Hampshire Trust Bank Variable (45-day notice) | £42,313.17 |
| Hampshire Trust Bank Variable (90-day notice) | £42,686.83 |
| Sub-Total: | £171,167.55 |
| <u>Other</u> | |
| B4B Procurement Card | £72.96 |
| Debtors | £957.73 |
| Prepayments | £641.75 |
| Sub-Total: | £1,672.44 |
| Total Current Assets: | £254,099.16 |
| Current Liabilities | |
| Trade Creditors | £6,515.45 |
| Received on Account (inc. Precept) | £5,175.80 |
| PAYE Payments Due | £0.00 |
| NI Payments Due | £659.20 |
| Pension Payments Due | £922.56 |
| Other Creditors (awaiting advice from HMRC before payment) | £1,296.18 |
| VAT to be Paid | £122.07 |
| VAT to be Reclaimed | -£3,313.32 |
| VAT that has been Reclaimed but not received | £0.00 |
| Total Current Liabilities: | £11,377.94 |
| Current Assets Minus Liabilities: | £242,721.22 |
| Earmarked Funds in Reserve | |
| Church Green Reserve | £486.99 |
| Play area maintenance reserve | £44,053.22 |
| CIL Reserve | £73,503.80 |
| Total Current Liabilities: | £118,044.01 |
| Net Assets | |
| Profit & Loss Accounts Brought Forward | £62,673.12 |
| General Reserves (inc. £19,297.65 for tree works) | £26,125.39 |
| Profit & Loss Year to Date | £35,878.70 |
| Total Net Assets: | £124,677.21 |

Management Accounts for the period ending 30 April 2023

Income

| Department/committee | Annual Budget | Budget Year to Date | Actual Year to Date | Variance Year to Date |
|---|--------------------|---------------------|---------------------|-----------------------|
| Community Infrastructure Levy | £9,507.31 | £4,801.19 | £16,956.39 | £12,155.20 |
| Finance, Administration & Remuneration | £184,096.44 | £15,248.54 | £15,249.33 | £0.79 |
| Kings Worthy Community Centre | £7,930.97 | £660.91 | £183 | -£477.91 |
| Planning & Highways | £0.00 | £0.00 | £0.00 | £0.00 |
| Recreation & Amenities | £7,633.65 | £0.00 | £280.99 | £280.99 |
| Totals: | £209,168.37 | £20,710.65 | £32,669.71 | £11,959.06 |

Expenditure

| Department/committee | Annual Budget | Budget Year to Date | Actual Year to Date | Variance Year to Date |
|---|--------------------|---------------------|---------------------|-----------------------|
| Community Infrastructure Levy | £83,447.38 | £0.00 | £0.00 | £0.00 |
| Finance, Administration & Remuneration | £107,921.03 | £7,587.06 | £5,134.93 | £2,452.13 |
| Kings Worthy Community Centre | £11,120.16 | £1,828.55 | £1,344.43 | £484.12 |
| Planning & Highways | £11,070.00 | £109.96 | £0.00 | £109.96 |
| Recreation & Amenities | £94,196.54 | £9,349.18 | £9,123.17 | £226.01 |
| Totals: | £307,755.10 | £18,874.75 | £15,602.53 | £3,272.22 |

| | Annual Budget | Budget Year to Date | Actual Year to Date | Variance Year to Date |
|-------------------------------------|--------------------|---------------------|---------------------|-----------------------|
| Actual Year to Date Position | -£98,586.74 | £1,835.90 | £17,067.18 | £15,231.28 |

Memorandum Position - Excluding CIL Income, CIL Expenditure and Eversley Park play area spend

| | | | | |
|--|-------------------|-------------------|----------------|------------------|
| Memorandum Year to Date Position: | -£6,269.15 | -£2,965.29 | £110.79 | £3,076.08 |
|--|-------------------|-------------------|----------------|------------------|

