



**Minutes of Kingsclere Parish Council Finance & Establishment Meeting,
held at 7.30pm on Monday 20th October 2014 at the Village Club**

F&E 10/14	Present: Cllrs. Denness (chair); Farey; Peach; Sawyer; S Thompson – Clerk	Action
10/14.1	Apologies: None	
10/14.2	Declarations of interest: None:	
10/14.3	Minutes: Minutes of the meeting 17 th March 2014 signed off at OM 31 st March 2014 were reviewed.	
10/14.4	Matters arising: F&E 03/14.8.ii – Clerk confirmed the annual Risk Assessments had been completed.	
10/14.5	Internal Audit Review: The IA's report was read out and reviewed. Minor administration issues included:- i. A review of the Financial Regulations is required each year – not done in 2013. This will be presented in time for next F&E on 10 th November 2014 ii. A few cheque book stubs did not carry the required two sets of initials. iii. One set of confidential minutes were missing – relating to NALC salary increases – Clerk not present during closed part of meeting.	Clerk
10/14.6	External Audit Review: The EA have signed off the Accounts which raised one minor issue – the Borough Limited General Grant had been included in the Precept Payment figure. This now needs to be recorded in the Grants figure.	
10/14.7	Update Model Financial Regulations:: The Clerk reported on a further update to the New Model Financial Regulations. This will be taken into account when reviewing our Financial Regulations.	Clerk
10/14.8	Review of Rents and Fees: i. Lease Fees - Bowls Club and Tennis Club rents are not due for review until 2017. ii. Cemetery Fees - It was proposed and unanimously agreed to increase all fees by 5% from 1 st April 2015 (to OM for ratification) iii. Allotment Fees - It was proposed and unanimously agreed that there will be no increase in fees for 2015/16.	OM
10/14.9	Review of Cash Flow and Budget Forecasts: The Cash Flow figures @ end of 2 nd Qtr of 2014/15 were reviewed. Income: 97% of predicted levels. Expenditure: 57% of predicted levels. There were no areas of concern.	
10/14.10	Review of 2015/2016 Budget Requirements: i. HCC will no longer provide Salt Bins. It was agreed that KPC will not set aside a budget and requestors advised that they will need to purchase them themselves. HCC can be approached for providing the salt. ii. Consideration of the possible requirement of a budget to help with funding for a Community run Library was discussed. It was agreed not to set aside funds at this time until a strong management group is in place and operating. This does not rule out the consideration of any grant requests from such a group. Further meetings between volunteers and members the group are planned at which time it is hoped that more figures on running costs and income would be made available. iii. Consideration of the possible requirement of a budget to operate the Public Toilets was considered. No time scales have been set by BDBC and we are still waiting a final decision from them, which will need to be fully considered by KPC. It was agreed to postpone this item, pending further information from BDBC. iv. It was agreed to look at repairs or replacement of the Allotments fence to include an access gate for maintenance of the newly acquired land to the north boundary. Clerk to arrange quotes and AD will liaise with contractors. Quotes to be brought to the next F&E Meeting.	AD/Clerk
10/14.9	Date of Next Meeting: Monday 10 th November 2014 7:30pm in The Holding Room at The Village Club.	

There being no further business, the meeting closed at 9:05pm

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