

**Minutes of the Meeting of
CHURCH CROOKHAM PARISH COUNCIL
FINANCE & POLICY COMMITTEE**

Date and Time: Thursday 6th November, 2014. 8.04 pm

Place: Memorial Hall, Church Crookham

Present:

Councillors: Nick Harris (NH) (Chair), Annette Whibley (AW), Michael Burford (MB), Pat Lowe (PL)

Also present: Sally du Gay deputy clerk/RFO

There were no members of the public present

Action

65/14 Apologies for Absence

No apologies for absence were received

66/14 To approve minutes of the meeting held on Monday 21st July 2014

The meeting minutes were reviewed and were approved as a true reflection of the meeting.

67/14 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.

There were no requests for dispensations.

68/14 Declarations of Interest

No declarations of interest were made.

69/14 Chairman's Announcements:

The Chairman made the following announcements:

- The Government has published a Local Government Transparency Code which comes into force from 7th November 2014 and applies to councils with income or expenditure greater than £200K. Each quarter data detailing:

1. expenditure greater than £500 net of VAT must be published, excluding staff salaries
2. Procurement information.

Further data is required to be published annually including assets, grants, standing orders and other governance documents. Compliance is expected no later than 31st December 2014.

- The indexation portion of the S106 Community Centre funds has now been received and banked with Barclays Bank.
- Lloyds Bank has been instructed to re-invest £400K for a further 3 month period when the current short-term investment ends. The remaining £300K plus interest earned will be deposited in the Lloyds Bank Community Centre construction funds deposit account.

70/14 Public Session

This is an opportunity for members of the public to bring matters to the attention of the

Finance Committee.

There were no comments from members of the public.

71/14 **Actual vs budget**

To review, for information following presentation at the October Parish Council meeting, the updated actual vs. budget figures for April to September 2014 and the likely reserves at the end of the financial year.

Actual vs budget income and expenditure data had been circulated.

	Apr – Sep 2014 (half year)	Likely out-turn end Mar 2015
Income	£207,413	£217,867
Expenditure	£135,494	£228,367
Income/expenditure	£71,920	-£10,500

It should be noted that £51,050 will be transferred to general reserves from the Community Centre S106 contribution to cover costs of £14,000 incurred in the tender stage of Community Centre Project and costs of £3,600 for the first Rund construction payment which was paid in September. It has also been agreed that £11,440 for the purchase of Rhyno Mulch at Azalea Park will be covered by general reserves if required at year end.

Earmarked Reserves Precept: £146,336

Earmarked Reserves S106: £1,326,729

General Reserves expected at year end: £110,189

It was suggested that at year end any general reserves over £90,000 (half precept) could be added to Earmarked reserves for the Community Centre running costs reserve and the Community Youth Projects reserve towards the skate park.

The actual vs budget data was accepted.

72/14 **Draft 3 year forecast budget**

To review the 3 year forecast budget spreadsheet

The draft 3 year forecast had been circulated.

An additional £150 was added to the budget for 2015 2016 to allow for the printing of a limited number of copies of the Parish Plan.

The draft 3 year forecast was accepted.

73/14 **Draft budget**

To consider a draft budget for 2015 2016 and to decide what projects should be included.

The draft budget for 2015 2016 had been circulated

Subject to the amendment of £150 addition to the Parish Plan budget, the draft budget was accepted.

74/14 **Precept**

To discuss the level of precept for 2015/2016 and to make a recommendation to Full Council.

Current year precept is £181,173 plus the Hart DC grant of £5281 giving a total precept of 186454. The tax base was 3367.53 giving a band D household precept of £53.80. The precept has remained at £53.80 since 2010.

In 2015/2016, based on the assumption that 100 extra houses will be added at Crookham Park (to be confirmed) the tax base would increase to 3467.53, and if the band D remained

the same the precept would increase to £186,553.

Hart DC are expected to pass on 33% of the grant in 2015/2016 which, based on 2014 2015 is expected to be £2640, giving a total precept of £189,193.

It was **resolved** that with the budget as it stands, the recommendation should be that the precept remains the same at £53.80 for a Band D household.

Proposed NH, seconded MB, all in favour.

75/14 Debtors report

To review an updated debtors report year-to-date
The debtors report had been circulated.

RFO

The debtors report was reviewed and it was reported that the RFO is chasing outstanding debt.

76/14 Quarterly bank reconciliations

To receive confirmation that the previous quarters bank reconciliations have been examined by a Council member who is not a signatory on any of the Council's bank accounts

It was reported that Cllr Jackson has examined and signed the bank statements and reconciliations for the quarter July to September 2014 for all the Council's bank accounts

77/14 Grants

To consider amending the policy on Grants and Donations so that all requests should be submitted either by 30th June or 31st December each year for consideration by Policy and Finance committee prior to recommendation to Full Council for approval at its next meeting.

The amended policy had been circulated.

The following clause was added to the policy:

All applications must be received by the Parish Council by either 30th June or 31st December each year. Grants will only be awarded twice a year in either July or January. In situations where time constraints apply exceptions may be considered.

