

**Minutes of the Finance, Administration & Remuneration Committee meeting  
held on Wednesday, 17 January 2024 at 19:30  
held in Kings Worthy Community Centre, Fraser Road**

**Attendees**

Councillors Ian Gordon (Chair), Emily Fish & Matthew Miller-Hall

**Clerk(s)**

Parish Clerk (Christopher Read)

**Apologies**

None.

**Members of the public**

None.

**F/24/001 – Public Questions 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/24/002 – Impact COVID-19 (including meeting recommendations)**

It was agreed to keep the current recommendations.

**F/24/003 – To agree and sign the Minutes of the Meeting held on 15 November 2023**

The minutes of the previous meeting were then agreed as a true record of the meeting.

**F/24/004 – Matters arising from the meeting held on 15 November 2023**

None.

**F/24/005 – Proposed new expenditure for Finance approval**

Planning & Highways (P&H) – None.

Finance, Administration & Remuneration –

- Office photocopier contract – The current office copier contract expires soon and members reviewed costs from suppliers through the Hampshire County Supplies framework agreement. It was agreed to proceed with a 4-year contract from supplier B, Kyocera, at a total annual cost (for rental) of £473.68, and with lower per print charges than the current machine. This copier option is also a managed carbon neutral service.

## **Action – Investigate paperless options for the Parish Council.**

### Recreation & Amenities (R&A) –

- Fraser Road play area repair quotations – Three quotations had been received for the repairs to the play area following fire damage:
  - Quotation A = £13,151.00
  - Quotation B = £15,409.00
  - Quotation C = £15,111.00

It was agreed to proceed with Quotation A with an additional price for aligning the fence with the edge of the wet pour to be obtained.

- Additional slabs under the Coronation bench – It was agreed to proceed with the quotation from M.R.S. Services at a cost of £147.00.
- Additional kerbs in the bottom of Eversley Park car park – It was agreed to proceed with the quotation from M.R.S. Services at a cost of £308.35.
- Bottom pitch renovation – Councillors reviewed the quotations and specifications provided. The Clerk noted that wording of one of the specifications provided was unclear as it has been taken directly from the wording, drafted by the Clerk, which had been shared with all contractors to obtain the quotations. It was also noted that the 2023/24 budget for these works is £8,990.00.

**Action – In the avoidance of doubt, it was agreed to double check the specifications are equal and include the removal of the arisings, as per the Clerk’s quotation request.**

**This will be sent to full council for discussion.**

- Resurfacing of the burial ground (including tree root removal) – Members reviewed given the lack of budget for the works, and similar specifications, agreed to recommend that we proceed with quotation B at a total cost £10,436.00.
- ROSPA training for Maintenance Technician – It was agreed to proceed with booking the Maintenance Technician on his triennial weekly inspection training with ROSPA, at total cost of £455.00.

Communications – None.

Grants – A grant request had been received from the 3<sup>rd</sup> Winchester Scouts group. Cllr Miller-Hall declared an interest and thus it was agreed to send this to full council for discussion.

**Action – Investigate paperless options for the Parish Council to decrease our environmental impact and help reduce costs.**

**F/24/006 – To receive the statement of accounts and management reports for period ended 31 December 2023 (including November figures)**

The Clerk gave a presentation of the accounts for the month ending 30 November 2023 & 31

December 2023 (see attached).

Budget for remuneration – Given the recent and ongoing inflationary pressures, it was agreed to allow a budget of 5% for any potential cost of living increase.

Speed sign charges – Having reviewed the charges, members requested that Planning & Highways committee review the costs for the movement and rotation of the speed sign in-line with the works required.

**F/24/007 – Review of fees & charges** – It was agreed for a fee proposal to be sent the next meeting along with a cost vs spend breakdown for the Burial Ground.

**F/24/008 – To review the draft Forecast Outturn (2023/24) and budget (2024/25)**

Members revised the draft Forecast Outturn and budget. Given the current inflationary pressures, and need potential capital reserve spend, it was agreed to recommended that the Council run a balanced budget for 2024/25, with an associated small increase in the precept.

**F/24/009 – To authorise the payment listing.**

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

**F/24/010 – Internal audit provision – review quotations**

The Clerk had received 3 quotations for the internal audit provision for the Parish Council. Members reviewed the quotations and the guidance in the recently updated JPAG Practitioners guide 2023. It was agreed to proceed with the quotation from company B, Do The Numbers Ltd, at a total annual cost of £500.00.

**Action – Send to full council for ratification.**

**F/24/011 – Parish Council play areas –**

- Fire at Fraser Road play area – update including temporary fencing and quotations – It was agreed to keep the fencing until the works commence.
- Eversley Park play area tender - update including tower installation – The Clerk gave an update to members on the recent inspection.

After discussion, it was agreed to ask our insurance brokers to advise on the Council's liability related to the opening of the tower.

**F/24/012 – Potential additional community use for Kings Worthy Community Centre**

No update received.

**F/24/013 – Remuneration & staffing**

- Staff remuneration – potential additional benefits – No further update.
- Annual appraisals – The Deputy Clerk 's appraisal is complete; the Clerk's is being arranged.
- Role of the Clerk & Deputy Clerk – After discussion, it was agreed for Cllr Miller-Hall to send round advice he had obtained with members.

