



**Minutes of Kingsclere Parish Council Finance & Establishment Meeting,  
held at 7.30pm on Monday 16<sup>th</sup> March 2015 at the Village Club**

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| <b>F&amp;E 03/15</b> | <b>Present:</b> Cllrs. Denness (chair); Farey; Sawyer: S Thompson – Clerk  | <b>Action</b> |
| <b>03/15.1</b>       | <b>Apologies:</b> Cllr R Peach   |               |
| <b>03/15.2</b>       | <b>Declarations of interest:</b> None:   |               |
| <b>03/15.3</b>       | <b>Minutes:</b>  |               |
|                      | i. The Minutes of the meeting on 10 <sup>th</sup> November 2014 signed off at the OM on 24 <sup>th</sup> November 2014 were reviewed.  |               |
|                      | ii. The minutes of the meeting on 19 <sup>th</sup> January 2015, signed off at the OM on 26 <sup>th</sup> January 2015 were reviewed.  |               |
| <b>03/15.4</b>       | <b>Matters arising:</b>  |               |
|                      | None   |               |
| <b>03/15.5</b>       | <b>Review of Internal Audit Effectiveness:</b>   |               |
|                      | The Standards and Characteristics documents relating to our Internal Audit Systems had been circulated prior to the meeting with minor changes and updates. These were agreed and signed off.  |               |
| <b>03/15.6</b>       | <b>Review of cash flow &amp; budget forecasts:</b>   |               |
|                      | The Cash Flow & forecast figures had been circulated prior to this meeting. The following major points were noted:   |               |
|                      | i. Income on the Cemetery was much higher than forecast. This was due to increased numbers of interments over the previous year.   |               |
|                      | ii. The cost of street lighting is up considerably this year due to internal accounting errors in previous years by HCC. They had not passed on certain charges that were our responsibility and we had to pay these retrospectively. All councils were affected. This figure should show a greater reduction next year.   |               |
|                      | iii. There were no further unexpected changes to the budget figures set which currently show we are 104% of budget on expenditure and 106% of budget on expenditure to date.   |               |
|                      | iv. It was agreed that no further adjustments need to be made on 2015/2016 set budget figures.   |               |
| <b>03/15.7</b>       | <b>Audit arrangements for 2015:</b>  |               |
|                      | i. At this present time we have not received our Audit papers from BDO but expect the procedures to be the same as last year.  |               |
|                      | ii. The Local Audit and Accountability Act 2014 will be introducing a new audit system for 2016. The draft code was laid before Parliament on 12 <sup>th</sup> January 2015 and is expected to be approved by 1 <sup>st</sup> April. We can expect radical changes which may involve submitting our accounts to our district authority for auditing rather than a government appointed agency. |               |
| <b>03/15.4</b>       | <b>Date of Next Meeting:</b>   |               |
|                      | To be set at the AGM.  |               |

There being no further business, the meeting closed at 8:10pm

Signed:.....  
Chairman

Date:.....

Signed:.....  
Parish Clerk

Date:.....