

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

Date and Time: Monday 14th Feb 2011 – 7.30pm

Place: Willis Hall, Church Crookham

Present:

Councillors: Helen Butler (HB), Nick Harris (NH), Bill Shambrook (BS)- Chairman, John Bennison (JB)

Also: Jayne Hawkins - Clerk
Mary Barry (MB)

Action

01/11 Apologies for Absence

Apologies were given by Andrea Ong and Michael Burford

02/11 To approve minutes of the meeting held on Monday 13th December

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

03/11 Declarations of Interest

There were no declarations of interest.

04/11 Chairman's Announcements

The Chairman reported that the internal auditor had visited the Parish Office today and looked at some of our control procedures. He took away the finance regulations, standing order and the Policy and Finance Terms of Reference. He will also be examining all the minutes on the website prior to the audit meeting in April /May.

05/11 Public Session

There were no comments

06/11 To receive actual vs budget update for 2010 2011

A spreadsheet was circulated that forecasts reserves of approx £96,000 at the end of the year. It was suggested that some of the minor projects were pushed to complete before the end of the year e.g. notice boards and the portacabin at Peter Driver. Larger projects such as replacement play equipment were longer term and funds would be put into earmarked reserves for these.

07/11 To receive an update on precept submission for 2011 2012

It was reported that the precept requested was £173,599 down from last years precept of £177,761 this was due to a reduction in the council tax base (no of houses in the parish reduced by 78). There was an error by HDC in last year's calculation of council tax base and this has been corrected this year. A precept of £173,599 should keep the precept for a band D household the same as last year.

A copy of the final budget for 2011/2012 was circulated.

08/11 To review the following policy documents and decide on necessary updates:

The publication policy – freedom of information was reviewed. A discussion took place about charging it was agreed to keep the charges on a per sheet basis with agreement to

review annually. No changes were recommended.

The clerk reported that changes had been made to the complaints procedure as agreed at the last meeting and these would be circulated. **Clerk**

09/11 To review risk assessment and to agree amendments/additions

The draft risk assessment was reviewed.

The following amendments to the risk assessment and actions were agreed:

- No Bus shelters, 1 bench at Azalea gardens
- Include actively managing risk against vandalism at Peter Driver.
- Include gift book in risk assessment
- Clerk agreed to ask contractor that starts in September if he would be prepared to do a monthly safety check starting asap **Clerk**
- Minutes for PC and Committees to be put on the website once the Chairman has checked them. With 'Draft' clearly marked
- Clerk to order a metal lockable filing cabinet for the office **Clerk**
- Councillor Bill Shambrook agreed to look at health & safety issues at Peter Driver with Claire Bennett. **BS**
- Councillor Bill Shambrook to provide Clerk with encryption software databeker **BS**
- Clerk to look at installing a white board outside office to record movements **Clerk**
- Council to look at installing a new fence along the road at Peter Driver **All**
- Clerk agreed to look at safety of heaters at Peter Driver
- Ensure risk assessment for child safety / Courses refers to Council run courses **Clerk**
- Include Jan Hyatt - Elvetham Heath Clerk and CC deputy Clerk as backup for current clerk on risk assessment **Clerk**
- Bill Shambrook to recommend a fire safe **BS**
- Clerk to look at Lone working policy **Clerk**

10/11 To review the draft asset register and to agree amendments / additions. To decide whether to get the Peter Driver pavilion valued.

The Asset register was reviewed. It was agreed to accept the register as it stands.

11/11 To agree and sign parish Clerk, deputy clerk and sports officers contracts

The Clerks contract was signed. It was agreed that the clerk would investigate if there was a more appropriate contract for the temporary deputy clerk and the sports officer. **Clerk**

12/11 To agree agenda items for next meeting

- Saving and Investment Strategy. Priority must be given to security and liquidity, not yield. **Clerk**
- Review of internal controls must go to full council before end of year.
- Year end activities: Closing the accounts, debtors, creditors, receipts, payments, fixed assets updated, earmarking of reserves, the annual return, internal audit, public right of inspection.
- Borrowing – secretary of state must approve

13/11 Date of next meeting – 11th April 2011

There being no further business, the meeting closed at 10.10 pm

Signed.....

Date.....