**Action – Cllr Miller-Hall to share information.**

### **F/24/014 – Tubbs Hall – landlord’s responsibilities**

- Update on the fire door on Disabled toilet – The door has been adjusted and the fitment of additional strips are awaited; M.R.S. Services have been instructed to undertake this work.
- Loft clearance following rat infestation – Cllr Fish to provide a further alternative company due to non-response from other company supplied.

#### **Action – Cllr Fish to share information.**

- Potential replacement automatic door closer – Cllr Miller-Hall noted that he had not received any update from Tubbs Hall Management Committee on the requested meetings.

#### **Action – Cllr Gordon to liaise with THMC.**

- Proposed new sub – update – See above.

### **F/24/015 – Potential change to accounting software**

No update.

### **F/24/016 – Potential alternative email provider**

The Clerk noted that the baseline cost for a gov.uk domain name is £100.00 for the first 2 years, and £50.00 per 2-years thereafter but this excluded any registrar service fees. Members reviewed the updated supplier costing sheet. It was agreed to recommend that the Council proceed with a gov.uk domain.

#### **Action – Send recommendation to full council for discussion.**

### **F/24/017 – Legal issues**

The Clerk shared an email with members regarding vehicular access at Lovedon Fields.

#### **Action – It was as agreed to meet with the management committee to discuss this.**

### **F/24/018 – Items for inclusion in council communications**

None.

### **F/24/019 – Responsible Finance Officer / Clerk’s Notices**

None.

### **F/24/020 – Chairman’s Notices**

Advice on staffing administration – It was agreed for Cllr Miller-Hall to share the Hampshire Association of Local Council (HALC) advice he had received on the administration of staffing with members.

#### **Action – Cllr Miller-Hall to share information as above.**

### **F/24/021 – Items for discussion at the next meeting on 14 February 2024**

None.

**Meeting Closed at 21:29.**

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**Signed:**

**Date:**

**Management Accounts for the period ending 31<sup>st</sup> December 2023 (Outturn & budget before any changes)**

**Income**

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn	2024/25 Draft Budget
Community Infrastructure Levy	£9,507.31	£9,507.31	£16,956.39	£7,449.08	£16,956.39	£0.00
Finance, Administration & Remuneration	£184,096.44	£137,805.90	£149,543.77	£11,737.87	£198,590.88	£185,376.56
Kings Worthy Community Centre	£7,930.97	£5,948.22	£1,647.00	<b>-£4,301.22</b>	£8,594.04	£7,025.81
Planning & Highways	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation & Amenities	£7,633.65	£5,400.86	£13,549.31	£8,148.45	£13,549.31	£11,055.14
<b>Totals:</b>	<b>£209,168.37</b>	<b>£158,662.29</b>	<b>£181,696.47</b>	<b>£23,034.18</b>	<b>£237,690.62</b>	<b>£203,457.51</b>

**Expenditure**

Department/committee	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn	2024/25 Draft Budget
Community Infrastructure Levy	£83,447.38	£83,447.38	£84,466.08	£1,018.70	£84,466.08	£0.00
Finance, Administration & Remuneration	£107,921.03	£85,066.59	£86,448.09	<b>-£1,381.50</b>	£114,144.14	£110,716.35
Kings Worthy Community Centre	£11,120.16	£8,118.83	£7,489.47	£629.36	£16,280.61	£9,174.88
Planning & Highways	£11,070.00	£5,309.90	£4,284.40	£1,025.50	£8,475.54	£9,386.39
Recreation & Amenities	£94,196.54	£76,430.43	£78,326.11	<b>-£1,895.68</b>	£160,900.46	£80,713.68
<b>Totals:</b>	<b>£307,755.10</b>	<b>£258,373.12</b>	<b>£261,014.15</b>	<b>-£603.63</b>	<b>£384,266.83</b>	<b>£208,794.64</b>

	Annual Budget	Budget Year to Date	Actual Year to Date	Variance Year to Date	Forecast Outturn	2024/25 Draft Budget
<b>Actual Year to Date Position</b>	<b>-£98,586.74</b>	<b>-£99,710.83</b>	<b>£-79,317.68</b>	<b>£20,393.15</b>	<b>-£143,576.21</b>	<b>-£5,337.13</b>

**Memorandum Position - (Excluding CIL income, CIL expenditure, play area spend)**

<b>Memorandum Year to Date Position:</b>	<b>-£6,269.15</b>	<b>-£9,156.57</b>	<b>£13,875.97</b>	<b>£23,032.54</b>	<b>-£41,468.16</b>	<b>-£5,337.13</b>
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## Balance Sheet for period ending 31<sup>st</sup> December 2023

<u>Bank Accounts</u>	
Unity Trust Bank Current Account	£9,687.52
Unity Trust Tailored Deposit Account - 2.75% AER	£129,995.20
<b>Sub-Total:</b>	<b>£139,682.72</b>

<u>Investments/Deposits</u>	
Nationwide variable (35-day notice) – 3.1% AER	£85,00.00
<b>Sub-Total:</b>	<b>£85,000.00</b>

