Minutes of Kingsclere Parish Council Ordinary Meeting OM 12/25
Held at 7.30pm on Monday 8th December 2025 in the Village Club

Present:
Cllrs: Conquest; Gaines; Mussett; Peach N
Clerk – Ackrill;
OM12/25.1 – Members Apologies: Cllrs Hamilton and Jonas
OM12/25.2 – Declarations of Interest: **None**
OM12/25.3 - Questions from the Public: None
OM12/25.4 – Responsible Finance Officer (RFO) Locum – Locum found can start 6th January up to 10 hours per week, Rate to be double checked. Before start date maximum £30 per hour
Action: Clerk
OM12/25.5 - To Elect an Interim Responsible Financial Officer (RFO) – Cllr S Gaines is happy to take this role until new Locum starts in January. Cllr Gaines was proposed and 2nd.
Resolved: Cllr Gaines to act as the Interim RFO until Locum starts on 6th January – Locum will then take over.
OM12/25.6 - Outsourcing Payroll –It was agreed that, in the interest of transparency, payroll should be processed professionally. The best quote received so far is £8.50 plus VAT per payslip, with a one-off setup fee of £42. The service will cover requirements and procedures for starters, leavers, pensions, annual returns, HMRC, and pension submissions. The Clerk is still finalising the exact package and will provide an update to the FE Committee in January for potential approval. **Disclosure** – The Clerk has used this provider previously outside of the Parish Council and they were recommended by another payroll firm.
Action: Clerk to continue research and arrangements report back to FE January
Resolved: to Outsource the payroll.
OM12/25.7- . **RFO Role** – Following discussions, it was agreed to explore the options of potentially outsourcing certain services versus maintaining in-house operations over the next year. Therefore at this time, a fixed-term contract (FTC) was agreed to allow for potential adjustments to the Council's organisational structure.
Resolved: Agreed FTC for 12 months pending research
OM12/25.8 – RFO Contract – Following discussion, the pay rate will be on a scale of £17–£19 per hour, depending on experience. The package will include the option of a Nest Pension Scheme, with a commitment of 8 hours per week. The contract will follow the HALC template.
Resolved: 8 hours per week, Nest Pension, Salary scale £17–£19 per hour.
OM12-25.9 – The Advert – Closing date 30th January, review of applications week of 2nd February, Interviews Windows 9th – 20th February. Discussion Closed section of OM 23rd February. Offer to be made by 27th February. Panel would consist of members of the PPP Committee including the Clerk to the Council.
OM12/25.10 – IT Support and Microsoft 365 Set up and Staff and Cllr email Migration -
10.1 It Support - The clerk has received two quotes for IT support which includes System help, Cyber Checks, Email Security, Antivirus, 4 hour response time, quarterly IT Audit and dark web monitoring. Options were discussed it was agreed to go with Edge It Systems Ltd. For a price of £30 per device for the 2 office Laptops.
Resolved: IT Support Package with Edge systems @£30 per device per month 12 month minimum contract.
Action: Clerk to set up with immediate effect
10.2 Microsoft Set up and migration to 365 - The matter of fully migrating the system to Microsoft 365—including migration of all emails, providing support to Councillors and staff, and ensuring the correct setup of SharePoint, Teams, and SaaS protections—was discussed at length. Councillors were made aware of the potential benefits. The Clerk suggested a meeting between 2 Councillors the Clerk, and the Supplier to fully understand what could and could not be included and achieved. Before matter debated and resolved either way
Action: Clerk to set up meeting with Support Company bring back to FE for budget
OM12/25.11 – Laptop for RFO – The RFO's laptop is now five years old and has become increasingly unreliable; on some occasions, the system will not switch on or function correctly. Two quotes were received for ordering and fully setting up a new laptop. Cllr Conquest advised uncertain as to whether the issue is software or hardware related and will ask Edge IT to investigate once support is in place. Should a new laptop be required, a budget of £600 is authorised for its purchase and setup, as a functioning laptop will be required for the RFO in January.
Action: Clerk to ask Edge to remotely check the laptop

Resolved: Check software with professional, take advice, only order if required. Up to £600 is authorised, to cover purchase, delivery and full set up

OM12/25.12 – **Application for Grant – Speed Indicator Devices** – Cllr Conquest advised the meeting that a grant was offered by the Police and Crime Commissioner's Office. Due to time constraints, the application form was completed and sent off. Notification of success is expected by the end of February.

OM12/.13 – Matters for Future Consideration: Nothing was raised

OM12/25.10 – Date of Next Meeting:

Monday 26th January 2026 7:30pm in the Village Club.

Meeting closed 20.36

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

Signed:……..…….Clerk Date:……..……

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