

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

Date and Time: Monday 10th October 2011 – 8.20pm

Place: Willis Hall, Church Crookham

Present:

Councillors: Andrea Ong (Chairman), Nick Harris (NH), John Bennison (JB), Michael Burford(MB)
Helen Butler (HB)

Also: Jayne Hawkins - Clerk

There were no members of the public

Action

41/11 Apologies for Absence

Apologies were given by Bill Shambrook who was unable to get back from work in time for the meeting

42/11 To approve minutes of the meeting held on Monday 13th June 2011

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

43/11 Declarations of Interest

There were no declarations of interest.

44/11 Chairman's Announcements

The Chairman made the following announcements:

- 1) The Audit has been returned from the Audit Commission with no comments and the completed audit forms are now displayed on the notice boards.
- 2) There will be a Friends of Azalea Gardens initial meeting on Thursday 13th October in the Memorial Hall.

45/11 Public Session

There were no comments

46/11 To review the actual vs. budget figures from April to September 2011.

The Chairman reported that a spread sheet had been circulated for review and gave the following summary:

Predicted income at the end of year will be approx. £186,136 which is £7600 below budget mainly due to a lower precept and no coaching income.

Predicted expenditure at the end of the year will be approx. £180,374 which is approx. £17,000 below budget.

Having reviewed the forecast to the end of the year it was agreed to include the following costs that are likely to be incurred:

- Community Centre Tax report: £2000
- Year end processing – RBS: £550

- Peter Driver electrical work, allowed £1000
- Community centre costs e.g. Purchase of plans, Quantity surveying cost £5000
- Machine for maintaining new five a side pitch. £3000
- Pathway through woods at Azalea Gardens if grant applications are unsuccessful: Total cost £5340, but will forecast £2500

It was reported that the PC will probably not need to pay the Harlington £10000.

The clerk agreed to update the actuals vs. Budget spread sheet and add these costs to the forecasts to the end of the year. An updated spreadsheet will be presented at the next Finance and Policy Committee meeting.

Clerk

47/11 To consider a draft budget for 2012 2013 and to decide what projects should be included.

A spread sheet containing a draft budget was circulated together with a list of possible projects for 2012 2013. A discussion took place about whether the Parish Council would be increasing the precept in 2012 2013 and it was decided that the budget should be set so that there was no increase in the precept for a band D household.

The following projects were discussed and it was agreed to include the following if funds allowed:

- Improve seating at Peter Driver by installing seating and possibly grassing the mound on the left hand side – Clerk to get quotes – approx. £5000
- Jubilee events in 2012 2013 - £6250
- Church Crookham in Bloom – hanging baskets and planters for Jubilee year – approx - £5000, clerk to get quotes
- Defences in Azalea Gardens to reduce anti-social behaviour – defensive planting, Fences, Signs – £5000
- Traffic Calming and analysis – rental of speed limit reminder sign £2400 and 8 traffic surveys - £1200
- Gateways into Parish and Parish signage - £5000

Total Projects: £29,850

Clerk

It was also agreed to make provision in reserves for the following if the budget allowed:

- Playground replacement fund- £4000
- Replacement of 3G surface Peter Driver £3000
- Green energy projects - £5000
- Community centre running costs - £10000

Total Reserves: £20,000

Councillor Andrea Ong and Councillor Nick Harris agreed to discuss whether the salary grade of the Deputy Clerk should be increased following the 6 month probationary period. SLCC advise that a Deputy Clerk should be paid approx. 75% of the Clerks salary. To achieve this, the deputy clerk's grade should be 25 or 26 rather than 19. This would mean a salary increase of £2233.

AO/NH

The draft budget was reviewed and the Clerk was asked to make a number of minor changes and include the agreed projects. An updated budget will be presented for approval at an extra Finance Committee meeting to be held on 14th November. Final approval of the budget and precept will be taken to the November Parish Council meeting.

Clerk

48/11 To review a draft policy and application form for S137 donations.

A draft policy for grant applications was circulated for review. The clerk was asked to make a few changes and an updated version will be approved at the next Finance and Policy Committee meeting.

Clerk

49/11 To agree S106 spread sheets required by HDC for leisure and roads for future projects

The Chairman reported that a spread sheet detailing future projects requiring S106 Highways projects had been circulated. The spread sheet was reviewed and the clerk was asked to amend a couple of descriptions as follows and send to Daryl Philips

Source	Type	Outline
Parish Council	Traffic Calming	Speed reduction at the Verne and reduce illegal parking
Parish Council	Improve Junction	A287 Redfields Lane
Parish Council	Traffic Management	Traffic calming using a pedestrian refuge on Aldershot Road between Tesco Roundabout and Coxmore Close.
Parish Council	Traffic Management	Parish gateway into Parish on Aldershot road between Northfield Road junction and the Foresters Public House
Parish Council	Pedestrian	Improve pedestrian refuge at on Reading Road South by Tesco Roundabout
Parish Council	Traffic Calming	Northfield Road used as cut through but need to take care that do not reduce trade to local shops
Parish Council	Signage	Reduce unnecessary signage on roads and pavements.
Parish Council	Traffic Mangement	Traffic calming using a pedestrian refuge on Beacon Hill between Crookham Crossroads and Bourley Road to align with footpath from estate.
Parish Council	Traffic Mangement	Traffic calming using a possible gateway into Parish on Beacon Hill between Parish Boundary and Vertu Roundabout

Clerk

S106 Projects for Leisure were discussed and the Clerk was asked to submit the following:

- Funding towards the cost of a MUGA at Azalea Gardens (Parish should have 25K but will need at least a further 15K)
- Floodlights for athletics track at Crookham Park
- Skate board facilities to replace those lost at Peter Driver when the Nursing home is built – 25K

Clerk

50/11 To decide whether to update the bank mandate to include all councillors and to sign the application form if agreed.

It was agreed that the bank mandate should be submitted with the details of all Councillors that are on the Finance and Policy Committee:

Nick Harris, Helen Butler, Andrea Ong, John Bennison, Michael Burford and Bill Shambrook. The bank mandate was signed by all the Councillors present and the Clerk will get Bill Shambrooks signature before submitting the mandate form.

Clerk



51/11 Agenda items for next meeting

Clerk

November:

- To receive an updated budget and to agree budget 2012 2013
- To decide on precept for 2012 2013

January:

- Review all direct debits
- Review any outstanding debts from 2010/2011 and write off if not recoverable.
- Review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- Review the Council's policy for dealing with the press/media

Clerk

Date of next meeting – 14th November 2011

There being no further business, the meeting closed at 10.30 pm

Signed.....

Date.....