<u>Other</u>	
B4B Procurement Card	£207.19
Debtors	£1,265.86
Prepayments	£0.00
<b>Sub-Total:</b>	<b>£1,473.05</b>

<b>Total Current Assets:</b>	<b>£226,155.77</b>
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Current Liabilities	
Trade Creditors	£25,893.56
Retentions	-£4,868.71
Received on Account (inc. Precept)	£45,748.03
PAYE Payments Due	£644.56
NI Payments Due	£1,394.59
Pension Payments Due	£1,836.67
VAT to be Paid	£5.45
VAT to be Reclaimed	-£7,901.92
VAT that has been Reclaimed but not received	£0.00
<b>Total Current Liabilities:</b>	<b>£62,752.23</b>

<b>Current Assets Minus Liabilities:</b>	<b>£163,403.54</b>
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Earmarked Funds in Reserve	
Play area maintenance reserve	£28,708.08
CIL Reserve	£2,186.25
<b>Total Current Reserves:</b>	<b>£30,894.33</b>

Net Assets	
General Reserves (inc. £24,727.65 for tree works)	£211,826.89
Profit & Loss Year to Date	<b>-£79,317.68</b>
<b>Total Net Assets:</b>	<b>£132,509.21</b>

## Payment Authorisation Listing – December 2023 & January 2024

### 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
05/10/2023	R&A	Green Smile Ltd	Grounds Maintenance Oct 2023- Sept 2024 (paid as invoice rather than Standing Order)	Contract Maintenance	£4,799.80	£0.00
26/10/2023	R&A	J9 Ltd T/A Barriers Direct	SUNDERLAND FERROCAST BOLLARD	Capital Projects (R&A)	£282.32	£0.00
31/10/2023	FAR	EKS Accounting	Run payroll for August, September & October 2023	Accountancy, bookkeeping and Payroll	£144.00	£0.00
15/11/2023	FAR	Amazon EU UK	Whiteboard (A4), pens and scale ruler	Office Stationery / Miscellaneous Expenditure	£19.20	£0.00
16/11/2023	FAR	Parish Online by Geosphere Ltd	Parish Online - Digital Mapping (per Year) - Nov 16, 2023 – Nov 16, 2024	Computer Software	£180.00	£0.00
16/11/2023	FAR (KWCC)	Doorgear Ltd	Service of fire shutter	Fire Safety	£150.00	£0.00
20/11/2023	FAR (KWCC)	Hampshire PAT Testing	PAT testing on 15th November 2023 - 68 items	Electrical Infrastructure, installations and PAT testing	£207.48	£0.00



20/11/2023	FAR (KWCC)	Camden Tools Ltd	Intumescent Hinge Pads (6 pack) x 3	Fire Safety	£12.72	£0.00
29/11/2023	R&A	Green Smile Ltd	The removal and disposal of the Hebe hedge on the edge of the kids park at Tubbs Hall. Digging over and levelling the area with the shrubs removed. 4 bags of soil added and lots of grass seed sowed. Fenced off with parish council fencing.	Playground Maintenance	£1,356.00	£0.00
29/11/2023	R&A	Green Smile Ltd	Cutting a patch of ground at the top of Lovedon Fields so that some planting can take place.	Contract Maintenance	£60.00	£0.00
29/11/2023	FAR	Amazon EU UK	Technical drawing pens and Ctek charger adaptors	Miscellaneous Expenditure	£20.07	£0.00
29/11/2023	FAR (KWCC)	Houseware Ltd	Brackit Door Catches and Latches Set	Heating Repairs	£8.95	£0.00
29/11/2023	FAR	Origin Storage Ltd	Dell power supply	Small Office Equipment (under £100)	£24.59	£0.00
30/11/2023	FAR (KWCC)	1A Autoheat Ltd t/a Gascare	Service boiler & renew L/L Supercare	Heating Repairs	£226.00	£0.00
30/11/2023	FAR (KWCC)	1A Autoheat Ltd t/a Gascare	Service of unvented cylinder	Heating Repairs	£96.00	£0.00
30/11/2023	R&A	Holm Products	Medium ornamental bark bulk bag + Tree & Scrub Compost (for Lovedon Fields) - including delivery	Planting	£730.70	£0.00
04/12/2023	R&A	Green Smile Ltd	Repairs to the ground at Lovedon Fields caused by flailing. Additional cutting and strimming at Lovedon Fields around the edges, benches and	Contract Maintenance	£228.00	£0.00

			trees. Works carried out over 2 or 3 separate visits.			
06/12/2023	FAR	Tubbs Hall Management Committee	Hall hire for 27th November - full council meeting	Miscellaneous Expenditure	£25.00	£0.00
07/12/2023	R&A	FOLIUM AND FLOS PLANTS LIMITED	Acer Campestre (12-14 standard) including delivery	Playground Maintenance	£306.00	£0.00
10/12/2023	R&A	MILL FARM TREES	Native plants for planting at Lovedon Fields (100 plants), biodegradable spiral guards, bamboo canes and root powder	Planting	£252.00	£0.00
11/12/2023	R&A	ID Verde Ltd	Emptying of bins (01/10/2023 - 31/12/2023)	Dog Bins	£1,348.97	£0.00
18/12/2023	FAR	Victim Support	Community grant from Kings Worthy Parish Council	Grants to Village Organisations	£150.00	£0.00
27/12/2023	R&A	National Allotment Society & Leisure Gardeners Ltd	Annual membership (Local Council)	Subscriptions	£67.00	£0.00
<b>Total:</b>					<b>£10,694.80</b>	

