



Minutes of Kingsclere Parish Council Finance and Establishment Meeting FE 04/19  
Held at 7.30pm on Monday 21<sup>st</sup> October 2019 in the Village Club

**FE 04/19 – Present:**

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

**04/19.1 – Apologies:**

Cllr Farey.

**Resolved:** Apologies accepted for Cllr Farey

**04/19.2 – Declarations of Interest:**

04/19.8 – Allotment rent – IB, AP.

**04/19.3 – Matters Arising:**

**3.1 03/19.9 – Accounting Software:**

It was reported that the Scribe accounting software approved at September OM has been purchased. The income and expenditure for first quarter has been entered as well as the income for the second quarter. Inputting of the expenditure for the second quarter is still in progress. Clerk to have reports for next FE. Clerk to investigate if the Scribe software will do payroll.

**Action:** Clerk

**04/19.4 – Review of Financial Risk Assessment:**

Document circulated prior to meeting. Document was reviewed with some minor changes made. Refer to next FE to agree the changes.

**Action:** IB, Clerk. Jan FE

**04/19.5 – Internal Audit Report:**

The Committee thanked the Clerk for maintaining excellent financial records. Report circulated prior to meeting. Clerk read out comments from Internal Auditor. All actions identified by Internal Auditor have now been actioned. The standing orders are scheduled for Nov OM and the unsigned minutes of 25<sup>th</sup> June 2018 were signed at June 2019 OM – Minute Ref: OM 06/19.3.1.

**04/19.6 – External Audit Report:**

Report circulated prior to meeting. Nothing in report to action.

**04/19.7 – National Audit Office Consultation on Code of Audit Practice:**

Document circulated prior to meeting. Document reviewed, the PC to do not wish to provide a response.

**04/19.8 – Review of Rents and Fees:**

No review of Bowls Club and Tennis Club rents. It was proposed to increase the Allotment rent by £1 per rod from 1<sup>st</sup> April 2020 to cover running costs. It was agreed to recommend this to full council at next OM. It was proposed to increase cemetery fees by 8.5% from 1<sup>st</sup> April 2020 to cover running costs. Despite this increase it was noted fees are reasonable comparably. It was agreed to recommend this to full council at next OM.

**Resolved:** FE Committee to recommend to full council to increase Allotment fees by £1 per rod and Cemetery fees by 8.5% from 1<sup>st</sup> April 2020.

**Action:** Oct OM

**04/19.9 – Review of Cashflow and Budget Forecast:**

Documents circulated prior to meeting. Document was reviewed and variances explained.

**04/19.10 – To Identify Items for the Reserves:**

Document circulated prior to meeting. It was agreed to merge the two separate listings for “Cemetery Improvements” and combine the allocations for them at £3500. It was also agreed to add “Village Gates” to the list with an allocation of £2000. It was agreed to allocate £2000 for oak trees, £10000 for Holding Field development phase 2, £5000 for Malthouse Open Space, £5000 for brown signs, £5000 for the war memorial and £1000 for speed monitoring equipment. It was agreed to remove the £5000 allocation for Love Lane footpath upgrade due to lack of response from HCC. FE Committee to recommend these allocations to full council at next OM.

**Action:** Oct OM

**04/19.11 – Review of 2020/21 Budget:**

Document circulated prior to meeting. Clerk to review budget with minor changes.

**04/19.12 – Date of next meeting:**

Monday 20<sup>th</sup> January 2020 7:30pm in the Village Club.

Meeting closed 21:08

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

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