



Minutes of Kingsclere Parish Council Finance and Establishment Meeting FE 01/23
Held at 7.30pm on Monday 23rd January 2023 in the Village Club

FE 01/23 – Present:

Cllrs: Bowes; Conquest; Farey; Gaines; Mussett; Peach R; Clerk – Ackrill; RFO – Porton;

Not Present:

01/23.1 – Apologies:

Cllr Sawyer

01/23.2 – Declarations of Interest:

None

01/23.3 – Questions from the Public:

N/A

01/23.4 – Matters Arising – None

01/23.5 – Bowls Club Lease:

The Hold over lease has been signed and is in place until 23rd June 2023. NP is currently arranging a meeting with the Bowls Club Committee to discuss the Terms.

01/23.6 – Interim Audit Report:

The interim Audit had been circulated and there are no items or issues of concern. To be placed on OM for full council formal review.

01/23.7 – Review of Financial Risk Assessment:

The Assessment was reviewed and recommended to be approved at next OM by Full Council.

01/23.8 – Review of Asset Register:

All present agreed with inclusions, but it was noted that the Bowls Club should be added.

Action: RFO

01/23.9 – Updating of Bank Accounts details and Signatures:

Barclays signature form needs to be completed by Chairman. Co-operative bank - RFO will remove old signatory. It was also agreed that all Councillors would be signatories.

Action; RFO CM

01/23.10 – Review of Current Year's Budget Forecast:

The current year's financial situation/ budget was reviewed with no areas for concern. Following on from October OM, several proposed adjustments were presented for review to accommodate the pay / hours increase for staff and other material adjustments. Those adjustments were considered, and further amendments were made. Generally, things are on track. The Crown Green notice board is to be installed this financial year.

Cllr R Peach left the meeting during this item at 20.10.

Action: CM

01/23.11 – Finalise Budget Requirements for 2023-24:

The draft 2023-24 budget had been circulated. Fair remuneration and development of staff will take priority. Considering a possible reduction in Councillor numbers it was felt important that the staff were trained and empowered to take on more, as the time requirements / commitments on remaining councillors would be more demanding. Last year, adjustments were made to ensure the budget was accurate and fit for purpose. This year the plan is to deliver fair staff remuneration and hours, training, and office facilities. Next year, projects such as the Public Conveniences may be back on the agenda.

01/23.12 – Review of Precept Requirements Following Confirmation of Tax Base:

After alterations to the budget were applied, it was calculated the precept will increase to £84,695.00. Using the council tax base rate for Kingsclere for 2023-2024 at 1329.80, the proposed precept was calculated to be an increase of £11.31 a year for a Band D property, the equivalent of less than an additional £1.00 per month. Recommended precept figure referred to OM for full council approval.

Action: Jan OM.

01/23.13 – Cyber Security/Anti-virus protection:

RFO presented 2 options regarding security and anti-virus. Both options are going to be researched anti-virus in option 1 is obviously cheaper but the cyber security part needs to be seriously considered. Both options approved by F&E.

Action: RFO DC

01/23.14 – Matters for Consideration: Questions raised in Public Questions:

No items raised.

01/23.15 – Date of Next Meeting:

Monday 17th April 2023 7:30pm in the Village Club.

01/23.16 - Exempt Business – to propose and pass a resolution in accordance with the public bodies (admission to meetings) Act 1960 to exclude the public and press for the discussion of the following matters where publicity might be prejudicial to the special nature of the business.

15.1. To Discuss Staffing Hours / Pay Review as per Confidential Report (continuing from October OM discussions)

The confidential proposal was discussed and approved in full and agreed to be recommended to the January 2023 Ordinary Meeting.

Meeting closed 21:26

Signed:.....Chairman

Date:.....

Signed:.....Clerk

Date:.....

Distribution: Cllrs: S Adams; I Bowes; D Conquest; M Farey; S Gaines; C Mussett; N Peach; R Peach; and J Sawyer.
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