It was **resolved** to accept the amendment to the Grants policy and recommend it to Full Council for approval.

Proposed PL, seconded AW, all in favour.

78/14 Re-coding report

To receive a report on the re-coding of the accounts to allow for the production of income & expenditure reports for Peter Driver Sports Ground, the allotments and the community centre.

The recoding report had been circulated.

The report was reviewed.

79/14 Income Expenditure report

To review a draft income and expenditure report for Peter Driver Sports Ground

The income and expenditure report had been circulated

The report was reviewed and it was noted that that Peter Driver Sports Ground is not run solely as a business but that for the majority of the time it is a public facility, free to use twenty four hours a day, seven days a week.

It was also noted that the yearly contribution to the earmarked reserve for pavilion

improvements should be included in project costs.

80/14 Standing Orders

To review the policy and recommend any amendments to be considered by Full Council Following the amendment to 1960 Public Bodies (Admission to Meetings) Act members of the public are now permitted to report on council meetings.

The amended Standing Orders had been circulated.

Proposed change to Standing Orders :

31 *Any person who attends a council (or committee) meeting is permitted to report on proceedings of the meeting subject to the exclusion below. When present, a person may not orally report or comment about the meeting as it takes place but otherwise may:*

- i. Film, photograph or make an audio recording of a meeting;*
- ii. Use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later.*
- iii. Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.*
- iv. People exercising their right to film, audio-record, take photographs or use social media must not act in a disruptive manner; this could result in them being excluded from the meeting.*
- v. Whilst no prior permission is required to carry out the aforementioned activities, it is advisable that any person wishing to film or audio-record a public meeting should let the parish council staff know so that all necessary arrangements can be made for the public meeting.*

Exclusion: With reference to S.1 (4A) of the 1960 Public Bodies (Admission to Meetings) Act a person present at a meeting does not have a right to give an oral report or commentary during a meeting, as such commentary could be disruptive during the meeting.

It was **resolved** to accept the changes with the exception of clause v.

Proposed NH, seconded PL, all in favour.

The deputy clerk was asked to:

1. email the Chairs of committees to point out the changes to the Standing Orders.
2. To contact HALC to establish whether council-hosted meetings were subject to the requirement to allow recordings of meetings.

**Deputy
clerk**

81/14 Terms of reference

To review the terms of reference and recommend any amendments to be considered by Full Council for the Staffing Committee and the Finance & Policy committee.

The relevant terms of reference had been circulated.

The staffing clauses have been removed from the Finance & Policy ToRs i.e. :

- 1. To recommend the level of staffing resources to the Council together with matter relating to terms and conditions of employment, and basic level of salaries;*
- 2. To ensure the Council complies with all legislative requirements relating to the employment of staff;*

Plus the clause relating to grants has been changed from:

10. *To make Grant applications at the direction of the Parish Council*

To

10. *To make applications for grants at the direction of the Parish Council.*

&

14. *To twice a year, receive and review grant requests and to recommend those for payment to Full Council.*

It was **resolved** to accept the proposed changes.

Proposed NH, seconded MB, all in favour.

The following clause has been added to Staffing Committee :

IV. *To ensure the Council complies with all legislative requirements relating to the employment of staff.*

And the clause relating to number of members has been deleted to remove the necessity of changing the ToRs if a member joins or leaves the committee.

It was **resolved** to accept the proposed changes.

Proposed NH, seconded PL, all in favour.

82/14 Financial regulations

To review the Financial Regulations and recommend any amendments for approval at Full Council.

The amended Financial Regulations had been circulated.

Clause 5.5 has been amended by removing the following sentence:

The Unity Bank current account shall be operated as an imprest account with a minimum balance of £40,000 to be replenished from the HSBC bank account.

and replaced with:

The Unity Bank current account shall be used to make payments and shall be replenished from the HSBC bank account.

Clause 11 1 (b) removal of "from the appropriate approved list" from the end of the clause.

It was **resolved** to accept the proposed changes.

Proposed NH, seconded AW all in favour.

83/14 Internal Audit

To receive a report on the outstanding action from the Internal Audit 2013 2014 report.

A report had been circulated.

It was proposed that:

1. if appropriate, Mark Davis of Public Sector Deposit Fund could be invited to talk at the next committee meeting, following confirmation that this type of account is appropriate for parish council use.
2. Use of a one month fixed business Money Market account should be investigated to find out if it would be appropriate for parish council use.

RFO

84/14 Parish Plan

To review progress of the parish plan.



NH agreed to write a draft of the parish plan.
Progress of the draft would be reviewed at the next committee meeting.

NH

85/14 Agenda items for next meeting

To agree agenda items for the next meeting:

1. To review the following policies:
 - Review of Internal controls
 - Review of effectiveness of internal audit
 - Risk assessment
 - Asset Register
 - Code of conduct
2. Report on what the Transparency code means to CCPC.

86/14 Date of next meeting

Date of next meeting – 19th January 2015

There being no further business, the meeting closed at 9.30 pm

Signed.....

Date.....