

**Minutes of Kingsclere Parish Council Finance & Establishment Meeting,
held at 7.30pm on Monday 16th October 2017 at the Village Club**



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F&E 04/17	Present: Cllrs. Sawyer J (chair); Bowes; Farey; Price; Sawyer F. Clerk – L Porton.	Action
04/17.1	Apologies: None	
04/17.2	Declarations of interest: 04/17.6 – Review of Rents - IB and AP Allotment Holders, AP Tennis Club Member, 04.17.8 – Precept Requirements - FS and Clerk Village Club Trustees (Office Rent), IB and MF – Fieldgate Trustees (match Funding for LIF).	
04/17.3	Matters Arising: None	
04/17.4	Internal Audit Review: Standing Orders to be reviewed by full council – October OM. Bank Reconciliation has been rectified this year – the balance needs to be recorded in the minutes. IB and the Clerk will review the Asset register for review in November. All to identify items for the reserves. Schedule review of Financial Regulations in November FE (highlighted for every year in 2016 report).	Clerk IB/Clerk All Clerk
04/17.5	External Audit Review: There we no comments to review.	
04/17.6	Review of Rents and Fees: Bowls Club - £250 x 271.7(RPI May 2017) = £67925, £67925/159.3(RPI Sept 1997) = £426.39 Tennis Club - £215 x 271.7 = £58415.5, £58415.5 /164.5(RPI Sept 1998) = £355.10 Resolved – Bowls Club rent increased to £426.39 Resolved - Tennis Club rent increased to £355.10 It was agreed to defer the Allotments and Cemetery rents until the next meeting, after the review of Cash Flow and budget (next agenda item).	Clerk
04/17.7	Review of Cash Flow and Budget Forecast: The Cash Flow report was circulated prior to the meeting – actual figures to Qtr End June 2017 – forecast figures June to Year End. Known expenditure highlighted for inclusion – Insurance excess £250; £2100 new playground equipment and installation (Recreation Ground); £250 Cherry Picker; £1260 for Installation of Christmas Lights Power Supply Column. It was agreed that the Allotments and Cemetery expenditure should be recoverable from income. Clerk to split the costings for the Cemetery and Churchyard (currently grouped) so that Cemetery costs can be assessed.	Clerk
04/17.8	Review of 2017/2018 Precept Requirements: SA reported no considerable funds required for Village of Year but could a budget be agreed of £1000 for incidentals including room/hall hire (include in budget heading Other). Neighbourhood Plan - no demands - £2919 left of the £5000 that the PC approved – Clerk to check this figure with SA. CM circulated a report proposing some projects to consider for funding summarised as follows:- Improvements to land owned/managed on top of current Mowing and Maintenance Schedule - £5000; Speeding and Traffic Measures £7500 (for both 2018 and 2019 – Total spend £15,000); Cemetery £5000; Holding Field Car Park £13,000. There was a discussion about Community Projects/Asset contributions including contributions to support LIF applications if required – The Fieldgate Centre will require match funding of £15K. Further figures required for Holding Field Development (Skate Park etc.), Community Orchard, MHOS and Love Lane (although HCC responsibility a contribution may be required for some aspects of the project). Clerk to recirculate Project List. It was agreed that a budget of £5000 be proposed as a general pot for support to all LIF applications, to be allocated from reserves. £7,500 for Traffic and Parking (not just speeding). WW1 Commemorations £1000.00 (as per Village of the Year). Holding Field £ - pick up at GP and OM Rec facilities and carpark. Work at the Cemetery, following the Risk Assessment, has commenced and should be completed this financial year. The War Memorial budget may need to be carried over to 2018 (£2500 + £15K grant). Clerk to agenda for next GP/OM specification and costings for MHOS, Love Lane, Square Improvements; and Assistant Clerk. Other items to consider – a possible increase in Office Rent	All
04/17.9	To Consider Accounting Package “Scribe” – Annual Subscription £347 + VAT Distribution:: I.Bowes; M Farey (ex-officio); R Peach; A Price; F Sawyer; J Sawyer (ex-officio). Copies to: Cllrs. S Adams; C Mussett; N Peach; Noticeboards.	

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The Clerk currently has a free trial of the above package following contact made by the company. The company have a slot at the SLCC Conference later this month. Clerk to contact other parishes (HALC round robin) to see if any references are offered. Clerk still to add figures to evaluate against existing finance recording/reporting.

Clerk

04/17.10 Date of Next Meeting: The next meeting of the Finance and Establishment Committee will be held on 20th November 2017 19:30 in the Holding Room at the Village Club.

There being no further business, the meeting was closed at 21:30.

Signed:.....
Chairman

Date:.....

Signed:.....
Parish Clerk

Date:.....