



## Minutes of Kingsclere Parish Council Finance and Establishment Meeting FE 03/19 Held at 7.30pm on Monday 15<sup>th</sup> July 2019 in the Village Club

### FE 03/19 – Present:

Cllrs: Bowes; Farey; Price; Sawyer F; Sawyer J. Clerk – Porton.

### 03/19.1 – Apologies:

None.

### 03/19.2 – Declarations of Interest:

None.

### 03/19.3 – Matters Arising:

None.

### 03/19.4 – Reserves Policy:

Draft document circulated prior to the meeting.

**Resolved:** Document accepted for adoption without change.

### 03/19.5 – Review of Financial Risk Assessment:

Existing document circulated prior to the meeting along with a sample document supplied by BDO (previous external auditor). It was agreed some items on the sample document not previously included on the PC list need to be added. Existing checklist to be taken away for alignment with the sample document where appropriate and return to next FE.

**Action:** IB. Oct FE.

### 03/19.6 – Review of Financial Regulations:

Existing document circulated prior to the meeting. No changes necessary this year.

**Resolved:** Refer recommendation to full council.

**Action:** Aug OM.

### 03/19.7 – Review of Investment Policy:

Existing document circulated prior to the meeting. It was agreed no updating was required.

**Resolved:** Document accepted for another year with no change

**Action:** Clerk.

### 03/19.8 – Review of Cashflow and Budget Forecast:

The Cash Flow data, circulated prior to the meeting, was reviewed and variances explained.

### 03/19.9 – Accounting Software:

The Clerk reported to the committee that from 1 October 2019 councils that are VAT registered will have to comply with "Making Tax Digital" for VAT. Making Tax Digital will require all affected bodies to keep their records digitally and submit VAT return figures directly from the software rather than logging into an HMRC account and entering the figures manually. The new VAT Notice 700/22 implies that councils below the £85,000 VAT registration threshold do not have to comply but legal advice is that the guidance does not fully reflect the legislation applying to local authorities (particularly S.42, VAT Act 1994) and ALL VAT registered councils should look at the implications of moving to digital submission. Scribe is a package that the Clerk has looked at before and had a free trial with. Scribe have changed their pricing bracket structure from Precept Value to Income Value which means from 2020 we would fall into a higher bracket but they have agreed to hold their quote at our precept level for 2019. We have also been offered a 25% discount for this first year as advertised in The Clerk magazine.

**Resolved:** To recommend to OM a subscription to the Scribe accounting software at £254.70 in year one rising to £347 (current rate) for subsequent years. Due to the ongoing cost implication of an annual subscribing this is to be referred to OM for full council approval.

**Action:** Aug OM

### 03/19.10 – MHOS:

Basingstoke and Deane Borough Council (BDBC) has requested the Parish Council (PC) consider an Asset Transfer of this parcel of land as opposed to continuing with the current license agreement where the PC manage the area for BDBC. There will not be any cost implication with regards to the regular Mowing and Maintenance but currently BDBC do still manage the trees. Clerk to indicate to BDBC that we are interested.

**Action:** Clerk

### 03/19.11 – Date of next meeting:

Monday 21<sup>st</sup> October 2019 7:30pm in the Village Club.

### 03/19.12 – Exempt Business:

#### 12.1 Staffing Levels:

The committee were asked to consider if the staffing levels could be increased by 2 hours. The Administrative Assistant would be willing to increase her hours by two with the necessary support. Confidential Minutes refer.

**Resolved:** Committee to recommend to OM to accept increase

**Action:** Aug OM

Meeting closed 20:20

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

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

**Distribution:** Cllrs: S Adams; I Bowes; M Farey; C Mussett; N Peach; R Peach; A Price; F Sawyer and J Sawyer.  
Noticeboard; Website: [www.kingsclere-pc.org.uk](http://www.kingsclere-pc.org.uk).