

**Minutes of Kingsclere Parish Council Finance & Establishment Meeting,
held at 7.30pm on Monday 17th October 2016 at the Village Club**



- F&E 04/16 Present:** Cllrs. Sawyer J (chair); Bowes; Peach R; Price; Sawyer F: Clerk – L Porton. **Action**
- 04/16.1 Apologies:** Farey
- 04/16.2 Declarations of interest:** 04/16.7 Rent Reviews – Peach – Allotments; Price – Allotments and Tennis Club.
- 04/16.3 Minutes:** The minutes of the meeting on 20th June 2016, signed off at the OM on 27th June 2016 were reviewed.
- 04/16.4 Matters Arising:** None
- 04/16.5 Internal Audit Review:** Following the recommendations of the report, the clerk will present the quarterly Bank Reconciliation to the Ordinary Meetings in October, January, April and July. The Financial Regulations will be reviewed annually in October if not already done so for the year.
- 04/16.6 External Audit Review:** Clerk had transposed figures copied over from previous year – clerk and chairman to check figures before sending in subsequent years.
- 04/16.7 Review of Rents and Fees:** Tennis and Bowls Club rents are due for review in June 2017 - Clerk to bring figures to the November meeting. Allotments – following the recommendations of the GP meeting there are 7 plots that need to have their rents adjusted to the new rod measurements. Rod price to remain unchanged for 2017. Cemetery fees to be review at next F&E meeting.
- 04/16.8 Review of cash flow & budget forecasts:**
The Cash Flow & forecast figures had been circulated prior to this meeting. The following points were noted:
- i. Cemetery income is down because of fewer burials;
 - ii. Rent incomes are all due in January;
 - iii. Office Rental – The village club have not invoiced yet for the 2nd quarter.
 - iv. Budgets have not yet been spent on New Playground, Allotments or Grants;
 - v. Subscription Fees have gone over budget, this will be funded from Other Expenditure budget which is untouched at present.
 - vi. The three year projections were set a number of years ago and need to be adjusted.
 - vii. Salary rates to be discussed at November Meeting under Sch 12A, Pt 1 S8&S1
 - viii. Capital Expenditure to be set at £10,000 again next year for the Playground (with £10,000 for last year giving £20,000). Plus £1000 for other Capital items.
 - ix) Annual Report budget to be increased by £300 to £1,500.
 - x) Subscription Fees budget to be increased by £300 to £1000.
 - xi) Audit Charges budget to be increased by £50 to £950.
 - xii) Crown Green and Holding Field budget to be increased by £1000 to enable GP to instigate some repairs to the field - £4,500.
 - xiii) Making a Difference Awards budget to be increased by £50 to £250.
- 04/16.9 Review of 2017/2016 Precept Requirements:** The increase so far to the expenditure budget is £2700.00. We will not know incoming grants from borough until the January meeting. Clerk to check the mowing and maintenance contract for increase next year. Figures to be updated and reviewed again at November meeting.
- 04/16.10 To consider adopting the new NALC Model Financial Regulations:** Existing KPC Financial Regulations and new model circulated prior to the meeting. Changes considered and accepted by F&E. Clerk to amend existing with tracked changes for adoption at the October OM.
- 04/16.8 Date of Next Meeting:**
Monday 21st November 2016 7:30pm in The Holding Room at The Village Club.

There being no further business, the meeting closed at 9:00pm

Signed:.....
Chairman

Date:.....

Signed:.....
Parish Clerk

Date:.....