



Minutes of Kingsclere Parish Council Finance and Establishment Meeting FE 02/21
Held at 7.30pm on Thursday 22nd April 2021
Using Zoom Online Meeting Software

FE 02/21 – Present:

Cllrs: Bowes; Farey; Price; Sawyer F; Sawyer J. RFO - Porton.

02/21.1 – Apologies:

Cllr Peach R; Clerk; Admin Assistant.

02/21.2 – Declarations of Interest:

None

02/21.3 – Matters Arising:

None.

02/21.4 – Donation to DofE Scheme:

Members of public organisations have been donating, this will need to go to OM. The Chairman thanked the Vice Chairman for attending the event on Friday organised by the Kingsclere Branch of the Royal British Legion. Members decided that the council would be better donating to the local DofE scheme. The council recently received grant request for a DofE scheme in the village, but the applicants need to set up a charity bank account to receive any funds. Clerk to write and offer to send a donation when everything has been set up by the volunteers.

02/21.5 – Review of Asset Register:

All assets have now been added to Scribe, staff are utilising the software more and spreadsheets less. There were some items the RFO recommended for review, streetlights, and turfed pitches. All the village streetlights were replaced a few years ago and all the items listed relate to the old streetlights. KPC has a contract to maintain 13 streetlights with HCC but as the lights are positioned on the highway they essentially belong to highways. It was agreed to remove these items from the asset register as they have been disposed of. Turfed pitches are listed with a value of £5,254, split equally between the Holding Field and the Recreation Ground. When there was an incident a few years ago with a quad bike damaging the Holding Field, the insurance company informed KPC that they do not cover pitches. It was reported that proper turfed pitches would cost at least £100K to reinstate. As the pitches at the Fieldgate Centre are due to have new drainage installed and neither the Holding Field nor the Recreation Ground were currently being used for football, it was agreed that these should be “disposed” of. It was queried whether the auditor would have a problem with the council contributing to streetlights if KPC do not actually own them. The RFO will check but believes the Parish Council has the power to contribute to streetlighting. There is a list of streetlights KPC support in the office, there are four in The Dell, some on Foxs Lane, some in Penny’s Hatch and some others.

It was confirmed that the Speed Watch SID is still with TWN waiting for installation. The location is not suitable for a solar power supply due to tree coverage so an application will need to be made for attaching and sourcing power from the lamppost.

Resolved: Streetlights and turfed pitches to be removed from the Asset Register.

02/21.6 – Review of Policies:

6.1. Review of Reserves Policy:

No changes recommend, refer to OM for approval.

6.2. Review of Grants Policy:

No changes recommend, refer to OM for approval.

02/21.7 – Review of Internal Audit Terms of Reference and Letter of Engagement:

No changes recommend, refer to OM for approval.

02/21.8 – Audit Arrangements for 2021:

Same as last year, nothing has changed in terms of the AGAR needing submitting by the end June. The Internal Audit is in progress and should be ready for sign off at the May OM.

02/21.9 – Review of Cashflow and Budget Forecast:

There was an underspend of income over expenditure of £1900 this year.

There was a query why the Allotments was overspent (127% of budget), this was due to a large water bill, over £400 compared to the usual £100.

The Churchyard was also overspent (134% of budget), this was due to tree works (Holly) and the repair of the Church wall.

The reserves at the end of the year were £51299.00 and the allocated reserves amount to £44250.00.

3-6 months of either precept or expenditure should be in the general reserve for contingencies so KPC should consider reducing the allocated reserves by £5000. It was suggested this could come from the office refurbishment £1000, the recreation ground £1000, and Holding Field phase two £3000.

02/21.10 – Date of next meeting:

Monday 19th June 2021 7:30pm in the Village Club, tbc at Annual Meeting 24th May 2021

02/21.11 Exempt Business:

11.1. Litter Warden New Pay Scale:

The National Living Wage has been increased and therefore the Litter Warden salary needs reviewing.
Confidential minutes refer.

11.2. Personnel Matters:

Confidential minutes refer.

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.
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