



Minutes of Kingsclere Parish Council Finance and Establishment Meeting FE 03/24

Held at 7.30pm on Monday 15th July 2024 in the Village Club

FE03/24 – Present: Cllrs Gaines; R Peach; RFO Porton. Clerk – Ackrill;

Not Present: N/A

FE03/24.1 – Election of Committee Chairman – it was agreed by those present to elect an interim Chairman for this meeting as only 2 Cllrs were present. The meeting was quorate as the RFO is a member. Cllr Peach nominated RFO L Porton to Chair this meeting and Cllr Gaines seconded.

Resolved: L Porton RFO and FE Committee member elected as chair for this meeting

FE03/24.2 – Committee Apologies: Cllr Mussett and Cllr Conquest

FE03/24.3 – Declarations of Interest: L Porton and Cllr R Peach both hold an allotment

FE03/24.4 – Questions from the Public: None

FE03/24.5 – Review new NALC Model Financial Regulations: The new regulations had been circulated and the whole document was reviewed. Various amendments and updates were proposed. RFO will update the document using tracked changes and bring back to the next FE in October

Action: RFO to update and circulate for October.

FE03/24.6 – Bank Accounts

6.1. Barclays Bank Account – RFO suggestion KPC no longer requires the Barclays Account as the deposit account is now held with the CCLA.

Resolved: To Close the Barclays Account.

Action: RFO

6.2. CCLA Bank Statements – RFO suggests the CCLA statements are received electronically rather than post.

Resolved: Letter of agreement to request electronic statements signed by Cllrs Peach and Gaines

Action: RFO

FE03/24.7 – Review of Cashflow and Budget Forecast: An annotated up to date Budget forecast had been circulated. There were two line items spent where a surplus resulted, Insurance and Play Area Risk Assessment – these could be moved to Sundry Expenses.

Resolved: £78.36 from Insurance and £157.96 from Play Area RA virement Sundry expenses.

Action: RFO

FE03/24.8 – Cyber Insurance – email from our insurance company regarding Cyber insurance had been circulated. Following discussion about the various backups we currently have in place; it was decided to get the quote as it includes 10 anti-virus licenses which would save current anti-virus fee.

Action: RFO and Clerk to complete quote process and update Cllrs at next meeting

FE03.24.9 – Discretions Policy – KPC policy currently held by Hampshire Pensions is out of date a new one needs to be e completed. RFO will obtain copy of our out-of-date policy. Cllr Gaines will assist officers to draft new document.

Action: RFO, Clerk and Cllr Gaines

FE03.24.10 - Allotment Tenants Public Liability Cover – Officers were very recently made aware by the insurance company that Tenants should hold their own Public Liability Cover and rented plots are not covered on the KPC Liability. Suggestion of membership with the National Allotment Society which then provides liability cover will be suggested as one option for tenants. As this is of an urgent nature it was agreed that Tenants need to be informed of this quickly without going to Full Council. Rules and Regulations will need updating for next year’s agreements. Mowing and Maintenance schedule will also be revised.

Resolved: Correspondence to be sent this week to tenants updating them of the situation.

Action: Clerk and RFO to contact Tenants and amend Rules and Regulations - add path cutting into M&M Schedule for tender.

FE03.24.11 - Matters for Future Consideration: N/A

FE03/24.12 – Date of Next Meeting:

Monday 14th October 2024 7:30pm in the Village Club.

Meeting closed 21.18

Signed:.....Chairman

Date:.....

Signed:.....Clerk

Date:.....

Distribution: Cllrs: D Conquest; S Gaines; H Jonas; C Mussett; N Peach and R Peach;
Website: www.kingsclere-pc.org.uk.