

**Minutes of Kingsclere Parish Council Finance & Establishment Meeting,
held at 7.30pm on Monday 20th March 2017 at the Village Club**



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- F&E 01/17** **Present:** Cllrs. Sawyer J (chair); Bowes; Farey; Price; Sawyer F: Clerk – L Porton. **Action**
- 01/17.1** **Apologies:** None
- 01/17.2** **Declarations of interest:** Bowes and Price – Allotments, Price – Tennis Club
- 01/17.3** **Minutes:** The minutes of the meeting on 16th January 2017, signed off at the OM on 30th January 2017 were reviewed.
- 01/17.4** **Matters Arising:** None
- 01/17.5** **Review of Internal Audit Effectiveness:** The Standards template, circulated prior to the meeting was reviewed. The terms of reference need to be reviewed – clerk to circulate existing document. Risk Management Schedule to be updated with the FSCS protected deposit of £75,000 (reduced from £85,000). Review completed and accepted by committee. **Clerk**
- 01/17.6** **Review of Cash Flow and Budget Forecast:** The Cash Flow data, circulated prior to the meeting was reviewed and variances explained – no changes to be made to the budget at this time. Clerk to update the projection figures for expenditure for next 3 years.
- 01/17.7** **Audit Arrangements for 2017:** Terry Marsh will be the internal auditor again this year. The external auditor is still BDO for this year but will change in 2018. The auditor has been appointed for 2018 but official communications have not been received yet.
- 01/17.8** **Date of Next Meeting:** To be set at the Annual Meeting on May 15th 2017.
No members of the public were present to be excluded for part 2
- 01/17.9** **New Pay Scales for 2017-2018 to be implemented from 1st April 2017:**
In addition to the recommended pay scale increases, LGPS have also increased the fixed monthly amount to £150.00 from £141.67 for 2017/18. All payments within the agreed budget for 2017/18. A gratuity was proposed for the Litter Warden – to be discussed at OM under part 2.

Resolved – Salaries to be increased according to New Pay Scales.

There being no further business, the meeting was closed.

Signed:.....
Chairman

Date:.....

Signed:.....
Parish Clerk

Date:.....