#### Payments to be authorised

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
23/11/2023	R&A	Ava Recreation Ltd	Remaining balance of playground installation	Playground Maintenance	£17,056.62	£0.00
24/11/2023	FAR	Konica Minolta Business Solutions (UK) Ltd	Printing charges (07/08/2023 - 06/11/2023)	Printing	£115.56	£0.00
29/11/2023	R&A	Green Smile Ltd	Failing around the edges of Lovedon Fields (Includes cutting to the ground several patches of buddleia.) - carried out by sub-contractor	Open Spaces Maintenance	£300.00	£0.00

28/12/2023	R&A	M.R.S. Services	Monthly Inspections of play areas, all exercise equipment, burial ground, open spaces and defibrillators - April 2023	Maintenance Technician - General repairs	£239.25	£0.00
28/12/2023	R&A	M.R.S. Services	Order & collect 3 padlocks from Winchester (including padlocks)	Maintenance Technician - General repairs	£123.14	£0.00
28/12/2023	R&A	M.R.S. Services	Put cricket nets down	Sports Equipment & Facilities	£66.00	£0.00
28/12/2023	P&H	M.R.S. Services	Change round speed sign at Abbots Worthy	Speeding Initiatives	£22.00	£0.00
28/12/2023	P&H	M.R.S. Services	Collect batteries from office and change in speed sign	Speeding Initiatives	£22.00	£0.00
28/12/2023	R&A	M.R.S. Services	Fit new padlock on post at Hinton Park	Maintenance Technician - General repairs	£11.00	£0.00
28/12/2023	P&H	M.R.S. Services	Collect batteries from office and change in speed sign	Maintenance Technician - General repairs	£22.00	£0.00
28/12/2023	R&A	M.R.S. Services	Replace loose and missing bolts on basket ball hoop at Eversley Park	Maintenance Technician - General repairs	£33.00	£0.00
				<b>Sub-Total:</b>	<b>£538.39</b>	<b>£0.00</b>

28/12/2023	R&A	M.R.S. Services	Monthly Inspections of play areas, all exercise equipment, burial ground, open spaces and defibrillators - May 2023	Maintenance Technician - General repairs	£242.00	£0.00
28/12/2023	R&A	M.R.S. Services	Collect metal strips from Winchester, cut rails and fit 3 to each sign, collect nuts and bolts,	Playground Maintenance	£93.00	£0.00

			fit new signs to the fence at Eversley Park (inc. materials)			
28/12/2023	R&A	M.R.S. Services	Dig out two broken trees at Eversley park and fill holes with soil	Maintenance Technician - General repairs	£22.00	£0.00
28/12/2023	P&H	M.R.S. Services	Remove speed sign from Abbots Worthy and return to office	Speeding Initiatives	£22.00	£0.00
28/12/2023	R&A	M.R.S. Services	Complete various jobs from the inspection list at Fraser Road and the adult exercise area	Playground Maintenance	£30.25	£0.00
28/12/2023	R&A	M.R.S. Services	Collect soil from Winchester and make good area around the gate at the adult exercise area (including soil)	Maintenance Technician - General repairs	£31.50	£0.00
28/12/2023	R&A	M.R.S. Services	Straighten out metals strips on fence at Fryers Close play area	Playground Maintenance	£11.00	£0.00
28/12/2023	R&A	M.R.S. Services	Collect plastic nut caps from Winchester, cut off long bolts on the sign at exercise area and fit nut caps, tighten up loose bolts and scares at Church Green. Cable tied up loose fence at Eversley park play area.	Maintenance Technician - General repairs	£38.50	£0.00
28/12/2023	R&A	M.R.S. Services	Remove broken post from adult exercise area (at Eversley Park) and fill with soil.	Maintenance Technician - General repairs	£33.00	£0.00
28/12/2023	R&A	M.R.S. Services	Sweep up broken glass at Eversley Park, missing bolts on the sail boat which had been removed. Clear around manhole and check non-return valve, lift all covers in car park and check (Tubbs Hall)	Maintenance Technician - General repairs	£41.25	£0.00

28/12/2023	R&A	M.R.S. Services	Fill up water feature	Burial Ground - General Maintenance	£11.00	£0.00
				<b>Sub-Total:</b>	<b>£575.50</b>	<b>£0.00</b>

