

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

Date and Time: Monday 11th April 2011 – 7.30pm

Place: Willis Hall, Church Crookham

Present:

Councillors: Andrea Ong(Chairman), Bill Shambrook (BS), John Bennison (JB),Michael Burford(MB)

Also: Jayne Hawkins - Clerk

1 member of the public

Action

13/11 Apologies for Absence

Apologies were given by Nick Harris who was away on business and Helen Butler who was on holiday.

14/11 To approve minutes of the meeting held on Monday 14th February

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

15/11 Declarations of Interest

There were no declarations of interest.

16/11 Chairman's Announcements

There were no chairman's announcements

17/11 Public Session

There were no comments

18/11 To receive an update on actual vs. budget at year end

A spreadsheet was circulated that showed actual expenditure against budget. This was reviewed by Councillors. Total income was 21k above budget mainly due to the remains of the Fleet and Church Crookham Special expenses fund which was allocated out to the Parishes. Expenditure was £65K under budget.

19/11 To receive an update on year end reports and audit form

The clerk circulated a number of financial reports showing the accounts at the end of the financial year. The closing balance in the current account was: £5695.75 and in the saving account was: £100,024.13. Outstanding invoices amounted to: £2765.76, payments for services not yet received amounted to: £3870.39 and costs for services received but not yet invoiced amounted to £4681. A copy of the annual audit form was circulated.

The clerk reported that the accounts were still draft and that final accounts would be available for review by the internal auditor on the 21st April.

The Clerk was asked to scan the internal audit form and circulate to committee members

Clerk

20/11 To review the budget for 2011/2012:

The final budget for 2011/2012 was circulated for review. The clerk explained that if councillors wanted to spend on items that were not in budget they would have to vire funds from another area of expenditure. It was agreed not to make any amendments to the budget unless it became necessary.

21/11 To view a slide show on Gypsies and Travellers and to review draft procedures for managing travellers on Parish Council land.

A long discussion took place about what policy to adopt with regard to illegal encampments by travellers on Parish Council land.

The Clerk explained two possible routes:

- 1) Evicting the travellers using the civil courts and requesting welfare checks on the travellers by HCC gypsy liaison officers - Takes approx 2 weeks to process
- 2) Evicting the travellers under common law. Can be as quick as 24hrs depending upon the number of travellers. This is a process used by Hook Parish Council very successfully.

The committee decided to recommend to full Parish Council that they adopt the quicker route using common law and instruct a company called Constant and Co.

The Clerk agreed to draft a procedure to be circulated before the next Parish Council meeting on the 26th April.

Clerk

22/11 To agree and sign deputy clerk and sports officers contracts

The clerk agreed to circulate the contracts for review and put an item to approve and sign the contracts on the Parish Council agenda

Clerk

23/11 To discuss and agree an expenses policy for Councillors

A draft expenses policy was discussed. The committee agreed that a £200 limit on Councillor's expenses was reasonable as long as mileage was moved outside of the limit. Reasonable expenses would be reimbursed to Councillors on receipt of an expenses claim form supported by valid receipts.

Clerk

The Clerk was asked to make the following changes:

- Move travel expenses to outside the £200 limit
- Change tax free level on mileage claims to 45p per mile
- Home printing costs would be reimbursed less a fair adjustment for personal use

Clerk

The Clerk agreed to circulate the updated policy with an expenses form to all Councillors. The Committee recommend to Parish Council that the updated policy is adopted by Church Crookham Parish Council.

Clerk

24/11 Agenda items for next meeting

- Feedback on audit process

Date of next meeting – 13th June 2011

There being no further business, the meeting closed at 9.15 pm

Signed.....

Date.....