



Minutes of Kingsclere Parish Council Finance and Establishment Meeting FE 02/20  
Held at 7.30pm on Monday 20<sup>th</sup> July 2020  
Using Zoom Online Meeting Software

**FE 02/20 – Present:**

Cllrs: Bowes; Farey; Price; Sawyer F; Sawyer J. Admin Assistant – Read.

**02/20.1 – Apologies:**

Clerk – Annual Leave.

**02/20.2 – Declarations of Interest:**

None

**02/20.3 – Matters Arising:**

None

**02/20.4 – Review of Asset Register:**

Circulated prior to meeting. It was queried why the Holding Field, Recreation Ground, and Cemetery are not included in the list of assets. It is because they are held in trust by KPC. No changes to the Asset Register.

**02/20.5 – Review of Internal Year End Reports:**

**5.1. Income and Expenditure Report:**

Circulated prior to meeting. No comments. Referred to OM for full Council approval.

**5.2. Annual Return:**

Circulated prior to meeting. No comments. Referred to OM for full Council approval.

**02/20.6 – Review of Policies:**

**6.1. Review of Reserves Policy:**

Circulated prior to meeting. It was agreed to remove the Enborne Valley Trust Fund under Special Reserves as this fund now stands at £0.00. Referred to OM for full Council approval with this one amendment.

**6.2. Review of Investment Policy:**

Circulated prior to meeting. No comments. Referred to OM for full Council approval.

**6.3. Review of Grants Policy:**

Circulated prior to meeting. It was agreed to add “except in very special circumstances” into point 1 as it was noted KPC has given grants of more than £250 in the past, in very special circumstances, and should be complying with its grants policy. Referred to OM for full Council approval with this one addition.

**02/20.7 – Review of Financial Regulations:**

Circulated prior to meeting. It was noted that section 5.1 of the Financial Regulations state “...banking arrangements may not be delegated to a committee. They shall be annually reviewed for safety and efficiency.” Annual reviews of banking arrangements have not been completed, as far as Cllrs can recall. It was agreed to ask the Clerk to create a list to ensure all required checks within the year are brought to the Councils attention to review.

**Action:** Clerk

**02/20.8 – Review of Internal Audit Report:**

Circulated prior to meeting. Cllrs express thanks and gratitude to the Clerk for her hard work in preparing and supplying the relevant documents for the internal audit. It was an excellent report. No further comments.

**02/20.9 – Review of Cashflow and Budget Forecast:**

Circulated prior to meeting. A query was raised over where the other £5,000 was being sourced regarding the £20,000 budget for Other Grants, in addition to the £15,000 War Memorial Grant. It was agreed to check actions to related to sourcing the War Memorial grant and what action KPC needs to take to source the other £5,000 to balance the budget. The only other concern related to the budget is the Non-Domestic Rate Demands for approximately £20,000 KPC has received from BDBC as this is not budgeted for. It was agreed to immediately respond to BDBC and formally place the invoices into dispute as KPC do not feel the figures have been correctly calculated. No other comments regarding cashflow and budget forecast.

**Action:** Clerk; Admin.

**02/20.10 – HALC Consultancy Service for Reviewing Roles and Required Hours:**

After a short discussion it was agreed the Employment Panel should undertake a review of roles and required hours. If after this it is felt necessary, KPC would investigate options for an outside party to review.

**Action:** Employment Panel

