



Minutes of Kingsclere Parish Council Finance and Establishment Meeting  
 FE 01/18 held at 7.30pm on Monday 15<sup>th</sup> January 2018 in the Village Club

**ACTION**

- OM 01/18 Present:** Cllrs. Sawyer J (chair); Bowes; Farey; Price; Sawyer F. Clerk – L Porton.
- 01/18.1 Apologies:** None
- 01/18.2 Declarations of Interest:** 01/18.4 FS and Clerk are Trustees of The Village Club
- 01/18.3 Matters arising:** 05/17.6 – Review of Asset Register – IB completed the review and updates added. The Clerk has submitted the updated register to the insurance company and an acknowledgment has been received.
- 01/18.4 Office Rent Review and Renewal of Lease:** The Village Club Chairman has written advising that the lease for the Parish Office, Store Room and Hall Hire has lapsed. The law has changed since the last lease which means the Village Club need to secure best value by seeking market rent and permission needs to be sought from the Charity Commission to lease to the Custodian Trustees. A professional valuation of the room and facilities has been completed and the recommendation for market rent is £1900 pa for the first three years rising to £2000 pa for the remaining 2 years of a 5 year lease terminable on either side with 6 months notice.  
 It was noted that the previous lease detailed use of the Committee Room but the Holding Room is used for meetings. Clerk to request this is updated and valuation accepted.  
**Resolved** – Accept rent increase of £1900 for first three years rising to £2000 for the subsequent 2 years of a 5 year lease with the proviso that the Holding Room is listed instead of the Committee Room.
- 01/18.5 Review of Cashflow and Budget Forecast:** The Cash Flow data, circulated prior to the meeting, was reviewed and variances explained.
- 01/18.6 To Finalise Budgetary Requirements for 2018/19:** The Budget data, circulated prior to the meeting, was reviewed. Following the heading changes recommended at the November meeting, the new figures were analysed. Figures included for spending from the reserves were reviewed and accepted.  
**Resolved** – Budget approved as presented.
- 01/18.7 To Revisit the Precept Requirements following confirmation of Tax Base Rates:** The precept recommended in the Budget was approved. The council Tax Base Figure for 2018/19 is 1317.1. The increase for a Band D property will therefore be £1.24 pa  
**Resolved** – Recommend a Precept of £45025.00 to OM for approval.
- 01/18.8 Date of next meeting:** Monday 19<sup>th</sup> March 2018 7:30pm in the Village Club.

Meeting closed at 20:25

Signed:.....Chairman Date:.....

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