Balance Sheet for period ending 30 April 2023

| <u>Bank Accounts</u> | |
|--|--------------------|
| Unity Trust Bank Current Account | £26,347.54 |
| Unity Trust Tailored Deposit Account - 2.31% AER | £144,193.04 |
| Sub-Total: | £170,540.58 |
| <u>Investments/Deposits</u> | |
| Nationwide variable (35-day notice) | £85,000.00 |
| Hampshire Trust Bank Variable (45-day notice) | £42,313.17 |
| Hampshire Trust Bank Variable (90-day notice) | £42,686.83 |
| Sub-Total: | £170,000.00 |
| <u>Other</u> | |
| B4B Procurement Card | £62.99 |
| Debtors | £1,238.72 |
| Prepayments | £0.00 |
| Sub-Total: | £1,301.71 |
| Total Current Assets: | £341,842.29 |
| Current Liabilities | |
| Trade Creditors | £9,852.21 |
| Received on Account (inc. Precept) | £0.00 |
| PAYE Payments Due | £76,246.67 |
| NI Payments Due | £285.00 |
| Pension Payments Due | £452.24 |
| Other Creditors (awaiting advice from HMRC before payment) | £738.18 |
| VAT to be Paid | £0.00 |
| VAT to be Reclaimed | -£2,329.16 |
| VAT that has been Reclaimed but not received | -£3,191.25 |
| Total Current Liabilities: | £82,053.89 |
| Current Assets Minus Liabilities: | £259,788.40 |
| Earmarked Funds in Reserve | |
| Church Green Reserve | £187.49 |
| Play area maintenance reserve | £44,053.22 |
| CIL Reserve | £86,652.33 |
| Total Current Reserves: | £130,893.04 |
| Net Assets | |
| General Reserves (inc. £24,727.65 for tree works) | £111,828.18 |
| Profit & Loss Year to Date | £17,067.18 |
| Total Net Assets: | £128,895.36 |

Management Accounts for the period ending 31 May 2023

Income

| Department/committee | Annual Budget | Budget Year to Date | Actual Year to Date | Variance Year to Date |
|---|--------------------|---------------------|---------------------|-----------------------|
| Community Infrastructure Levy | £9,507.31 | £4,801.19 | £16,956.39 | £12,155.20 |
| Finance, Administration & Remuneration | £184,096.44 | £30,522.20 | £31,023.24 | £501.04 |
| Kings Worthy Community Centre | £7,930.97 | £1,321.83 | £366.00 | -£955.83 |
| Planning & Highways | £0.00 | £0.00 | £0.00 | £0.00 |
| Recreation & Amenities | £7,633.65 | £658.45 | £3,525.13 | £2,866.68 |
| Totals: | £209,168.37 | £37,303.67 | £51,870.76 | £14,567.09 |

Expenditure

| Department/committee | Annual Budget | Budget Year to Date | Actual Year to Date | Variance Year to Date |
|---|--------------------|---------------------|---------------------|-----------------------|
| Community Infrastructure Levy | £83,447.38 | £0.00 | £80,866.08 | £80,866.08 |
| Finance, Administration & Remuneration | £107,921.03 | £20,289.72 | £12,799.54 | £7,490.18 |
| Kings Worthy Community Centre | £11,120.16 | £2,599.31 | £2,961.28 | -£361.97 |
| Planning & Highways | £11,070.00 | £219.91 | £0.00 | £219.91 |
| Recreation & Amenities | £94,196.54 | £27,609.35 | £13,291.71 | £14,317.64 |
| Totals: | £307,755.10 | £50,718.30 | £109,918.61 | £102,531.85 |

| | Annual Budget | Budget Year to Date | Actual Year to Date | Variance Year to Date |
|-------------------------------------|--------------------|---------------------|---------------------|-----------------------|
| Actual Year to Date Position | -£98,586.74 | -£13,414.63 | -£58,047.85 | -£44,633.22 |

Memorandum Position - Excluding CIL Income, CIL Expenditure and Eversley Park play area spend

| | | | | |
|--|-------------------|--------------------|------------------|-------------------|
| Memorandum Year to Date Position: | -£6,269.15 | -£18,215.82 | £5,861.84 | £24,077.66 |
|--|-------------------|--------------------|------------------|-------------------|

