



Minutes of Kingsclere Parish Council Finance and Establishment Meeting FE 02/19
Held at 7.30pm on Monday 18th March 2019 in the Village Club

FE 02/19 – Present:

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

02/19.1 – Apologies:

None.

02/19.2 – Declarations of Interest:

None.

02/19.3 – Matters Arising:

None.

02/19.4 – Asset Register:

Document circulated prior to meeting. Clerk previously updated to include purchases this financial year, some further amendments were made.

Action: Clerk

02/19.5 – Reserves Policy:

Some examples of reserves policies were provided that were sourced from other local parishes. Some principles in these examples were suggested to be adopted by the PC including having a minimum of 6 months running costs in the general reserves and to have a minimum of 3 months salaries available. It was noted that the figures of these would not need to be specified in the reserves policy as they would differ year to year and would be included in the yearly budget. Referred to June FE for review.

Action: June FE.

02/19.6 – Review of Grants Policy:

It was agreed to increase the limit per organisation per year from £200 to £250; make some minor changes to the wording in paragraph three; to add a space for a signature, and to make the "Grant Conditions" bigger.

Resolved: Increase the limit to £250 and implement other minor changes.

Action: Clerk

02/19.7 – Review of Internal Audit Effectiveness and Terms of Reference:

The terms of reference are reviewed every three years so do not need to be reviewed until 2021. It was noted that the financial documents on the PC website need updating. A review of the financial risk assessment was agreed to be done at the next FE. The effectiveness of the internal audit review document was checked and signed.

Action: Clerk. June FE.

02/19.8 – Audit Arrangements for 2019:

It was agreed that the PC would go with the Hampshire recemented auditors for the next internal audit.

02/19.9 – Review of Cashflow and Budget Forecast:

Document reviewed and variances explained.

02/19.10 – Date of next meeting:

Monday 17th June 2019 7:30pm in the Village Club.

02/19.11 – New Pay Scales for 2019-2020 to be Implemented from 1st April 2019:

Salary increases agreed on in line with new pay scales. Confidential minutes refer.

Meeting closed 20:24

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.
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