28/12/2023	R&A	M.R.S. Services	Monthly Inspections of play areas, all exercise equipment, burial ground, open spaces and defibrillators - June 2023	Maintenance Technician - General repairs	£302.50	£0.00
28/12/2023	R&A	M.R.S. Services	Fill up water feature at the burial ground	Burial Ground - General Maintenance	£11.00	£0.00
28/12/2023	R&A	M.R.S. Services	Cut off and replace padlock on post at Eversley Park	Maintenance Technician - General repairs	£16.50	£0.00
28/12/2023	R&A	M.R.S. Services	Fill up water feature at the burial ground	Burial Ground - General Maintenance	£11.00	£0.00
28/12/2023	R&A	M.R.S. Services	Took pictures of the equipment at Eversley Park, remove temporary fence panels from Fraser Road	Playground Maintenance	£38.50	£0.00
28/12/2023	R&A	M.R.S. Services	Clean out three water points at Eversley Park and ensure they are all working	Maintenance Technician - General repairs	£22.00	£0.00
28/12/2023	R&A	M.R.S. Services	Collect padlock from Winchester for gate at the burial ground (including padlock)	Burial Ground - General Maintenance	£47.99	£0.00
28/12/2023	R&A	M.R.S. Services	Dig test hole for trees at Eversley Park	Playground Maintenance	£41.25	£0.00
28/12/2023	R&A	M.R.S. Services	Fill up water feature at the burial ground	Burial Ground - General Maintenance	£11.00	£0.00

28/12/2023	R&A	M.R.S. Services	Fill up water feature at the burial ground	Burial Ground - General Maintenance	£11.00	£0.00
				<b>Sub-Total:</b>	<b>£512.74</b>	<b>£0.00</b>

28/12/2023	R&A	M.R.S. Services	Monthly Inspections of play areas, all exercise equipment, burial ground, open spaces and defibrillators - July 2023	Maintenance Technician - General repairs	£242.00	£0.00
28/12/2023	R&A	M.R.S. Services	Fill up water feature at the burial ground	Burial Ground - General Maintenance	£11.00	£0.00
28/12/2023	R&A	M.R.S. Services	Fill up water feature at the burial ground	Burial Ground - General Maintenance	£11.00	£0.00
28/12/2023	R&A	M.R.S. Services	Remove bolts from fence panel at Eversley Park (play area) to allow access	Playground Maintenance	£16.50	£0.00
28/12/2023	R&A	M.R.S. Services	Fill up water feature at the burial ground	Burial Ground - General Maintenance	£11.00	£0.00
28/12/2023	R&A	M.R.S. Services	Fill up water feature at the burial ground	Burial Ground - General Maintenance	£11.00	£0.00
				<b>Sub-Total:</b>	<b>£302.50</b>	<b>£0.00</b>

28/12/2023	R&A	M.R.S. Services	Supply of temporary fence panels to secure damaged area of Fraser Road play area from 27th September to 30th June 2023	Playground Maintenance	£2,177.19	£0.00
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30/12/2023	R&A	M.R.S. Services	Monthly Inspections of play areas, all exercise equipment, burial ground, open spaces and defibrillators - August 2023	Maintenance Technician - General repairs	£242.00	£0.00
30/12/2023	R&A	M.R.S. Services	Clean off notice board by Tesco	Playground Maintenance	£11.00	£0.00
30/12/2023	R&A	M.R.S. Services	Collect new fence panel and replace broken one at Eversley Park, fill up water feature at burial ground	Playground Maintenance	£49.50	£0.00
30/12/2023	R&A	M.R.S. Services	Collect and fit new disabled swing seat at Eversley Park	Playground Maintenance	£41.25	£0.00
30/12/2023	R&A	M.R.S. Services	Collect and fit new 2x swing seats at Fraser Road	Playground Maintenance	£35.75	£0.00
30/12/2023	R&A	M.R.S. Services	Fill up water feature at the burial ground	Burial Ground - General Maintenance	£11.00	£0.00
30/12/2023	P&H	M.R.S. Services	Collect batteries & speed sign and put up in Abbots Worthy	Speeding Initiatives	£22.00	£0.00
30/12/2023	R&A	M.R.S. Services	Grease up gate hinges at adult exercise area	Playground Maintenance	£16.50	£0.00
30/12/2023	R&A	M.R.S. Services	Fill up water feature at the burial ground	Burial Ground - General Maintenance	£11.00	£0.00
30/12/2023	R&A	M.R.S. Services	Replace and tighten up 2 bolts on the ship at Fraser Road play area	Playground Maintenance	£13.75	£0.00
30/12/2023	R&A	M.R.S. Services	Fill up water feature at the burial ground	Burial Ground - General Maintenance	£11.00	£0.00

30/12/2023	R&A	M.R.S. Services	Remove burnt waste bin from Hinton Park	Maintenance Technician - General repairs	£38.50	£0.00
30/12/2023	P&H	M.R.S. Services	Collect new post for speed sign and fit backing plate, collect batteries and move sign to Elan Court	Speeding Initiatives	£33.00	£0.00
30/12/2023	R&A	M.R.S. Services	Fill up water feature at the burial ground	Burial Ground - General Maintenance	£11.00	£0.00
30/12/2023	P&H	M.R.S. Services	Change speed sign around at Abbots Worthy	Speeding Initiatives	£22.00	£0.00
				<b>Sub-Total:</b>	<b>£569.25</b>	<b>£0.00</b>

31/12/2023	R&A	M.R.S. Services	Monthly Inspections of play areas, all exercise equipment, burial ground, open spaces and defibrillators - September 2023	Maintenance Technician - General repairs	£242.00	£0.00
31/12/2023	R&A	M.R.S. Services	Relock burial ground gates	Burial Ground - General Maintenance	£11.00	£0.00
31/12/2023	P&H	M.R.S. Services	Change speed sign around at Elan Court	Speeding Initiatives	£22.00	£0.00
31/12/2023	P&H	M.R.S. Services	Remove speed sign from Elan Court, take to office for information download, collect batteries and erect sign in Lovedon Lane. Did not work and returned to office.	Speeding Initiatives	£38.50	£0.00
31/12/2023	R&A	M.R.S. Services	Fill up water feature at the burial ground	Burial Ground - General Maintenance	£11.00	£0.00