Balance Sheet for period ending 31 May 2023

| <u>Bank Accounts</u> | |
|--|--------------------|
| Unity Trust Bank Current Account | £10,919.81 |
| Unity Trust Tailored Deposit Account - 2.31% AER | £90,194.61 |
| Sub-Total: | £101,114.42 |
| <u>Investments/Deposits</u> | |
| Nationwide variable (35-day notice) | £85,000.00 |
| Hampshire Trust Bank Variable (90-day notice) | £42,686.83 |
| Sub-Total: | £127,686.83 |
| <u>Other</u> | |
| B4B Procurement Card | £100.00 |
| Debtors | £3,450.44 |
| Prepayments | £0.00 |
| Sub-Total: | £3,550.44 |
| Total Current Assets: | £232,351.69 |
| Current Liabilities | |
| Trade Creditors | £4,329.77 |
| Received on Account (inc. Precept) | £1.14 |
| PAYE Payments Due | £60,997.34 |
| NI Payments Due | £267.96 |
| Pension Payments Due | £705.12 |
| Other Creditors (awaiting advice from HMRC before payment) | £1,071.33 |
| VAT to be Paid | £0.00 |
| VAT to be Reclaimed | -£19,694.34 |
| VAT that has been Reclaimed but not received | £0.00 |
| Total Current Liabilities: | £47,678.32 |
| Current Assets Minus Liabilities: | £184,673.32 |
| Earmarked Funds in Reserve | |
| Church Green Reserve | £0.00 |
| Play area maintenance reserve | £44,053.22 |
| CIL Reserve | £5,786.25 |
| Total Current Reserves: | £49,839.47 |
| Net Assets | |
| General Reserves (inc. £24,727.65 for tree works) | £192,881.75 |
| Profit & Loss Year to Date | -£58,047.85 |
| Total Net Assets: | £134,883.90 |

Payment Authorisation Listing – June 2023

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 |
|------------|-----------|---|--|--|---------------------|----------------------|
| 31/03/2023 | FAR | Offsite Archive Storage & Integrated Services Ltd | Storage of 24 boxes (01/04/2023 - 30/06/2023) | Document Storage | £51.82 | £0.00 |
| | | | | | | |
| 31/03/2023 | R&A | M.R.S. Services | Inspection of play areas, exercise equipment, burial ground, all open spaces and defibrillators - January 2023 | Maintenance Technician - General repairs | £239.25 | £0.00 |
| 31/03/2023 | R&A | M.R.S. Services | Collect code and relock gate at Eversley Park (left unlocked) | Maintenance Technician - General repairs | £16.50 | £0.00 |
| 31/03/2023 | R&A | M.R.S. Services | Cut off sharp edges of fence panel at Eversley Park play area and re-tape damaged play equipment | Playground Maintenance | £33.00 | £0.00 |
| | | | | Sub-total: | £288.75 | £0.00 |
| | | | | | | |

| | | | | | | |
|------------|-----|-----------------|---|---|----------------|--------------|
| 31/03/2023 | R&A | M.R.S. Services | Inspection of play areas, exercise equipment, burial ground, all open spaces and defibrillators - February 2023 | Maintenance Technician - General repairs | £236.50 | £0.00 |
| 31/03/2023 | R&A | M.R.S. Services | Pick up Clerk and visit Church Green to see where to place new bollards and agree location of key safe at the Burial Ground | Maintenance Technician - General repairs | £22.00 | £0.00 |
| 31/03/2023 | R&A | M.R.S. Services | Cut steel plate and drill holes to fix key safe to it; drill and fix plate to railings at the burial ground (including Materials) | Burial Ground - General Maintenance | £106.50 | £0.00 |
| 31/03/2023 | R&A | M.R.S. Services | Meet Clerk at Eversley Park and tie up broken wire (in fence) around bottom football pitch | Maintenance Technician - General repairs | £22.00 | £0.00 |
| | | | | Sub-total: | £387.00 | £0.00 |
| | | | | | | |
| 31/03/2023 | R&A | M.R.S. Services | Inspection of play areas, exercise equipment, burial ground, all open spaces and defibrillators - March 2023 | Maintenance Technician - General repairs | £299.75 | £0.00 |
| 31/03/2023 | P&H | M.R.S. Services | Collect batteries and erect speed sign in Abbots Worthy (facing Alton) | Speeding Initiatives | £27.50 | £0.00 |
| 31/03/2023 | R&A | M.R.S. Services | Sweep wet pour at Fryers Close (treat with wet & forget moss remover) | Playground Maintenance | £55.00 | £0.00 |
| 31/03/2023 | R&A | M.R.S. Services | Barrier fencing for Fryers Close wet pour | Barrier fencing for Fryers Close wet pour | £27.00 | £0.00 |

