

**Minutes of Kingsclere Parish Council Finance & Establishment Meeting,
held at 7.30pm on Monday 19th June 2017 at the Village Club**



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F&E 01/17	Present: Cllrs. Sawyer J (chair); Bowes; Farey; Price. Clerk – L Porton.	Action
01/17.1	Apologies: Sawyer F	
01/17.2	Declarations of interest: None	
01/17.3	Minutes: The minutes of the meeting on 20 th March 2017, signed off at the OM on 30 th March 2017 were reviewed.	
01/17.4	Matters Arising: None	
01/17.5	Review of Cash Flow and Budget Forecast: The Cash Flow data, circulated prior to the meeting, was reviewed and variances explained. The budget data included in the cash flow chart needs updating due to some changes in the final budget – clerk to check figures and re-circulate updates.	Clerk
01/17.6	Audit Arrangements for 2017: Terry Marsh will be collecting the accounts and evidence tomorrow (20 th June 2017). The external auditor is still BDO for this year and the Annual Return needs to be submitted by 24 th July 2017. The exercise of public rights commences on 28 th June 2017 for 30 working days, finishing on 8 th August 2017. The external auditor for 2018 has been appointed but official communications have not yet been received.	
01/17.7	Date of Next Meeting: The next meeting of the Finance and Establishment Committee will be held on 16 th October 2017 19:30 in the Holding Room at the Village Club.	

There being no further business, the meeting was closed at 19:55.

Signed:.....
Chairman

Date:.....

Signed:.....
Parish Clerk

Date:.....