

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

Date and Time: Monday 14th April 2014 – 8.15pm

Place: Willis Hall, Church Crookham

Present:

Councillors: Nick Harris (NH) (Chair), Jenny Radley (JR), Michael Burford (MB)

Also present: Sally du Gay deputy clerk/RFO

There were no members of the public present

Action

22/14 Apologies for Absence

No apologies for absence were received.

23/14 To approve minutes of the meeting held on Monday 13th January 2014

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

24/14 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.

There were no requests for dispensations.

25/14 Declarations of Interest

JR declared a personal interest in item 29/14, bullet point 1

26/14 Chairman's Announcements:

- Update on insurance policy - renewed
- Update on year end processing: RBS year-end completed. Audit form to be completed before auditor comes in on 13th May.
- Update on Santander bond – new 12 month bond opened, @ 1.4% interest gross, deposit £138,952.00, £2091.38 interest payable & £141,043.38 total repayment
- S150 (5) of the Local Government Act 1972 has been revoked. Section 150 (5) required that every cheque or other order for payment of money by parish councils shall be signed by two members of the council. The internal auditor recommends that parish councils take time to deliberate on this and should not rush to make wholesale changes. Guidance should be issued in due course.

27/14 Public Session

There were no members of the public present.

28/14 Actual vs budget

To review the updated actual vs. budget figures for 2013- 2014

To review the updated actual vs. budget figures for January to March 2014 and the likely reserves at the end of the financial year.

Detailed spreadsheet circulated

Income - increase due to :

- Increased one-off bookings on five-a-side



- extra grass pitch training for the winter season
- increase in hire fees on all pitches effective from September 2013

Expenditure:

- Staff costs lower than expected despite 1% pay increase & new Admin Assistant who started Feb 2014 as budget for caretaker for Peter Driver not required.
- Admin costs lower than budget – hall hire less than expected, Parish Plan not printed or distributed, audit fees not as high as expected. Bank charges not budgeted for but HSBC now making minimum monthly charge of £5.50
- General maintenance on Peter Driver Sports Ground lower than expected.
- Grounds Maintenance under budget largely due to Dog Warden charging less than expected
- Supplies & Services under budget as only one pair of goal posts bought this year. Storage container to be purchased 2014-2015
- Project costs over budget – due to £20K accrual for the tender application for Community Centre. £20K to be returned to reserves from £1.1m, if Council decides to build the centre themselves.

NH thanked the Clerk and RFO for their work on administering the accounts.

29/14 Ear marked reserves

To review the ear marked reserves and to decide whether to create the following:

1. Highways reserve £3000 – to use the Highways grant received via Cllr Radley from Hants CC
2. To release the surplus from the ear marked reserve for the Community Centre planning costs of £4150 to General reserves
3. To create a new ear marked reserve of £14000 for the remainder of the Community Centre tender process.

It was **resolved** to create the reserves as detailed above, proposed NH, seconded MB 2 in favour, 1 abstention

RFO

30/14 Debtors report

To review an updated debtors report year-to-date

Circulated

The debtors report was reviewed.

Debtors at the yearend totalled £1364.

£312 of debt is unlikely to be retrieved:

£270 from Zebon FC for five-a-side bookings in May & June 2013

£36 from a one-off booking

£6 under payment from another one-off booking.

It was **resolved** that the committee recommend to Full Council that these debts, totalling £312, should be written off.

Proposed NH seconded MB, all in favour.

RFO

31/14 Quarterly bank reconciliations

To receive confirmation that the previous quarters bank reconciliations have been examined by a Council member who is not a signatory on any of the Council's bank accounts

It was reported that Cllr Radley has examined and signed the bank statements and reconciliations for the quarter Jan to March 2014 for all the Council's bank accounts.



32/14 To discuss and agree committee priorities for the next financial year

It was **resolved** that the Finance & Policy committee's priorities should be:

1. To maintain best practice of delivering good financial procedures and production and reviewing of Council policies.
2. To introduce and maintain multi-year forecasting of budgets, especially in respect of S106 funds. It was recommended that 3 year financial planning should start in 2015-2016.

Proposed NH, seconded JR, all in favour

33/14 Treasury and Investments Policy

To review and recommend to Full Council for approval a Treasury and Investments Policy

The policy has been circulated.

It was **resolved** to recommend the Treasury and Investment Policy to Full Council for approval.

Proposed NH seconded MB, all in favour.

RFO

34/14 Leavers checklist

To approve a checklist for both staff and councillors to ensure that necessary changes to arrangements are made promptly in the case of separation from the Council
Draft leavers and joiners checklists for both councillors and employees have been circulated.

An amendment was suggested to include the retrieval of parking cards from councillors and staff on the leavers' checklist.

RFO

It was **resolved** to approve the leavers and joiners checklists, subject to the above amendment.

Proposed JR seconded MB, all in favour.

35/14 Terms of Reference

To review and recommend for approval at Full Council the revised terms of reference for Crookham Park committee and Sports & Recreation committee.
ToRs have been circulated.

The following amendments have been made:

- The Memorial Orchard has been included in clause 7 of Crookham Park committee ToR
- A clause allowing the co-option of non-council members has been added to Crookham Parks committee's ToR

It was **resolved** to recommend the Terms of Reference for Sports and Recreation committee and Crookham Park committee to Full Council for approval.

Proposed NH seconded MB, all in favour.

RFO

36/14 Councillors Expenses Policy

To review and recommend for approval at Full Council the Councillors Expenses Policy.

The following amendment was suggested :

An additional clause should be added:" Legitimately incurred expenses above £200 per annum may be paid, following approval at Full Council"



It was **resolved** to recommend the Councillors Expenses policy to Full Council for approval.

Proposed NH seconded JR, all in favour.

RFO

37/14 Training

To discuss and agree officer and Councillor training for 2014 -2015
Details of courses have been circulated via email.

It was suggested that:

- 4 places for potential new councillors following the election should be booked for “The Knowledge” and “Core Skills” – Richard Jackson, Gill Chatfield and two others
- 2 for HALCs Planning course –for potential new councillors after the May election
- The admin assistant should attend an Allotments Course.
- Enquiries should be made to HALC regarding a training session for the council as a whole on the “The Knowledge & Core Skills” program

RFO

38/14 Agenda items for next meeting

To agree agenda items for the next meeting:

- Review the policy on illegal encampments
- Agree the process of 3-year budgeting.

39/14 Date of next meeting

14th July 2014

There being no further business, the meeting closed at 9.10pm

Signed.....

Date.....