| | | | | | | |
|------------|------------|--|---|--|----------------|--------------|
| 31/03/2023 | FAR | M.R.S. Services | Adjust metal plate on office door (for old lock) and fit escutcheon plate) | Maintenance Technician - General repairs | £38.50 | £0.00 |
| 31/03/2023 | FAR | M.R.S. Services | New drill bits for adjust of metal plate on Office door | Maintenance Technician - General repairs | £9.50 | £0.00 |
| 31/03/2023 | P&H | M.R.S. Services | Collect batteries for speed sign and change | Speeding Initiatives | £22.00 | £0.00 |
| | | | | Sub-total: | £479.25 | £0.00 |
| | | | | | | |
| 06/04/2023 | R&A | Glasdon UK Ltd | Stanford Seat with Light Brown Timberpol Slats (Coronation bench) | Seats | £1,723.30 | £0.00 |
| 11/04/2023 | FAR (KWCC) | Winchester City Council | Annual charge for lease of Kings Worthy Community Centre & Kings Worthy Green | Rent Tubbs Hall | £367.42 | £0.00 |
| 12/04/2023 | FAR | Amazon EU UK | Biscuits, disposal gloves, refused sacks and coffee | Miscellaneous Expenditure | £68.61 | £0.00 |
| 13/04/2023 | FAR | Amazon EU UK | Audio cable | Miscellaneous Expenditure | £1.48 | £0.00 |
| 14/04/2023 | FAR | EKS Accounting | Run payroll for January, February & March 2023 | Accountancy, book-keeping and Payroll | £108.00 | £0.00 |
| 14/04/2023 | R&A | Glasdon UK Ltd | Dog faeces bags | Dog Bins | £166.92 | £0.00 |
| 16/04/2023 | FAR | Jimbofs Ltd | Sack Truck Tyre (x2) | Miscellaneous Expenditure | £20.21 | £0.00 |
| 16/04/2023 | FAR | Changsha Xinchu Zhinengwenhua Youxiangongsic | Red satin ribbon (4 inches x 22 yards) x 3 | Miscellaneous Expenditure | £32.97 | £5.49 |
| 16/04/2023 | FAR | Amazon EU UK | Liqui Moly Long-Life Grease | Miscellaneous Expenditure | £8.26 | £0.00 |

| | | | | | | |
|------------|-----|--|--|---------------------------|-----------|-------|
| 17/04/2023 | FAR | Bolt Base Ltd | A2 Stainless Steel Split Pins | Miscellaneous Expenditure | £2.39 | £0.00 |
| 17/04/2023 | FAR | Hampshire Association of Local Councils | HALC Affiliation Fees 2023/24 & NALC Levy 2023/24 | Subscriptions | £899.29 | £0.00 |
| 21/04/2023 | FAR | Arthur J. Gallagher Insurance Brokers Limited | Additional premium to insurance new play tower (Eversley Park) | Business Insurance | £46.18 | £0.00 |
| 25/04/2023 | R&A | Plane Arboriculture Ltd | Conduct a site investigation and prepare an arboricultural development survey report, Prepare an arboricultural impact assessment report & Prepare an arboricultural method statement report | Tree Works | £600.00 | £0.00 |
| 25/04/2023 | P&H | Hampshire County Council | Maintenance & Energy charges (01/10/2022 - 31/03/2023) | Street Lighting | £6,180.97 | £0.00 |
| 25/04/2023 | FAR | Hampshire County Council | 2x boxes of Woodland Trust A4 paper | Printing | £53.21 | £0.00 |
| 25/04/2023 | R&A | Winchester City Council | Annual play inspections | Playground Maintenance | £346.50 | £0.00 |
| 27/04/2023 | R&A | Environmental Hygiene Services | Steam Clean and Sanitation of 6x Bus Shelters | Shelters | £72.00 | £0.00 |
| 04/05/2023 | R&A | Worthy Plants | Maintenance of the trees in Hinton Fields | Tree Works | £100.00 | £0.00 |
| 09/05/2023 | FAR | Tubbs Hall Management Committee | Extraordinary (13th April) & Parish Council (24th April) meetings | Miscellaneous Expenditure | £37.50 | £0.00 |
| 09/05/2023 | FAR | Konica Minolta Business Solutions Ltd | Copier rental (07.05.2023 until 06.08.2023) | Printing | £76.07 | £0.00 |
| 30/04/2023 | FAR | Offsite Archive Storage & Integrated Services UK Ltd | Retrieval and delivery of 12x boxes (including fuel surcharge) | Document Storage | £115.67 | £0.00 |

| | | | | | | |
|---------------|-----|---|--|--------------------|--------------------|--------------|
| 05/05/2023 | R&A | Ava Recreation Ltd | Installation of Eversley Park play equipment (part payment pending completion of remaining works) | CIL Projects - R&A | £94,358.84 | £0.00 |
| 05/05/2023 | R&A | Ava Recreation Ltd | Installation of concrete bench bases (x2) | CIL Projects - R&A | £2,680.45 | £0.00 |
| 09/05/2023 | FAR | Hampshire Association of Local Councils | LCPD Gold Membership for April 2023 to March 2024 | Subscriptions | £258.00 | £0.00 |
| 19/05/2023 | FAR | Do The Numbers Ltd | Internal Audit for the year ended 31 March 2023 (including a £250.00 discount for exemplary records) | Internal Audit Fee | £500.00 | £0.00 |
| Total: | | | | | £110,031.06 | £0.00 |

