

Minutes of Kingsclere Parish Council Finance & Establishment
Meeting, held at 7.30pm on Monday 18th March 2013
in the Village Club



Page 1 of 1

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| F&E 03/13 | Present: Cllrs. Denness (chair); Bond; Farey; Peach.. Sheila Thompson (Parish Clerk) | Action |
| 03/13.1 | Apologies: Cllrs: Hardcastle & Sawyer. | |
| 03/13.2 | Declarations of interest: None | |
| 03/13.3 | Minutes: Minutes of the meeting on 12 th November 2012 having been signed off at OM 19/11/2012, were reviewed. | |
| 03/13.4 | Matters arising: 4.i Details relating to level of reserves and interest rates on savings bonds were discussed and it was resolved to recommend to full council that £30K be transferred into a 12 month bond with our current bankers at a rate of 1.62%pa. | |
| 03/13.5 | Review of Internal Audit Effectiveness: The list for IAE was reviewed and it was felt that more information is now required to ensure we fulfil all requirements for the new Auditors. Following further investigation and clarification the matter will be brought to the next OM for approval. | Clerk |
| 03/13.6 | Review of Budget Forecast: 6.i: CCTV – The council will seek opinion from users and administrator as to the systems future costs, needs and requirement. 6.ii: Mowing and Landscape Maintenance Contract – 7 Contractors applied, this was reduced to 3 by the Panel. Clarification of some parts is being sought from the preferred supplier and a recommendation will be brought to the next OM 25/03/2013. 6.iii: Charges for Emptying Public Bins – It has been provisionally confirmed that KPC would only be required to pay for emptying the Cemetery Eurobin, the others being emptied as part of our Litter Wardens grant. As it has been agreed to remove this bin (OM 02/13.6) no charges will now apply. | AD Clerk |
| 03/13.7 | Request for GP Budget 2013/14: It was agreed that funds are available to support a budget for the GP Committee for general maintenance and it was resolved to recommend to the next OM that a budget of £2000 be set aside, with a maximum spend of £250 per item without the need of referral to full council. Projects or maintenance above that figure will still need to be referred to full council. | |
| 03/13.8 | Review of Grants Budget and Approval of New Form: It was agreed that the Parish Council should continue to support local organisations that operate for the benefit of Kingsclere residents and it was therefore resolved that a budget of £1000 be set aside for that purpose. No one grant should exceed a maximum of £200 excepting special circumstances. Clerk to ensure there is a suitable policy in place and circulate this among councillors for ratification. The clauses added to the Grant Form to ensure proper use of any grants given and/or the return of unused grant money, were approved. | Clerk |
| 03/13.9 | Audit Arrangement for 2013: A company called BDO have been appointed as External Auditors to replace the decommissioned Audit Commission. Full details for submitting accounts for audit will be sent out in March/April but have not yet been received. Request for £100 for tidying up Crown Green was unanimously approved. | |
| 03/13.10 | Date of Next Meeting: The Annual timetable of meetings will be set at the AGM on 29 th April 2013. Details to be posted on the Parish Notice Board and Website. | |

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

Signed:.....Date:..... Signed:.....Date:.....
Chairman Parish Clerk