



Minutes of Kingsclere Parish Council Finance and Establishment Meeting FE 04/23  
Held at 7.30pm on Monday 16<sup>th</sup> October 2023 in the Village Club

**FE 04/23 – Present:** Cllrs Conquest; Gaines; R Peach. Clerk – Ackrill; RFO – Porton.

**04/23.1 – Apologies:** Cllrs Jonas and Mussett

In the absence of Cllr Mussett it was agreed that RFO L Porton would Chair the meeting.

**04/23.2 – Declarations of Interest:** Cllr R Peach; RFO L Porton – Allotment Holders

**04/23.3 – Questions from the Public:** No members of the public were present

**04/23.4 – New Bank Account:** The RFO had researched alternatives to deposit account as its increasingly impossible to contact, visit and make amendments with the current bank. The CCLA (Churches Charities and Local Authorities) provide an Instant Access Public Sector Deposit Fund account. The RFO will look into access and running of this account whether its App or Internet or Telephone banking and will report findings to next OM. Providing access is straightforward FE will recommend to the next OM to switch to CCLA.

**Resolved:** FE recommend switching to CCLA providing the withdrawal process is straightforward.

**Action:** RFO

**04/23.5 – Review / Update of KPC Rents and Fees for forthcoming year: Cemetery Fees,** it was noted that costs increase year on year for items such as mowing, tree management, aggregates, fencing and hedging therefore Cllrs debated the need to increase Exclusive Rights, Burial and Memorial fees year on year in line with RPI. The Administrative fees could remain the same for 2024. **Allotment Fees** previously the allotments had been managed on a rolling three-year forecast/budget, however it was discussed at length by committee and those present felt that the allotment rents should also increase in line with RPI. Administration charges could remain the same for the forthcoming year. All these fees for Cemetery and Allotment would be rounded. RFO to work out RPI increases to present to OM. KPC's leases with the Tennis and Bowls Clubs are currently being dealt with under lease renewals.

**Resolved:** To recommend to OM that the fees for all Burials, Exclusive Rights of Burial and Memorials along with Allotments Rents would increase annually in line with RPI. This recommendation is pending the RFO's research and report presented to OM regarding the RPI and the increase involved.

**Action:** RFO

**04/23.6 – Review of Cashflow and Budget Forecast:** RFO circulated the Councils Budget Comparison figures, also broken down into Staffing and General Purposes, along with the Precept Calculation all these documents were discussed at length. RFO happy with the figures at this point in the financial year. It was suggested that if fees were being increased in line with RPI so should certain expenditure budgets, for example Grants. It was queried why there was £250 in the budget for topple testing, this is in case any new memorials needed to be tested however any unspent can be put into a reserve fund to reduce the amount required when the full inspection is due in 2026-27. For the 2024-25 budget, it was suggested that £1k be added for the D-Day 80<sup>th</sup> Anniversary, £550 for the new bench slats in The Square and £5-£10K for a new play area (with additional funding obtained through grants to reach a total of £70-£80K) the latter to be judged on potential increase to precept. The earmarked reserves were reviewed, £150 for Cemetery Handrail removal to be allocated to a new fund for the Lych Gate repairs as the handrail has been repaired at no cost. The Removal of Trip Hazards on Holding Field is to be moved to a new Car Park fund to make repairs after recent rain/storm damage, no trip hazards were identified in the recent Risk Assessment and there is now budget for this type of expenditure. The reserve for Land Acquisition at £1500 was queried and this was explained to be for the triangle of land adjacent to the Holding Field and some other identified pockets of land. RFO to update and circulate the Earmarked Reserves report.

**Resolved:** Move £150 from Removal of Handrail to Lych Gate and Removal of Trip Hazards to Holding Field Car Park.

**Action:** RFO

**04/23.7 – Matters for Future Consideration:** Nothing was raised.

**04/23.8 – Date of Next Meeting:** Monday 22<sup>nd</sup> January 2023 7:30pm in the Village Club.

Meeting closed 21:15

Signed:.....Chairman

Date:.....

Signed:.....Clerk

Date:.....

**Distribution: Cllrs:** D Conquest; S Gaines; H Jonas; C Mussett; N Peach and R Peach;

Website: [www.kingsclere-pc.org.uk](http://www.kingsclere-pc.org.uk).