Payments to be authorised

| Date | Committee | Beneficiary | Description | Category | Total (inc. VAT) | Unrecoverable VAT |
|------------|------------|---------------------------------------|--|--|------------------|-------------------|
| 19/05/2023 | FAR | Konica Minolta Business Solutions Ltd | Copier charges (07/02/2023 - 06/05/2023) | Printing | £111.80 | £0.00 |
| 20/05/2023 | FAR | OMG HOW CHEAP LTD | Blue pens (pack of 3) | Office Stationery | £5.14 | £0.00 |
| 21/05/2023 | FAR | Amazon EU UK | A4 popper wallets & black pens | Office Stationery | £28.36 | £0.00 |
| 22/05/2023 | FAR (KWCC) | Thomas Electrical Engineering Ltd | Alter emergency lighting maintenance switches under distribution board. Supply and install Light switches in main hall. Supply and install replacement fan for Disabled toilet. Install two lockable covers (heating controls) & supply and install Surge protective device. | Electrical Infrastructure, installations and PAT testing | £846.00 | £0.00 |

| | | | | | | |
|---------------|------------|------------------------------------|--|------------------------------|------------------|--------------|
| 22/05/2023 | FAR | ville petteri antton makinen | M.2 SSD standoff and screw set | Miscellaneous Expenditure | £2.99 | £0.00 |
| 23/05/2023 | FAR (KWCC) | Fire Link Ltd | Basic fire extinguisher service & fire blanket servicing (including 2 extended services), site attendance charge and Fire alarm/emergency lighting test (annual fee) | Fire Safety | £658.08 | £0.00 |
| 24/05/2023 | FAR | Hampshire County Supplies | Document wallets & dividers | Office Stationery | £18.84 | £0.00 |
| 31/05/2023 | FAR | Pear Technology Services Ltd | Asset Manager Technical Support & Updates until 31/05/2024 | Computer Software | £84.00 | £0.00 |
| 02/06/2023 | R&A | Ava Recreation Ltd | Remainder of works (excluding tower) following snagging works | Playground Maintenance | £7,200.00 | £0.00 |
| 06/06/2023 | FAR | Tubbs Hall Management Committee | 15/05/2023 - Extraordinary full council meeting & 22/05/2023 - Parish council meeting (AGM + APM) | Miscellaneous Expenditure | £50.00 | £0.00 |
| Total: | | | | | £9,005.21 | £0.00 |

Direct Debits & Standing Orders

| Date | Committee | Beneficiary | Description | Category | Total (inc. VAT) | Unrecoverable VAT |
|------------|------------|--------------------|---|-----------------------------------|---------------------|----------------------|
| 05/04/2023 | FAR (KWCC) | Business Stream | Water supply for Kings Worthy Community Centre | Water - Tubbs Hall | £20.00 | £0.00 |
| 11/04/2023 | FAR (KWCC) | XLN Telecom | Phone & Broadband supply | Telephone & Broadband | £5.10 | £0.00 |
| 12/04/2023 | FAR (KWCC) | Octopus Energy Ltd | Electricity & Gas (01/03 - 02/04/23) | Electricity & Gas - Tubbs Hall | £239.85 | £0.00 |
| 14/04/2023 | R&A | Business Waste Ltd | Emptying of large commercial bin at Eversley Park - monthly charge | Open Spaces Maintenance | £162.05 | £0.00 |

