

# Minutes of Kingsclere Parish Council Finance & Establishment Meeting, held at 7.30pm on Monday 20<sup>th</sup> November 2017 at the Village Club



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<b>F&amp;E 05/17</b>	<b>Present:</b> Cllrs. Sawyer J (chair); Bowes; Farey; Sawyer F. Clerk – L Porton.	<b>Action</b>
<b>05/17.1</b>	<b>Apologies:</b> Price.	
<b>05/17.2</b>	<b>Declarations of interest:</b> 05/17.7 Allotment Rents - IB	
<b>05/17.3</b>	<b>Matters Arising:</b> 3.1 04/17.9 To Consider Accounting Package "Scribe" – The Clerk has received feedback from other parish councils - Hythe and Dibden use Edge – Excellent; Compton and Shawford use HALC's free package – simple, effective and free; Bembridge use Scribe – very good; Greystott use RBS Alpha and love it. Four responses, 4 products all good. The Clerk will research further.	<b>Clerk</b>
<b>05/17.4</b>	<b>Review of Financial Regulations:</b> The Financial Regulations were reviewed and there are no changes this year.	
<b>05/17.5</b>	<b>Consultation on Proposed Changes to the Hampshire Pension Fund Administration Policy:</b> The document was reviewed and there are no comments to submit – the only changes appear to be around timings.	
<b>05/17.6</b>	<b>Review of Asset Register:</b> IB has reviewed all items and updated the register. There are some queries concerning the value of land and what is covered in the insurance policy, particularly around the Recreation Ground and the Holding Field. Clerk to contact the Insurance Company to verify valuations and cover. The Recreation Ground is listed as "in trust" and it was agreed this needed changing as the PC own the field. The Clerk confirmed that the Cemetery Gate has been removed and can be taken off the register.	<b>IB/Clerk</b>
<b>05/17.7</b>	<b>Review of Allotment Rents and Cemetery Fees:</b> Due to increased Mowing and Maintenance costs and a reduction in the grants received from BDBC it was agreed to increase the allotment rents to £6 per pole. It was agreed at GP Committee that the allotments need to be self-sufficient. It was also agreed the Cemetery Fees should be increased by 5%.  <b>Resolved</b> – Allotment Rents increase to £6 per pole from 1 <sup>st</sup> January 2018. Cemetery Fees increase by 5% from 1 <sup>st</sup> April 2018.	<b>Clerk</b>
<b>05/17.8</b>	<b>Review of BDBC Grants for 2018/19:</b> The proposed grant payments for 2018/19 have been received from BDBC but there is no mention of the Litter Grant. The Clerk has contacted BDBC but we are still awaiting a reply – this can be raised at the Parish Clerks and BDBC Liaison Meeting on Thursday 23rd November.	<b>Clerk</b>
<b>05/17.9</b>	<b>Consider Costings of Employing an Assistant Clerk:</b> A proposal had been circulated prior to the meeting with suggested costings for employing an assistant for 4.5 hours per week. Cllrs considered this not to be enough and suggested 6 hours should be costed. JS to recalculate the costings for OM and the Clerk to provide figures for NI (in case this needs to be paid) and pension contributions should the successful candidate wish to opt in. It was also suggested that an additional lap-top computer should be considered with appropriate software.	<b>JS/Clerk</b>
<b>05/17.10</b>	<b>To Identify Items for the Reserves:</b> The following items were suggested to be included in the budget for spending from the reserved funds - £20,000 War Memorial; MHOS £7500.00; Brown Signs £5000; Love Lane Footpath Upgrade £5,000; Holding Field Car Park Expansion £12,000.	
<b>05/17.11</b>	<b>Review of Cashflow and Budget Forecast:</b> The cash flow with predicted spending for quarters 3 and 4 was reviewed and variances explained. Clerk to make some adjustments following the review of the Mowing and Maintenance calculations for the areas covered.	<b>Clerk</b>
<b>05/17.12</b>	<b>Review of 2017/2018 Precept Requirements:</b> Figures have been input where known and to be further reviewed when costings for salaries and office rent known. The Village Club have advised that the office space is currently being valued.	
<b>05/17.13</b>	<b>Date of Next Meeting:</b> The next meeting of the Finance and Establishment Committee will be held on 15 <sup>th</sup> January 2018 19:30 in the Holding Room at the Village Club.	

There being no further business, the meeting was closed at 21:25.

Signed:.....  
Chairman

Date:.....

Signed:.....  
Parish Clerk

Date:.....

**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.