31/12/2023	R&A	M.R.S. Services	Clean up broken glass outside office and re-check Broadview for burnt waste bin	Maintenance Technician - General repairs	£22.00	£0.00
31/12/2023	R&A	M.R.S. Services	Meet Clerk at Lovedon Fields to look at the paths	Maintenance Technician - General repairs	£11.00	£0.00
31/12/2023	P&H	M.R.S. Services	Change direction of speed sign at Lovedon Lane	Speeding Initiatives	£22.00	£0.00
31/12/2023	FAR (KWCC)	M.R.S. Services	Change water filter on hot water boiler in the kitchen	Kitchen & Equipment	£11.00	£0.00
31/12/2023	P&H	M.R.S. Services	Collect speed sign and put up in Lovedon Lane	Speeding Initiatives	£22.00	£0.00
31/12/2023	R&A	M.R.S. Services	Fill up water feature at the burial ground	Burial Ground - General Maintenance	£11.00	£0.00
				<b>Sub-Total:</b>	<b>£423.50</b>	<b>£0.00</b>

31/12/2023	R&A	M.R.S. Services	Monthly Inspections of play areas, all exercise equipment, burial ground, open spaces and defibrillators - October 2023	Maintenance Technician - General repairs	£324.50	£0.00
31/12/2023	R&A	M.R.S. Services	Rake back and refill path at Lovedon Fields (top end) & make safe	Maintenance Technician - General repairs	£27.50	£0.00
31/12/2023	P&H	M.R.S. Services	Move speed sign from Lovedon Lane, return for information download and erect in Nations Hill	Speeding Initiatives	£33.00	£0.00
31/12/2023	P&H	M.R.S. Services	Turn speed sign around at Nations Hill	Speeding Initiatives	£22.00	£0.00
31/12/2023	P&H	M.R.S. Services	Move speed sign from Nations hill, return for information	Speeding Initiatives	£33.00	£0.00

			download and erect in Church Lane			
31/12/2023	R&A	M.R.S. Services	Fit new plastic caps on equipment in Adult exercise area (including caps)	Playground Maintenance	£18.35	£0.00
31/12/2023	R&A	M.R.S. Services	Repair fence at top end of Lovedon Fields	Maintenance Technician - General repairs	£24.75	£0.00
31/12/2023	P&H	M.R.S. Services	Change speed sign around at Church Lane (including cutting hedge down for sign to register)	Speeding Initiatives	£33.00	£0.00
31/12/2023	R&A	M.R.S. Services	Fill up 21 days sandbags and lay along the edge of Lovedon Lane (including sand and bags =£88.75)	Maintenance Technician - General repairs	£124.50	£0.00
31/12/2023	P&H	M.R.S. Services	Move speed sign from Church Lane, return for information download and erect in Springvale Road	Speeding Initiatives	£33.00	£0.00
				<b>Sub-Total:</b>	<b>£673.60</b>	<b>£0.00</b>

31/12/2023	R&A	M.R.S. Services	Monthly Inspections of play areas, all exercise equipment, burial ground, open spaces and defibrillators - November 2023	Maintenance Technician - General repairs	£269.50	£0.00
31/12/2023	R&A	M.R.S. Services	Collect & fit replacement waste bin for Hinton Fields	Maintenance Technician - General repairs	£27.50	£0.00
31/12/2023	P&H	M.R.S. Services	Change speed sign around (Springvale Road)	Speeding Initiatives	£22.00	£0.00
31/12/2023	R&A	M.R.S. Services	Extra visits to Eversley Park to check play area works	Playground Maintenance	£44.00	£0.00

31/12/2023	R&A	M.R.S. Services	Cut some long grass along the new allotments	Maintenance Technician - General repairs	£38.50	£0.00
31/12/2023	P&H	M.R.S. Services	Remove speed sign from Springvale Road and move to Lovedon Lane (including returning to office for data download).	Speeding Initiatives	£33.00	£0.00
31/12/2023	R&A	M.R.S. Services	Check footpath at Lovedon Fields for water run off, cut out edge to allow water run off of the path	Maintenance Technician - General repairs	£22.00	£0.00
31/12/2023	R&A	M.R.S. Services	Extra visits to Eversley Park to check play area works	Playground Maintenance	£44.00	£0.00
31/12/2023	R&A	M.R.S. Services	Check Eversley Park play area works with Clerk	Playground Maintenance	£11.00	£0.00
31/12/2023	P&H	M.R.S. Services	Change speed sign around at Lovedon Lane	Speeding Initiatives	£22.00	£0.00
31/12/2023	FAR (KWCC)	M.R.S. Services	Remove cover from boiler and fit hinges to make a door; fit lock	Heating Repairs	£38.50	£0.00
31/12/2023	P&H	M.R.S. Services	Remove speed sign from Lovedon Lane and move to Abbots Worthy (including returning to office for data download).	Speeding Initiatives	£33.00	£0.00
31/12/2023	FAR (KWCC)	M.R.S. Services	Fit new battery in emergency light (incorrect size) and fit spacers to disabled toilet door.	Fire Safety	£22.00	£0.00
				<b>Sub-Total:</b>	<b>£627.00</b>	<b>£0.00</b>

