



Minutes of Kingsclere Parish Council Finance and Establishment Meeting FE 03/20  
 Held at 7.30pm on Monday 19<sup>th</sup> October 2020  
 Using Zoom Online Meeting Software

**FE 03/20 – Present:**

Cllrs: Bowes; Farey; Price; Sawyer J. Clerk – Porton; Admin Assistant – Read.

**03/20.1 – Apologies:**

Cllr F Sawyer.

**Resolved:** Apologies accepted.

**03/20.2 – Declarations of Interest:**

03/20.6 Review of Rents and Fees (Allotments) – IB; AP.

**03/20.3 – Matters Arising:**

None.

**03/20.4 – External Audit Report:**

No concerns or issues were identified in the external audit report. Thanks were expressed to the Clerk for all her hard work to ensure KPC received a clean bill of health. Referred to next OM.

**Action:** October OM.

**03/20.5 – Review of Cashflow and Budget Forecast:**

No concerns regarding the budget. It is under control with no notable under or overspends. It was noted the budget for Capital Expenditure is £5400. £5000 is for the replacement fence at the Recreation Ground play area, with an extra £5000 for this project to be sourced from grants. No grant applications for these funds have been submitted yet. It was agreed KPC would apply to BDBC for LIF (Local Infrastructure Funding) to source these funds. It was suggested that additional funds could be applied for from LIF for improvements to the Holding Field, as funds can be spent within three years of being allocated. IB to draft application. It was queried when the invoice for the White Gates (Village entrances) works would be received. The deposit of £250 was paid on 19<sup>th</sup> October 2020 and the full invoice will be payable when works are complete.

**Action:** IB.

**03/20.6 – Review of Rents and Fees:**

Cemetery fees were last reviewed and increased last year. KPC cemetery rates are in line with other local parishes. Anticipated income from the cemetery for 2020/2021 is £5300 with an anticipated expenditure of £3400, this expenditure only takes into account the ongoing maintenance costs and does not include any additional expenditure for the planned project to improve the cemetery, or the ongoing cost to KPC in man hours for the administrative running of the Cemetery. It was agreed to increase cemetery fees by 2% and round up to nearest the £5. Agreed to recommend this to next OM for full council approval.

Allotment rent was last reviewed and increased last year. Anticipated income for 2020/2021 is £1173 with an anticipated expenditure of £1005. After a short discussion it was agreed not to increase Allotment fees.

Rent for the Bowls Club is set at £426.39 until the end of the lease. Lease ends 8<sup>th</sup> February 2023.

Rent for the Tennis Club is set at £355.10 until the end of the lease. Lease ends 31st December 2023.

**Action:** October OM

**03/20.7 – To Identify Items for the Reserves:**

The only changes to the reserves is the planned expenditure of circa £13,000 for the White Gates (village entrances) works. Funds have been sourced from reserves as follows: Village gates - £2000; Brown Signs - £5000; Oak Trees - £2000; Holding Field Phase 2 - £4000. No new items were identified for reserves.

**03/20.8 – Review of 2021/2022 Budget:**

It was suggested at last OM that KPC could take over the running of the public toilets in the square from BDBC from 1<sup>st</sup> April 2021 under licence (Minutes ref: OM 08/20.10). For KPC to afford the running costs of roughly £5000 per year, it was estimated the precept would need to be increased by around 10%. It was agreed for this to be discussed at next OM, and that the possibility of this significant increase in the precept to cover this additional cost should be advertised to residents through the Tower and on social media, so they have an opportunity to express their views. No other comments regarding the budget.

**Action:** October OM. Admin.

**03/20.9 – Date of next meeting:**

Monday 18<sup>th</sup> January 2021 7:30pm using Zoom Online Meeting Software unless Government restrictions in place for Covid-19 are lifted, in which case normal meeting procedures will resume in the Village Club.

Meeting closed 20:10

Signed:.....Chairman

Date:.....

Signed:.....Clerk

Date:.....

**Distribution:** Cllrs: S Adams; I Bowes; M Farey; C Mussett; N Peach; R Peach; A Price; F Sawyer and J Sawyer.

Noticeboard; Website: [www.kingsclere-pc.org.uk](http://www.kingsclere-pc.org.uk).