



Minutes of Kingsclere Parish Council Finance and Establishment Meeting FE 01/22  
Held at 7.30pm on Monday 24<sup>th</sup> January 2022 in the Village Club

**FE 01/22 – Present:**

Cllrs: Bowes; Conquest; Farey; Jones; R Peach; Sawyer.  
Clerk – Ackrill; RFO – Porton; Assistant Clerk – Read.

**01/22.1 – Apologies:**

None.

**01/22.2 – Declarations of Interest:**

None.

**01/22.3 – Matters Arising:**

None.

**01/22.4 – Interim Audit Report:**

The RFO read out the interim Audit Report to Cllrs. It was reported the Auditor accepted the documentation KPC supplied showing that the Recreation Ground is under the trust of Councillors as individuals not under the trust of KPC as a council itself. The Auditor recommended that any overtime hours worked by staff are signed off by a Cllr prior to processing and payment. The Auditor identified email confirmation as being sufficient for signing overtime hours off. The Auditor and RFO are confident that KPC has met its objectives.

**01/22.5 – Review of Cashflow and Budget Forecast:**

Document circulated prior to meeting. The budget was reviewed with no concerns or queries regarding the cashflow, or budget forecast were raised.

**01/22.6 – To Finalise Budget Requirements for 2022/23:**

The RFO explained the current proposed budget line by line. The RFO explained that they have provisionally increased the Mowing and Maintenance grant figure by 1% however the actual increase is not yet known.

The salaries expenditure figure was calculated earlier in the financial year based on existing salaries, including a % increase of pay scales for 2022 – 2023, and an additional 20% overtime, as this was agreed at the FE meeting on 19<sup>th</sup> July 2021 (minutes ref: FE 03/21.6 Recommendation 4). The pay scales for 2021 – 2022 are still under negotiation and a backpay to April 2021 for the three members of office staff is expected once pay scales are agreed. A new expenditure line titled “Salaries Backpay” has been added with the estimated figure of £1000. After discussion it was agreed to reduce the budget for the Annual Report to £1200. It was noted that the figure for KPC’s subscriptions is an estimate based on this year’s figures. It was reported that the software subscription figure includes £550 for new cemetery mapping software, and this was clarified that this item was different to the figure for Cemetery software included in the Cemetery budget. A budget variance of 5% was included as per the decision at FE meeting on 19<sup>th</sup> July 2021 (minutes ref: FE 03/21.6 Recommendation 1). It was pointed out that the lease for the Bowls Club expires after 25 years on 31<sup>st</sup> December 2022 and that KPC should budget for legal fees for the renegotiation of the lease. It was agreed to move £1000 from Capital Expenditure to a new “Legal Fees” line for this purpose. The RFO stated that they had spent considerable time on the budget to try and reduce the amount the precept would be increasing by, however KPC’s costs have increased. It was suggested that KPC look to inform residents in advance that the precept is expected to increase, and to provide an explanation for the high % increase. It was agreed to recommend the budget with agreed revisions to OM for full council approval. The Chairman thanked the RFO for their hard work during the past year. Due to this KPC has received excellent audit reports and a budget that is well calculated and sustainable.

**Action:** Jan OM.

**01/22.7 – To Review the Precept Requirements Following Confirmation of Tax Base Rates:**

After alterations to the budget were applied, it was calculated the precept will increase by just over 37% to £68,808. Using the council tax base rate for Kingsclere for 2022-2023 at 1313.7, the proposed precept was calculated to be an increase of £14.24 a year for a Band D property, the equivalent of an additional 27p per week. Recommended precept figure referred to OM for full council approval.

**Action:** Jan OM.

**01/22.8 – Financial Planning:**

It was concluded that the aim to include financial planning in the budgeting process was met in item 6.

**01/22.9 – Review of the Asset Register:**

The RFO reported that they had moved the asset register onto scribe for ease of use. It was noted that the turfed pitches on the Holding Field and Recreation Ground were still included on the asset register despite not being insurable. It was agreed to remove them.

**01/22.10 – Date of Next Meeting:**

Monday 11<sup>th</sup> April 2022 7:30pm in the Village Club.

