



Minutes of Kingsclere Parish Council Finance and Establishment Meeting FE 02/24  
Held at 7.30pm on Monday 15<sup>th</sup> April 2024 in the Village Club

**FE 02/24 – Present:**

Cllrs Conquest; Gaines; Mussett; R Peach  
Clerk – Ackrill;

**FE02/24.1 – Apologies:** Cllr Jonas and L Porton, RFO

**FE02/24.2 – Declarations of Interest:** None

**FE02/24.3 – Questions from the Public:** No one present

**FE02/24.4 – Bank account signatories:** Confirmed that 2 Cllr authorisations are required along with the RFO for each withdrawal transaction and that 4 signatories authorised on each account would be sufficient for all accounts.

**FE02/24.5 – CCLA:**

**5.1 Progress Update** - The account is now operational, and an initial deposit had been made.

**5.2 Opening Transfer request of £50k**

*Financial Orders were suspended at 19:42*

Cllrs approved the fact that in this instance £50,000 was transferred as £25,000 is the minimum deposit requirement when opening an account with the CCLA, and then £25,000 additional, as the precept is due to be deposited in our Barclays account soon and it would take the total over the insured sum for funds in the Barclays account. All present in approval.

*Financial Orders were resumed at 19.44.*

**FE02/24.6 – Clerks Laptop:** The laptop is now very out of date the RFO had sent options for laptops to purchase to Cllrs prior to the meeting. Cllrs were all in agreement that the laptop should be suitable for the job and high spec. Suggested budget was £699 all agreed this was fine and at point of order / selection if further sum required then just bring to OM with final total.

**Resolved:** Purchase of Laptop before OM

**Action** – Clerk and RFO to purchase and ratify at OM

**FE02/24.7 – Grass Cutting for Football Club on Holding Field** – no response from football club re costs that would be incurred by them for their contractor to cut the field in between KPC cuts, it was decided therefore to allow the club just to cut the field as and when they needed without KPC financial involvement, on the understanding, as in their correspondence, that the named official contractor, with correct insurance cover (this has already been supplied to the Clerk) is always used.

**Action:** Clerk to inform the club

**FE02/24.8 – Tennis Club** – the new agreed rate will be charged from the day of signature on the lease. Two lines on the invoice one – the sum owed up until date of signature at previous rate, the second is the remaining part of the year pro rata at new rate.

**Resolved:** New agreed rate would be charged from the date of signature on the lease

**Action** – RFO invoice

**FE02/24.9 – Tennis Court Insurance** – value for insurance value was obtained byway of quote for new courts.

**Resolved:** Clerk to check if KPC need to add to Policy

**Action:** Clerk

**FE02/24.10 – Review of Policies –**

**10.1 Grants** – FE committee concurred with PPP decision to add that proof of expenditure may be requested when a grant is awarded. To be agreed at the Annual Meeting.

**10.2 Reserve's Policy** – no amendments recommended

**10.3 Investment Policy** – no amendments recommended

**FE02/24.11 – Review of Financial Regulations-** No amendments recommended

**FE02/24.12 – Review of Asset Register** – Clerk noted several items for alteration and that potentially a bus shelter and bench were missing. Clerk also asked to work with RFO and add the Tennis Courts and Bowls Club now that leases were sorted. Values to be established / confirmed.

**Action:** Clerk and RFO

**FE02/24.13 – Review of Budget 2023/ 24 against actual** – Cllrs couldn't access the document. Requested to put on April OM with annotations highlighted main areas of note.

**Action:** April OM RFO – supply with annotations

**FE02/24.14 – Review of Internal Audit Terms of Reference and Letter of Engagement** – reviewed, all approved except one amendment that the final paragraph in the Terms of Reference states review every three years – all agreed to RFO recommendation that this should be annually.

**Resolved:** Amend Terms of Reference to be reviewed every year

**Action:** RFO / Clerk

**FE02/24.15 – Audit Arrangements for 2024** – Internal Audit 8<sup>th</sup> May therefore the Annual Governance and Accountability Return should be ready for approval and signature at May OM. Deadline for submitting is the 30<sup>th</sup> June.

**FE02/24.16 – Insurance review** – KPC is in a 3-year LTA with Aviva via broker Clear Councils. Draft Policy received today and reviewed some amendments will be required, T Courts / Bowls Clubhouse / allotment toilet block to be checked. April OM for further discussion. Policy renewal 1st June 2024.

**Action:** Clerk to research and ask NP for help re Bowls Club

**FE02/24.17 – Matters for Future Consideration:** Nothing to be considered

**FE02/24.8 – Date of Next Meeting:**

Monday 15<sup>th</sup> July 2024 7:30pm in the Village Club. Subject to being confirmed with meeting dates agenda item at Annual Meeting in May.

Meeting closed 20.28

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](http://www.kingsclere-pc.org.uk).