

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

Date and Time: Monday 15th April 2013 – 7.30pm

Place: Willis Hall, Church Crookham

Present:

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

There were no members of the public

Action

22/13 Apologies for Absence

There were apologies for absence from Councillor Bennison.

23/13 To approve minutes of the meeting held on Monday 21st January 2013

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

24/12 Dispersations – To receive any written requests for disclosable pecuniary interest dispensations from members. There were no requests for dispensations.

25/13 Declarations of Interest

There were no declarations of interest.

26/13 Chairman's Announcements

The Chairman gave the following updates.

- The insurance policy had been renewed from 1st April 2013
- RBS year-end completed Audit form to be completed before auditor comes in on 16th May.
- Update on moving funds to Santander bond – 12 month bond opened, 2% interest, deposit £140,000, interest payable £2,503.64, total repayment 1/3/2014 £142,503.64
- A request had been received from a resident in Wynn Gardens to remove branches from fir trees that overhang his garden; Clerk suggests that Councillors adopt a tree policy to ensure they make consistent decisions. The clerk would recommend that only removal of branches that are dangerous are paid for by the Parish Council

27/13 Public Session

There were no members of the public present.

28/13 To review the updated actual vs. budget figures for January to March 2013 and the likely reserves at the end of the financial year.

Hand-outs were circulated and the Chairman gave the following update.

- Actuals vs budget (including accruals, prepayments, debtors and creditors)

Income:

Budget: £186679

Actual: £426339

£239,635 over budget mainly due to S106 payment Park £50.5K, Land transfer 25K, HCC grant 3K, pitch hire £8.9K higher, S106 Sang and allotment car park £128,900, S106 Sandy Lane car park £20,220

Expenditure:

Budget after virements inc. ear marked reserves: £281,817

Actual: £269,972

£11,845 under budget mainly due to following:

- 805 employment
- +556 Admin
- +5276 Peter Driver
- 5814 Grounds Maintenance
- 874 Sports equipment
- £3240 Community Support
- +38390 project costs (mainly due to S106 playground money not being in budget)
- 45336 earmarked reserves

- Reserves at end of year

General Reserves: £87,775.48

Earmarked Reserves: £67,336.00

Earmarked Reserves S106 Crookham Park: £149,140.00

29/13 To review the existing earmarked reserves and to decide whether they are all still required or whether any amendments are required.

Existing earmarked reserves:

- Community Youth Projects (skate park) - 30K
- Peter Driver Maintenance - Boiler/plumbing - 6K
- Steel Roof Peter Driver - 6.7K
- Peter Driver Sports pitch levelling - 2.6K

Earmarked reserves added before closing year end 2012 2013:

Previously agreed if funds allowed:

- Community Centre Green Projects - 5K
- Community Centre running costs - 10K
- Playground replacement after - 4K
- Replace 3G surface - 3K

S106 Sandy Lane Car Park - £20,220

S106 Allotment SANG Car Park - £128,900

For 2013 2014

It was decided to change Peter Driver Maintenance – Boiler/plumbing
Steel roof Peter Driver and Peter Driver sports pitch levelling to Peter Driver
Improvements – 15.3K

Clerk

It was agreed to also add the following to earmarked reserves:

- Planning Community Centre – 17K
- Additional 10K to Community Youth Projects
- Additional 10K to Peter Driver Improvements

Clerk

General reserves would then be £50,775.48

30/13 To review outstanding debtors report and to decide what action to take against longstanding debtors.

A hand out was circulated

The Chairman reported that outstanding debt at year end was £2885.00, (£1155 paid since year end)

- Three longstanding debts at year end all chased for payment- some had already paid or agreed to pay by end of April.
- Introduction of 10 week invoicing has led to an increase in number of debts

It was agreed to write off one debt for a one off booking for £30 back to October, Clerks had been unable to get a response and only have email contact details.

Clerk

Cllr Harris asked the Clerk to thank the Deputy Clerk for her hard work chasing debtors to reduce the outstanding debtors at year end.

Clerk

31/13 To discuss and agree officer and Councillor training for 2013 2014

SLCC:

- WWYC – 2 day 12th Sept, 24th Oct, £175 – SDG agreed
- Cilca reg fee £150, agreed
- Allotments £95, Buckinghamshire, 30th May 2013 – SDG, agreed
- Quotes, Contracts, tendering, £125, West Sussex, 19th June – JH, agreed

HALC:

- Basic Planning, £30, Basingstoke 5th Sept 10-12 decide following AGM
- The Planning Framework, £30, Hart, 19th Nov 10-12, MJB, ano following AGM
- Allotment Management, £50, East Hants 7th Oct 10-2.30 - SDG, HB, agreed
- Chairing skills, £30, Basingstoke, 23rd Oct 7-9pm review after AGM
- General power of competence, £30, 15th May 10-12.00 – JH agreed
- Cilca preparation £175 16th Oct, 27th Nov – JH agreed

Budget Clerks: £800, Councillors £500

Full Course list circulated

http://www.hampshire-alc.gov.uk/Learning_Development/training-and-events-online-directory.aspx

The clerk was asked to book the agreed courses and bring others to the Annual General meeting to be considered after the committees had been agreed.

Clerk

32/13 Agenda items for the next meeting

Any agenda items to be sent to the clerk before the next meeting.

- Actual vs budget
- Tree Policy
- S106 policy

33/13 Date of next meeting

15th July 2013

There being no further business, the meeting closed at 8.35 pm

Signed.....

Date.....