31/12/2023	R&A	M.R.S. Services	Monthly Inspections of play areas, all exercise equipment, burial ground, open spaces and defibrillators - November 2023	Maintenance Technician - General repairs	£319.00	£0.00
31/12/2023	P&H	M.R.S. Services	Change speed sign around at Abbots Worthy	Speeding Initiatives	£22.00	£0.00
31/12/2023	FAR (KWCC)	M.R.S. Services	Check out gents toilet as was overflowing (into bowl)	Repairs in Toilet Areas	£11.00	£0.00
31/12/2023	P&H	M.R.S. Services	Remove speed sign from Abbots Worthy & erect at Elan Court (including downloading information in office)	Speeding Initiatives	£33.00	£0.00
31/12/2023	FAR (KWCC)	M.R.S. Services	Re-checked gents toilets as was overflowing again (into bowl)	Repairs in Toilet Areas	£16.50	£0.00
31/12/2023	P&H	M.R.S. Services	Change speed sign around at Springvale Road	Speeding Initiatives	£22.00	£0.00
31/12/2023	P&H	M.R.S. Services	Remove speed sign from Springvale Road & erect at Stoke Charity Road (including downloading information in office)	Speeding Initiatives	£33.00	£0.00
					<b>£456.50</b>	<b>£0.00</b>

17/01/2024	R&A	M.R.S. Services	Invoice from previous year but only received on 17th January - Fit new bits into the defibrillator box (Jubilee Hall) and leave in working order. Remove signs from Cart & Horses and fit at Jubilee Hall. Collect paint from Winchester & repair all holes	Defibrillators	£200.44	£0.00
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			and give two coats of paint (at Cart & Horses) - inc. materials			
31/12/2023	FAR	Offsite Archive Storage & integrated Services UK Ltd	Storage of 14x boxes (01/01/2024 - 31/03/2024)	Document Storage	£34.21	£0.00
08/01/2024	FAR	White Hinge Ltd	Screw Mount Cable Ties 4.8mm x 200mm Black - Pack of 100	Miscellaneous Expenditure	£6.09	£0.00
09/01/2024	FAR	Amazon EU UK	Tea bags & Gorilla tape	Miscellaneous Expenditure	£32.66	£0.00
09/01/2024	FAR	GOCABLE TIES LTD	5 packs of cable ties (various sizes)	Miscellaneous Expenditure	£30.64	£0.00
09/01/2024	FAR	Justar Technology Ltd	Paper Shredder Lubricant Sheets - Pack of 24	Miscellaneous Expenditure	£11.87	£1.98
09/01/2024	FAR	Cheddar Coffee	Decaff Instant Coffee Sachets	Miscellaneous Expenditure	£7.49	£0.00
<b>Total:</b>					<b>£24.651.75</b>	<b>£1.98</b>

#### Direct Debits & Standing Orders

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
03/11/2023	R&A	Business Stream	Water charges from 20/07/2023 - 19/10/2023)	Burial Ground - Water Rates	£23.20	£0.00
03/11/2023	R&A	Business Stream	Water charges from 20/07/2023 - 19/10/2023)	Water Rates - Eversley Park	£21.59	£0.00
06/11/2023	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre - monthly	Water - Tubbs Hall	£20.00	£0.00
14/11/2023	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£123.57	£0.00
14/11/2023	FAR (KWCC)	Octopus Energy Ltd	Electricity & Gas (October 2023)	Electricity & Gas - Tubbs Hall	£184.59	£0.00
16/11/2023	FAR	Sage Software Ltd	SAGE accounting software - monthly	Computer Software	£33.60	£0.00

20/11/2023	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£80.10	£0.00
28/11/2023	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Contract Maintenance	£4,799.80	£0.00
30/11/2023	R&A	Business Waste Ltd	Excess weight charge	Open Spaces Maintenance	£15.63	£0.00
				<b>Sub-Total:</b>	<b>£5,302.08</b>	<b>£0.00</b>

