

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

**Date and Time:** Monday 14<sup>th</sup> October 2013 – 8pm

**Place:** Willis Hall, Church Crookham

**Present:**

Councillors: Nick Harris (NH) (Chair), Bill Shambrook (BS), Jenny Radley (JR)

Also present: Sally du Gay (deputy clerk)

There were no members of the public present

*Action*

**51/13 Apologies for Absence**

Apologies for absence were received from Cllr Burford.

**52/13 To approve minutes of the meeting held on Monday 9<sup>th</sup> July 2013**

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

**53/12 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.**

There were no requests for dispensations.

**54/13 Declarations of Interest**

There were no declarations of interest.

**55/13 Chairman's Announcements:**

- The clerk, deputy clerk and sports officer have been awarded a National Pay Award of 1% back-dated to April 2013.

**56/13 Public Session**

There were no members of the public present.

**57/13 To appoint a new vice chairman of the Policy and Finance Committee**

Following the resignation of Councillor Ong, a new vice chairman should be appointed to the Policy and Finance committee.

Cllr Shambrook was voted in as vice-chairman; proposed Cllr Harris seconded Cllr Radley, all in favour.

**58/13 To review the updated actual vs. budget figures for April to Sept 2013**

Circulated

- Budget expenditure: £183K
- Budget income £203K
- Likely out-turn expenditure £214K (includes 24K for CC tender)
- Likely out-turn income £278K
- Likely addition to reserves £64K (59K SANG car park road S106 res)

It was agreed that if sufficient money is available at year end the following should be added to reserves:

£3K to 3G surface replacement,

6K to playground replacement (including street snooker)

**59/13 To consider a draft budget for 2014 2015 and to decide what projects should be included.**

Circulated.

Projects for consideration currently included

- Temporary admin assistant – 15 hours a week £10K budgeted to cover salary, NI, training and equipment costs.
- Parish Plan printing and distribution costs £2,500 included in budget for next year.
- Allotment maintenance estimated at 5K (grass cutting, water, electricity, skips, rotovating if required) but income only estimated at £2.2K per annum with full occupancy. Clerks need to get quotes. It is possible that allotment holders may take over grass cutting once established.
- CCTV allotments - £3K can come from S106 car park money

Clerk

The following changes were requested:

- Reduce 4126 Parish Plan budget to £1500 as the plan will be available to the public via the parish council website with a limited number of hard copies available.
- Change 1050 Allotment Rental to reflect agreed rents. Sports & Recreation committee are requested to agree the allotment rents at the next meeting.
- Increase 4102 Councillor Training to allow for potential new councillors after the election.

Clerk

Sports &  
Rec  
committee

It was suggested that the budget for 350 Community Centre Green Energy Projects could be increased to allow for appropriate projects to be included during the building of the Community Centre. Cllr Radley agreed to take this proposal to the Community Centre working party to consider and gather quotes.

JR

An updated budget will be presented for approval at the Finance and Policy Committee meeting to be held on 13<sup>th</sup> January 2014. Final approval of the budget and precept will be taken to the January Parish Council meeting.

**60/13 To review an updated debtors report year-to-date**

Circulated

The debtors report was reviewed.

It was agreed that if necessary the clerk would write to the appropriate football team requesting payment.

Clerk

**61/13 To consider whether the precept for 2014 2015 should remain the same or be increased and if increased by what percentage.**

It was reported that for the current year the precept is: £175,495 plus the council received a grant from HDC for £8001 giving a total precept income of £183,496. The tax base was 3262 giving a band D household precept of £53.80. Church Crookham precept has remained at £53.80 since 2010.

In 2014/2015 if it is assumed that an extra 100 houses will be added at Crookham Park, the tax base would increase to 3362 and if the band D household precept remains the same the total precept would increase to 180875.60.

The government have decided to give local authorities the same council tax support grant as last year, Hart DC may pass on 66% of the grant £5280 this year which would give a total precept income this year of £186155.60.

It was agreed that to wait until Hart DC confirm the council tax support grant and to agree the precept at the January meeting.

**62/13 To receive an update on the Council Tax from Hart DC**

At the HADPTC - HDC have suggested that they will pass on 66% of the grant in 2014-2015, 33% the next year followed by nothing the following year.

**63/13 To appoint an internal auditor**

- IAC internal audit – Kevin Rose

It was agreed that the parish council would continue to appointment of Kevin Rose at IAC internal audit.

**Clerk**

**64/13 To receive an update on the current rating status of Co-Op Bank plc. and to decide whether to recommend to Council any changes to the Council's banking arrangements.**

Following the downgrading of the Co-Op Bank plc. over the previous months the committee decided that no drastic action was required but that in order to minimise risks £75K should be moved from the Unity Bank deposit account to the HSBC deposit account, leaving £60K to cover cheque payments for the next 2-3 months.

**Clerk**

It was decided to make any necessary alterations to the bank mandate held at HSBC after the elections in May.

**65/13 To agree terms of reference for :**

- Sports & Recreation Committee
- Finance & Policy committee
- Planning committee

Circulated

Following discussions the clerk was asked to make several changes to the Terms of Reference for the committees listed above.

**Clerk**

The clerk was asked to allocate the relevant budget codes to the Sports and Rec committee.

**Clerk**

The updated Terms of Reference will be taken to Full Council for approval.

**66/13 To receive an update from the byelaws working party**

Report prepared and circulated by Cllr Harris.

No action recommended at present although Sports and Rec committee should consider more appropriate signage at the parks.

**Sports &  
Rec**

**67/13 To consider a proposal to request grant applications forms for all Community Support grants.**

It was agreed that all grant applicants should complete a grant application form. Proposed NH seconded BS all in favour.



**68/13 To review the Parish Councils responsibilities in relation to fraud.**

The Parish Council is required to review the Parish Council procedures with regard to prevention and detection of fraud and corruption.

The Parish Council does the following:

1. Financial regulations reviewed annually
2. Internal Auditor appointed, independent to Parish Council
3. Clerk cannot authorise any payments
4. All cheques are signed by two councillors and matched to invoices, stubs are also initialled
5. Monthly financial report circulated to all councillors and signed
6. Monthly bank statements signed by a Parish Councillor
7. Bank transfers signed by Parish Councillors
8. Bank reconciliations are signed by Parish Councillors
9. Expenses are signed by the Chairman of the Parish Council
10. Direct Debits are reviewed annually
11. Any gifts are recorded in the hospitality book.

The Parish Council could consider fraud prevention training if a suitable course can be identified.

It was suggested that the best detection of fraud is to raise awareness. The clerk was asked to write a brief detailing what is required by the councillors when signing cheques, bank reconciliations, bank transfers and the monthly finance reports.

**Clerk**

**69/13 Agenda items for next meeting**

- Financial regulations to be reviewed
- Standing orders to be reviewed
- Review of internal controls
- Review of effectiveness of internal audit
- Review risk assessment
- Review asset register
- Review health & safety policy
- Review complaints policy

**70/13 Date of next meeting**

13<sup>th</sup> January 2014

There being no further business, the meeting closed at 10.09pm

Signed.....

Date.....