

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

**Date and Time:** Monday 8<sup>th</sup> July 2013 – 8pm

**Place:** Willis Hall, Church Crookham

**Present:**

Councillors: Nick Harris (NH) (Chair), Michael Burford (MJB), Bill Shambrook (BS), Jenny Radley (JR)

Also present: Sally du Gay (deputy clerk)

There were no members of the public

*Action*

**34/13 To appoint a chairman and vice chairman**

Cllr Nick Harris was appointed Chairman and Cllr Andrea Ong was appointed Vice Chairman.

**35/13 Apologies for Absence**

Apologies for absence were received from Cllr Ong.

**36/13 To approve minutes of the meeting held on Monday 15<sup>th</sup> April 2013**

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

**37/12 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.**

There were no requests for dispensations.

**38/13 Declarations of Interest**

There were no declarations of interest.

**39/13 Chairman's Announcements:**

- All committees are requested to provide estimates for the 2014-2015 budget by beginning Sept. The Clerk was asked to email the request to the Chairmen of the committees.
- The Clerks will be asked to update and circulate standing orders, financial regs all terms of references and a draft Treasury/Investment policy for approval at the next F&P meeting. The Clerk was asked to provide committee members with copies of these existing policy documents.
- Just a reminder that the Friends of Azalea Park will be digging the new beds on 21<sup>st</sup> July and then covering them with membrane until 8<sup>th</sup> September when the planting will be done. The interval is due to lack of available helpers. James Hucklesby of Environmental Health is aware of this plan, which is acceptable provided the membrane remains undamaged. No members of the committee raised any concerns.

**Deputy  
Clerk**

**Clerks**

**40/13 Public Session**

There were no members of the public present.

**41/13 To review the updated actual vs. budget figures for April to June 2013 and the likely**



**reserves at the end of the financial year.**

Hand-outs were circulated and the Chairman gave the following update.

- Likely out-turn expenditure £180.8K
- Likely out-turn income £204.3K
- Likely addition to reserves £23.4K

**42/13 To review an updated debtors report year-to-date**

The report had been circulated. All debtors at year end 31<sup>st</sup> Mar 2013 have now paid. £1116 currently outstanding, the Clerk has had contact from the four clubs owing money from May and payment is imminent. The Chairman asked to record the Council's thanks to the deputy Clerk for her hard work in collecting the fees.

**43/13 To receive an update on P11d return for 2012 2013**

The Clerk reported that a Nil return would be sent to HMRC as the Council has a dispensation in place.

**44/13 To consider a fee schedule prepared by RUND for the planning and tender stages of the Community Centre and to decide how to fund these stages if the Council decide to proceed.**

**The following was reported:**

- Planning stage was expected to cost £17K, allocated in Ear Marked reserves, this has now dropped to £13K leaving £4k available
- An indicative cost plan for agreed plans would cost an additional £1850
- Tender process would cost an additional £23,350
- Total cost to planning and tender - £38200.

There are general reserves of £50K available to cover the additional tender costs but these could only be replaced from the £1.1m if the Council decide to build it themselves, otherwise they would have to fund these from reserves.

It was proposed that the additional funds of £23,350 required to take the process through the tender stage should be:

- a) Considered to be a loan from £1.1m community centre contribution if the Council decides to build the community centre themselves.
- b) That the Council should be asked to note that the implications of using funds for this process would result in fewer funds available for other projects.
- c) That the funds should be taken from the Community Youth Projects reserve.

This was proposed by Cllr Burford, seconded by Cllr Shambrook, 2 in favour, 2 against and Cllr Harris cast his vote as chairman against the motion.

An amendment to item c of the above proposal was made that:

- c) That the funds be taken from General Reserves.

This was proposed by Cllr Radley, seconded by Cllr Harris, all in favour.

**45/13 To agree terms of reference for :**

- **Community Centre Committee**
- **Highways Committee.**

Draft terms of reference had been circulated.

The Council decided to recommend that the terms of reference with minor

modifications be taken to Full council for approval.

**46/13 To review and agree a tree policy for the Parish**

A draft tree management policy had been circulated.  
It was agreed to include a clause considering the replacement of removed trees.  
The Clerk was asked to identify trees with TPOs on Council owned land.

**Deputy  
Clerk**

The Council decided to approve the tree management policy with minor modifications.

**47/13 To receive a proposal to introduce longer term financial planning and to decide whether to accept a proposal to introduce 3 year budget forecasting from October 2013 for the financial year 2014 2015.**

The Council decided to accept the proposal

**48/13 To initiate a working party to review byelaws and to agree a date for the first working party meeting.**

Cllrs Harris, Burford, Radley and Sharnbrook agreed to form a working party to review byelaws in the parish.  
The working party agreed to meet on Monday 5<sup>th</sup> August.

The Clerk was asked to:

- a) confirm that byelaws created by Hart DC are still in place on Peter Driver Sports Ground;
- b) to inform PCSO Merrick of the formation of the group and invite him to talk to the group.
- c) To invite members of the Sports & Recreation committee to join the working group

**Deputy  
Clerk**

**Deputy  
Clerk**

**Deputy  
Clerk**

**49/13 Agenda items for the next meeting**

Any agenda items to be sent to the clerk before the next meeting.

- Actual vs budget
- Draft budget for 2014 2015
- Update financial regs, standing orders and terms of reference for finance & policy, planning, and sports & rec committees.
- Updated asset register
- To review the Parish Councils responsibilities in relation to fraud

**50/13 Date of next meeting**

14<sup>th</sup> October 2013

There being no further business, the meeting closed at 9.50 pm

**Signed.....**

**Date.....**