



## Minutes of Kingsclere Parish Council Finance and Establishment Meeting FE 02/22 Held at 7.30pm on Monday 11<sup>th</sup> April 2022 in the Village Club

### **FE 02/22 – Present:**

Cllrs: Conquest; Farey; Mussett; Peach R; Sawyer. Clerk – Ackrill; RFO – Porton; 1 member of the press – Newbury Weekly News.

### **02/22.1 – Apologies:**

Cllrs: Bowes; Jones.

### **02/22.2 – Declarations of Interest:**

None

### **Questions from the Public:**

No Members of the Public were present

### **02/22.3 – Review of the Asset Register:**

Those present reviewed the updated Register dated March 31, 2022, circulated by the RFO. It was noted that the list was predominantly a list of items we own and used for insurance purposes. There were no amendments or observations and therefore the register was recommended to be put forward to the OM for full council approval and sign off. The Chair thanked the RFO for such a comprehensive and well-maintained list.

**Action:** April OM

### **02/22.4 – Policies for Review at this meeting:**

#### **4.1. – Reserves Policy:**

Following discussion, it was agreed to suggest wording in Section 3, Earmarked Reserves the last line should be altered to read “Should” be replaced in a timely manner not “Must”. Section 4 may be removed completely pending discussion with Cllr Bowes prior to OM.

**Action:** RFO to alter and discuss with IB. April OM

#### **4.2. – Grant Policy:**

Following review, it was agreed to recommend to OM for adoption with no changes.

**Action:** April OM

#### **4.3. – Draft Annual Leave Policy:**

Following discussion it was agreed that this policy should be within employees’ contracts and therefore a policy wasn’t required.

#### **4.4. – Draft Expenses Policy:**

Following discussion it was agreed that this policy should be within employees’ contracts and therefore a policy wasn’t required.

### **02/22.5 – Review of 2021 – 2022 Budget Against Final Numbers:**

The RFO provided the Actual figures for the year end and the numbers were scrutinised. Most of the budgeted items came in as expected, variances highlighted were the payment for the white gates which went out in this year, the tree work in the cemetery was carried out and paid for, the legal fees for the traveller encampment eviction were also un-budgeted. It was noted that the £20,000 grant was not applied for the War Memorial. Both the Tennis Club and the Bowls club rent invoices were late being created and will therefore show in the new financial year, doubling the sum received for these line items for 2022/23. Clerk will chase up the Insurance company for a claim for the high-water bill for the allotments covering the period before the leak was detected and whilst repair was carried out as this has been submitted, this leak increased the budgeted sum for the allotments substantially along with the Excess for insurance. CM provided those present with a [Briefing Note explaining historic issues and how the council arrived at the precept figure for 2022/23](#). (See Appendix 1). The Chairman thanked the RFO and CM for all the hard work and time spent on the budget this year.

**Action:** Clerk Insurance

### **02/22.6 – Review of Internal Audit Terms of Reference and Letter of Engagement:**

This was discussed, and no alterations were suggested. Recommended for approval at OM.

**Action:** April OM

### **02/22.7 – Audit Arrangements for 2022:**

KPC’s Internal Audit is booked for the 9<sup>th</sup> May. The accounts will then be ready to go before the Full Council on the 30<sup>th</sup> May, our Inspection period will be between 13<sup>th</sup> June – 22<sup>nd</sup> July 22. The inspection notice will be posted 12<sup>th</sup> June on the notice board and the website. The inspection dates will also be placed on social media. The budget will also be placed on the May OM agenda for discussion. DC will arrange the social media post.

**Action:** May OM, RFO, DC

## 02/22.8 – Review of 2022 – 2023 Budget:

The budget for this financial year was reviewed no alterations were made other than the doubling of the Tennis and Bowls Clubs rent sums.

**Action:** RFO

## 02/22.9 – Matters for Future Consideration:

No items raised

## 02/22.10 – Date of Next Meeting:

Provisionally Monday 18<sup>th</sup> July 2022 7:30pm in the Village Club, subject to approval at the Annual Meeting.

Meeting closed 20:31

Signed:.....Chairman

Date:.....

Signed:.....Clerk

Date:.....

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

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

## Appendix 1 - F&E Informal Briefing Note

### Key Points

KPC were required to reduce a historically high reserve. This has been achieved by maintaining low annual increases in the precept below the annual cost increases. But inevitably the reserve has now reached its recommended level of 3 months rolling cash reserve.

The 2022/23 budget has been restructured to ensure that it is sustainable without the historic subsidy of the large reserve. It now has a 3 month rolling cash reserve, funded from the historic reserve. A budget variance of 5% budget variance has been built into the budget, which is funded from the precept.

The Operation Costs are derived from a bottom-up build of the budget and are therefore the minimal required to operate the council and subject to normal inflationary pressures.

Specific and approved projects have approval with budget allocated and are expected to proceed and complete within the budget year April 2022 to April 2023.

Staff costs, whilst tightly managed have been constrained by capping additional activity to a ratio not exceeding 20% overtime payment.

KPC are now required to complete and pay for many safety and compliance checks including trees, memorials, playground equipment. That combined with ensuring that the office facilities are compliant will equate to c.£10,000 of expenditure in the budget year.

### Closing and Opening Positions

#### Summary – Key Figures

Closing Reserve	(21/22) £29,525
Allocations	(22/23) £15,875 subtract
Closing Reserve adj 1	(21/22) £13,650
Rolling Reserve Required	£17,202 (3 months precept)
Closing Reserve adj 2	£ 3,552- Adjustments £ 2,500 (budget brought forward)
Opening Balance	£ 1,052-

**Key Message** The 2021/22 year was budgeted tightly and closed £1k overspent but had absorbed some unexpected additional spending of c.£400.00 Insurance and £1,250 legal fees for removal of illegal encampment. Some spending allocated for 2022/23 of £2,500 tree work was brought forward providing some relief for the 2022/23 budget.