



**Minutes of Kingsclere Parish Council Finance & Establishment Meeting,  
held at 7.30pm on Monday 19<sup>th</sup> October 2015 at the Village Club**

<b>F&amp;E 04/15</b>	<b>Present:</b> Cllrs. Sawyer J (chair); Farey; Sawyer F; Price: L Porton – Clerk	<b>Action</b>
<b>04/15.1</b>	<b>Apologies:</b>	
<b>04/15.2</b>	<b>Declarations of interest:</b> Price – 04/14.7 Member of the Tennis Club	
<b>04/15.3</b>	<b>Minutes:</b> i) The Minutes of the meeting on 15 <sup>th</sup> June 2015, signed off at the OM 29 <sup>th</sup> June 2015 were reviewed.	
<b>04/15.4</b>	<b>Matters arising:</b> 03/15.5 i) Youth Club have received our contribution towards their feasibility study but no further progress yet on the new accommodation.	
<b>04/15.5</b>	<b>Internal Audit Review:</b> Minor points were highlighted for improvement which are being actioned. Terry Marsh, the auditor for 2015 has suggested he would like to retire. Another quote has been obtained and the current auditor has been contacted to see if he would like to bid. Internal Auditor to be confirmed at November meeting.	
<b>04/15.6</b>	<b>External Audit Review:</b> One minor point was raised with advice for next year and the council incorrectly stated yes in box 9 which in future should be n/a as the council does not have any responsibilities to discharge in relation to a charity. This will be queried with the internal auditor because whilst we do not have any accounts in relation to the Recreation Ground the councillors are listed as Trustees with the Charity Commission. We do not yet know who the external auditor will be next year as the arrangements with BDO have come to an end – clerk to investigate and try to find costings for November meeting.	
<b>04/15.7</b>	<b>Review of Rents and Fees:</b> A discussion on the possible increase highlighted that we should look at the RPI to ensure we are in line with the current climate. Clerk to verify when rates were last increased for each organisation and clarify current fees.	
<b>04/15.8</b>	<b>Review of Cash Flow and Budget:</b> The second quarters figures were discussed and showed the council to be on target compared with Budget. Other expenditure is above budget – clerk to provide further details of 'Other Expenditure'.	
<b>04/15.9</b>	<b>Review of 2016 Precept Requirements:</b> There was discussion around the difficulties of setting the precept when grants are still unknown from the Borough. Items to consider for funding are Play Equipment, Fieldgate Centre, Youth Club and our Grant Budget. When considering the grant budget we should also consider the grants policy and think about splitting the fund between local Village Organisations and the wider community eg CPRE and Citizens Advice which support Kingsclere and therefore are eligible for funding.	
<b>04/15.10</b>	<b>Date of Next Meeting:</b> 16 <sup>th</sup> November 2015	

There being no further business, the meeting closed at 8:20pm

Signed:.....  
Chairman

Date:.....

Signed:.....  
Parish Clerk

Date:.....