05/12/2023	FAR (KWCC)	Business Stream	Water supply for Kings Worthy Community Centre - monthly	Water - Tubbs Hall	£20.00	£0.00
15/12/2023	R&A	Business Waste Ltd	Emptying of large commercial bin at Eversley Park - monthly charge	Open Spaces Maintenance	£153.33	£0.00
15/12/2023	FAR	Sage Software Ltd	SAGE accounting software - monthly	Computer Software	£33.60	£0.00
15/12/2023	FAR (KWCC)	Octopus Energy Ltd	Electricity & Gas (November 2023)	Electricity & Gas - Tubbs Hall	£438.37	£0.00
18/12/2023	FAR (KWCC)	Rentokil Pest Control	Pest control services (01/10/23 - 31/12/23)	Pest Control	£110.57	£0.00
18/12/2023	FAR (KWCC)	Zen Internet Ltd	Phone & Broadband supply	Telephone & Broadband	£81.89	£0.00
27/12/2023	FAR (KWCC)	Biffa Municipal Ltd	Waste Collection Charges (31/12/2023 - 29/03/2024)	Waste Collection Charges	£286.57	£0.00
28/12/2023	R&A	Green Smile Ltd	Monthly grounds maintenance contract	Contract Maintenance	£4,799.80	£0.00
29/12/2023	R&A	Business Waste Ltd	Excess weight charge	Open Spaces Maintenance	£0.25	£0.00
29/12/2023	FAR	Unity Trust Bank Plc	Manual handling charge (for cheque)	Bank Charges & Interest	£0.90	£0.00
31/12/2023	FAR	Unity Trust Bank Plc	Banking charges (04/09/2023 - 04/12/2023)	Bank Charges & Interest	£31.95	£0.00
				<b>Sub-Total:</b>	<b>£5,957.23</b>	<b>£0.00</b>

<b>Total:</b>	<b>£11,259.31</b>	<b>£0.00</b>
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### Remuneration Costs

Date	Committee	Beneficiary	Description	Category	Total	Notes
24/11/2023	FAR	Parish Council employees	November salaries, National Insurance, PAYE and Pensions (including bonus)	Employee Wages and Salaries / NI / PAYE/ Pensions	£6,127.76	None
25/12/2023	FAR	Parish Council employees	December salaries, National Insurance, PAYE and Pensions (including bonus)	Employee Wages and Salaries / NI / PAYE/ Pensions	£8,691.08	None

### Procurement Card Payments (including transaction fees where applicable)

Date	Committee	Beneficiary	Description	Category	Total (inc. VAT)	Unrecoverable VAT
01/11/2023	FAR	Copyman Print & Design	Printing of 2x A0 plans	Printing	£38.40	£0.00
03/11/2023	FAR	Stagecoach Bus	Collection of A0 plans from Winchester	Travel & Subsistence	£2.00	£0.00
06/11/2023	FAR	GiffGaff	Office phone - monthly goodybag - including transaction fee	Miscellaneous Expenditure	£6.00	£0.00
11/11/2023	FAR (KWCC)	ESP Special Batteries Ltd	4.8V 4Ah (2*2.4V STICK) Industrial High Temperature Nickel Cadmium Battery in end caps and spade terminals.	Fire Safety	£26.76	£0.00
11/11/2023	R&A	Vehicle Livery Solutions Ltd (t/a chapter8shop.com)	VC 104+ Conspicuity 50mm tape by ORAFOL (white)	Miscellaneous Expenditure	£31.21	£0.00

19/11/2023	FAR	Microsoft	Monthly Office 365 subscription	Computer Software	£18.96	£0.00
20/11/2023	FAR	National Association of Local Councils (NALC)	WINNING STRATEGIES FOR THE FUNDING GAME event	Staff and Councillors Training	£39.22	£0.00
20/11/2023	FAR	National Association of Local Councils (NALC)	MAKING THE PLANNING SYSTEM WORK FOR LOCAL COUNCILS event	Staff and Councillors Training	£39.22	£0.00
20/11/2023	FAR	National Association of Local Councils (NALC)	THE GOOD, THE BAD, AND THE UGLY OF SOCIAL MEDIA IN THE LOCAL COUNCIL SECTOR - event	Staff and Councillors Training	£39.22	£0.00
20/11/2023	R&A	St John Ambulance	Defibrillator pads (1 set) including delivery	Defibrillators	£101.94	£0.00
22/11/2023	FAR	GiffGaff	Emergency phone - monthly goodybag	Miscellaneous Expenditure	£6.00	£0.00
30/11/2023	FAR	Payment card solutions t/a B4B payments	Monthly transaction fees	Miscellaneous Expenditure	£6.78	£0.00
30/11/2023	R&A	Naturescape Wildflowers LLP	Wild Honeysuckle - 9cm Pot x 5 (including delivery)	Planting	£34.90	£0.00
04/12/2023	FAR (KWCC)	ZLT Electrical (t/a The Electrical Counter) Limited	Ovia 16W IP65 emergency bulkhead light with photocell	Fire Safety	£74.03	£0.00
06/12/2023	FAR (KWCC) / FAR	City Electrical Factors Ltd (Winchester)	Yuasa Yucell Y2.8-12 battery, PVC tape	External Doors / Miscellaneous Expenditure	£38.22	£0.00
06/12/2023	FAR	GiffGaff	Office phone - monthly goodybag - including transaction fee	Miscellaneous Expenditure	£6.00	£0.00
14/12/2023	R&A	Boswell Bros	Breedon Golden Amber Gravel (12mm to dust) - Dumpy bag	Open Spaces Maintenance	£181.20	£0.00
18/12/2023	FAR	Microsoft	Monthly Office 365 subscription	Computer Software	£18.96	£0.00
22/12/2023	FAR	GiffGaff	Emergency phone - monthly goodybag	Miscellaneous Expenditure	£6.00	£0.00



31/12/2023	FAR	Payment card solutions t/a B4B payments	Monthly transaction fees	Miscellaneous Expenditure	£5.25	£0.00
				<b>Total:</b>	<b>£720.27</b>	<b>£0.00</b>