



Kingsclere Parish Council

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9th April 2024

SUMMONS issued under LGA 1972, Sch 12 para 10(2)

A Finance and Establishment Committee Meeting of Kingsclere Parish Council will be held on **Monday 15th April at 7:30pm** in The Holding Room at The Village Club, at which your attendance is required.

Signature

Clerk to the Councillors

Agenda of the Finance and Establishment Committee Meeting of Kingsclere Parish Council

1. To receive and accept Members Apologies
2. Declarations of interest on Agenda items
3. Questions from the Public – to receive questions, planning representations, or comments.
The meeting will be suspended for a maximum of 15 minutes and each member of the public will be allowed no more than 3 minutes to speak. No decisions can be made by the Council during this time. After this period the council meeting will be resumed, and members of the public may only speak when invited to do so. Members of the public are welcome to stay for the remainder of the meeting.
4. Bank Account Signatories – to agree on number of signatories for all KPC Bank Accounts
5. CCLA
 - 5.1. Progress Update
 - 5.2. Opening Transfer request of £50k
6. Clerk Laptop – to approve expenditure for [new laptop](#) – max £699.00
7. Grass cutting for Football Club in Holding Field – receive update on costs incurred by Football Club for cutting the Holding Field
8. Tennis Club – agree month in which new lease fee commences from for invoicing.
9. Tennis Courts Insurance Policy– Value to be agreed for Asset List
10. Review of Policies
 - 10.1. [Grants Policy](#) – for approval at Annual Meeting in May
 - 10.2. [Reserve's Policy](#) – for approval at Annual Meeting May
 - 10.3. [Investment Policy](#) – for approval Annual Meeting in May
11. Review of [Financial Regulations](#) –for approval at Annual Meeting in May
12. Review of [Asset Register](#) - for Approval at Annual Meeting in May
13. Review of [2023-24 Budget](#) against actual
14. Review of [Internal Audit Terms of Reference](#) (Effectiveness) and [Letter of Engagement](#)
15. Audit Arrangements for 2024
16. Insurance Review – update on policy renewal due May 31st 2024
17. Matters for Future Consideration – to note any items raised in Questions from the Public to include on future agendas
18. Date of Next FE Committee Meeting – Proposed for Monday 15th July 2024 subject to confirmation of 24/25 meeting dates at KPC Annual Meeting in May