



**Minutes of Kingsclere Parish Council Finance & Establishment Meeting,  
held at 7.30pm on Monday 16<sup>th</sup> November 2015 at the Village Club**

<b>F&amp;E 05/15</b>	<b>Present:</b> Cllrs. Sawyer J (chair); Farey; Sawyer F; Price: L Porton – Clerk	<b>Action</b>
<b>05/15.1</b>	<b>Apologies:</b> Cllr. Peach R	
<b>05/15.2</b>	<b>Declarations of interest:</b> 05/15.5 Grants Policy – All Cllrs. and Clerk are involved with organisations that are eligible to apply for grants from the Parish Council	
<b>05/15.3</b>	<b>Minutes:</b> The Minutes of the meeting on 19 <sup>th</sup> October 2015, signed off at the OM 26 <sup>th</sup> October 2015 were reviewed.	
<b>05/15.4</b>	<b>Matters arising:</b> i) 04/15.5 Internal Audit Review - Terry Marsh has accepted our request to audit the books again this year. ii) 04/15.7 Review Rents and Fees - Clerk circulated current rates and dates last changed after last meeting. Cemetery rules to be looked at to incorporate marking out fee for all plots as compulsory – deferred to GP. iii) 04/15.8 Cash Flow and Budget – Other expenditure items were circulated after last meeting.	
<b>05/15.5</b>	<b>Grants Policy:</b> The Draft Grants Policy was circulated prior to the meeting. After a discussion, some amendments were suggested. Cllr Sawyer F to make changes to the draft policy and then resubmit to full council.	<b>FS</b>
<b>05/15.6</b>	<b>To consider and finalise budgetary requirements for 2016/17:</b> Each item of income and expenditure was explored by reviewing previous budget against receipts and payments. Figures were suggested for each category. Clerk to update the spreadsheet for figures to be confirmed. Clerk to check mowing and maintenance schedule of payments.	<b>Clerk</b>
<b>05/15.7</b>	<b>Set and agree Precept and Limited Grant for 2016/17:</b> Unanimously <b>agreed</b> to defer precept to an extra ordinary meeting of the F&E Committee to be held in January when the grant figures from BDBC are available. It was <b>agreed</b> to apply for the £1,100.00 Limited General Administration Grant.	<b>Clerk</b>
<b>05/15.8</b>	<b>Date of Next Meeting:</b> An additional meeting to be held 18 <sup>th</sup> January 2015 7:30pm in The Holding Room at The Village Club	

There being no further business, the meeting closed at 8:55pm

Signed:.....  
Chairman

Date:.....

Signed:.....  
Parish Clerk

Date:.....