

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

Date and Time: Monday 13th Dec 2010 – 7.30pm

Place: Willis Hall, Church Crookham

Present:

Councillors: Andrea Ong (AO) (Chairman), Helen Butler (HB), Nick Harris (NH), Michael Burford (MJB), Bill Shambrook (BS), John Bennison (JB)

Also: Jayne Hawkins Clerk

Action

30/10 Apologies for Absence

None.

31/10 To approve minutes of the meeting held on Monday 18th October

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

32/10 Declarations of Interest

There were no declarations of interest.

33/10 Chairman's Announcements

None.

34/10 Public Session

David Millett the Vice Chairman of the Basingstoke Canal Society gave an interesting overview of how the Parish's contribution to the Canal Authority is used to support vital work on the canal. He explained that Hart has 13 miles of canal and contributions from the Parishes go towards general maintenance costs of staff and equipment and maintenance of overhanging trees and vegetation.

35/10 To elect a Vice-Chairman for the Finance Committee

Bill Shambrook volunteered to be Vice Chairman, this was proposed by NH, seconded by MJB and agreed by all.

36/10 To review updated 2010/2011 budget and forecast reserves at the end of the year.

Changes had been made to the 2010/2011 budget as recommended at the October Policy and Finance meeting. These changes were reviewed and the budget signed by Andrea Ong. This budget gave an estimated reserve at the end of 2010/2011 of £44K.

37/10 To discuss draft budget for 2011/2012 and to review any additional items that have been put forward for inclusion. To agree a 2011 2012 budget to be recommended to full Parish Council.

Councillor Michael Burford declared an interest in the Memorial Hall.

A draft budget was reviewed and the following changes were agreed.

- Donations to community buildings – 6K (In place of donations to memorial hall

and Christ Church)

- Community Youth Projects – 10K (In place of skate Board Park and communal area at Peter Driver)
- Traffic Calming measures – 4K (In place of Speed Limit Reminders)
- Harlington Centre indemnity – 10K included in budget.
- 30,000 put in reserves from 2010 for Community Youth Projects

AO proposed that the updated budget was accepted this was seconded by JB and unanimously agreed.

38/10 To decide on precept request that will be recommended to the Parish Council.

AO proposed that the precept was kept the same as in 2010 2011 this was seconded by JB and agreed by all.

39/10 To review the following policy documents and decide on necessary updates.

- **Complaints Procedure** – It was agreed to make a clear distinction between the procedure for an informal complaint and a formal complaint.
To include comment that a formal complaint should normally be made in writing but that this can be made in other ways on agreement by the Parish Council.
- **Planning terms of reference** – It was agreed that the terms of reference was clear and concise. The Clerk was asked to check the May Parish Council minutes for any comments that were made on the initial TOR.

40/10 To decide whether to outsource the monthly payroll to an external bureau **Clerk**

It was resolved to outsource the monthly payroll but that before a decision is made on the supplier the Clerk should check if each payroll company that has quoted is regulated. **Clerk**

41/10 To agree and sign the Parish Clerks contract of employment **Clerk**

The Clerk was asked to make the following minor changes to the contract of employment

- Item 9 – 40p per mile for first 10,000 miles then 25p per mile
- Leave year to start April 1st.

42/10 To agree agenda items for next meeting **Clerk**

- Review a further two procedures/TOR
- Invite Charlotte Tickner from the Point Youth Club to discuss youth provision

43/10 Date of next meeting – 14th February 2010

There being no further business, the meeting closed at 10.50pm

Signed.....

Date.....