



Minutes of Kingsclere Parish Council Finance and Establishment Meeting FE 03/22  
Held at 7.30pm on Monday 18<sup>th</sup> July 2022 in the Village Club

**FE 03/22 – Present:**

Cllrs: Bowes; Conquest; Jones; Mussett. Clerk – Ackrill.

**Not Present:**

None.

**03/22.1 – Apologies:**

Cllrs Farey and R Peach

**03/22.2 – Declarations of Interest:**

None

**Questions from the Public:**

None

**03/22.3 – Review of Investment Policy:**

The policy had been previously circulated and there were no alterations suggested, therefore it was agreed to recommended policy for reapproval at July OM.

**Action:** July OM

**03/22.4 – Review of Budget Forecast:**

Documents circulated prior to meeting. The budget was presented in new format from the new software package and a few points regarding the display and layout were suggested which will be reviewed by office staff. It was agreed that any under or overspending on budget lines would be left as is, to show the variances for those particular budget line items. This would allow for clarity when reallocating surplus funds to deficit line items at a future point. It was agreed to discuss these points with the RFO when possible, to facilitate this format.

The budget was reviewed by Cllrs line by line, and it was concluded that generally all line items are on track and there was nothing of concern however a few points were raised.

Following the recent audit report, the matter of monitoring overtime was raised as the auditor recommended a more robust method should be in place to monitor KPC's overtime expenditure. Staff office contracted working hours verses the workload that comes through the office is an ongoing concern, and it was agreed for the time being any overtime will be approved by either the Chairman or Vice Chairman prior to it being worked, until a more permanent solution is agreed. It was noted that Cllrs should take into account the impact of staffing hours when new projects are considered in the future.

It was also noted that some funds may now need to be reallocated from planned future projects for example the office refurbishment (not including work needing to be done to ensure employment compliancy,) the new website project, and new noticeboards for the village, to issues such as the Bowls and Tennis Club leases, the public toilets, and any other possible unforeseen issues which may develop and effect the village.

**Action:** CM, Clerk, RFO

**03/22.5 – Matters for Future Consideration:**

None.

**03/22.6 – Date of Next Meeting:**

Monday 24<sup>th</sup> October 2022 7:30pm in the Village Club.

Meeting closed 21:15

Signed:.....Chairman

Date:.....

Signed:.....Clerk

Date:.....

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