| | | | | | | | |
|------------|------------|-------------------------|---|--------------------------------|---------------|-------------------|--------------|
| 17/04/2023 | FAR | Sage Software Ltd | SAGE accounting software - monthly | Computer Software | £31.20 | £0.00 | |
| 17/04/2023 | FAR (KWCC) | Winchester City Council | Business rates - Parish Office | Business Rates - Tubbs Hall | £60.39 | £0.00 | |
| 17/04/2023 | FAR (KWCC) | Zen Internet Ltd | Phone & Broadband supply | Telephone & Broadband | £103.80 | £0.00 | |
| 27/04/2023 | R&A | Green Smile Ltd | Monthly grounds maintenance contract | Grounds Maintenance | £4,653.80 | £0.00 | |
| 05/05/2023 | FAR (KWCC) | Business Stream | Water supply for Kings Worthy Community Centre | Water - Tubbs Hall | £20.00 | £0.00 | |
| 05/05/2023 | R&A | Business Stream | Water rates for Eversley Park Recreation Ground (19/01/2023 - 19/04/2023) | Water - Eversley Park | £14.64 | £0.00 | |
| 12/05/2023 | FAR (KWCC) | Octopus Energy Ltd | Electricity & Gas (03/04 - 02/05/23) | Electricity & Gas - Tubbs Hall | £232.00 | £0.00 | |
| 15/05/2023 | R&A | Business Waste Ltd | Emptying of large commercial bin at Eversley Park - monthly charge | Open Spaces Maintenance | £170.19 | £0.00 | |
| 15/05/2023 | FAR (KWCC) | Winchester City Council | Business rates - Parish Office | Business Rates - Tubbs Hall | £61.00 | £0.00 | |
| 17/05/2023 | FAR | Sage Software Ltd | SAGE accounting software - monthly | Computer Software | £31.20 | £0.00 | |
| 18/05/2023 | FAR (KWCC) | Zen Internet Ltd | Phone & Broadband supply | Telephone & Broadband | £73.80 | £0.00 | |
| 24/05/2023 | R&A | Business Stream | Water rates for Lovedon Lane Burial Ground (19/01/2023 - 19/04/2023) | Water - Eversley Park | £13.11 | £0.00 | |
| 30/05/2023 | R&A | Green Smile Ltd | Monthly grounds maintenance contract | Grounds Maintenance | £4,653.80 | £0.00 | |
| 31/05/2023 | R&A | Business Waste Ltd | Excess weight charge | Open Spaces Maintenance | £24.95 | £0.00 | |
| | | | | | Total: | £10,570.88 | £0.00 |

Remuneration Costs

| Date | Committee | Beneficiary | Description | Category | Total (inc. VAT) | Notes |
|------------|-----------|--------------------------|---|---|------------------|-------|
| 25/04/2023 | FAR | Parish Council employees | April salaries, National Insurance, PAYE and Pensions (including bonus) | Employee Wages and Salaries / NI / PAYE/ Pensions | £3,472.49 | None |
| 25/05/2023 | FAR | Parish Council employees | May salaries, National Insurance, PAYE and Pensions (including bonus) | Employee Wages and Salaries / NI / PAYE/ Pensions | £5,023.83 | None |

Procurement Card Payments (including transaction fees where applicable)

| Date | Committee | Beneficiary | Description | Category | Total (inc. VAT) | Unrecoverable VAT |
|------------|-----------|--------------------------|---|---|------------------|-------------------|
| 06/04/2023 | FAR | GiffGaff | Office phone - monthly goodybag - including transaction fee | Miscellaneous Expenditure | £6.20 | £0.00 |
| 18/04/2023 | R&A | Brunel Engraving Company | Coronation plaque (including delivery) | Seats | £58.94 | £0.00 |
| 22/04/2023 | FAR | GiffGaff | Emergency phone - monthly goodybag | Miscellaneous Expenditure | £6.20 | £0.00 |
| 26/04/2023 | FAR | Microsoft | Monthly Office 365 subscription | Computer Software | £19.34 | £0.00 |
| 27/04/2023 | R&A | TJ Waste & Recycling Ltd | Skip to dispose of fire damaged play equipment | Playground Maintenance | £283.50 | £0.00 |
| 27/04/2023 | R&A | Colour Graphics | 2x A2 play area signs, 1x A4 sticker sheet (including delivery) | Playground Maintenance / Defibrillators | £89.24 | £0.00 |
| 28/04/2023 | FAR | Avangate BV | IT Security software | Computer Software | £40.78 | £0.00 |
| 03/05/2023 | R&A | TC Fixings Ltd | 28x Square head bolts | Miscellaneous Expenditure | £30.96 | £0.00 |

| | | | | | | |
|------------|-----|-----------|---|---------------------------|----------------|--------------|
| 06/05/2023 | FAR | GiffGaff | Office phone - monthly goodybag - including transaction fee | Miscellaneous Expenditure | £6.20 | £0.00 |
| 20/05/2023 | FAR | Microsoft | Monthly Office 365 subscription | Computer Software | £19.34 | £0.00 |
| 22/05/2023 | FAR | GiffGaff | Emergency phone - monthly goodybag | Miscellaneous Expenditure | £6.20 | £0.00 |
| | | | | Total: | £566.90 | £0.00 |