

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

Date and Time: Monday 15th October 2012 – 7.30pm

Place: Willis Hall, Church Crookham

Present:

Councillors: Andrea Ong (AO), Nick Harris (NH), John Bennison (JB), Michael Burford (MJB) arrived 7.38pm, Helen Butler (HB) arrived 8.30pm

There were no members of the public

Action

49/12 Apologies for Absence

There were apologies for absence from Cllr Bill Shambrook, no apologies from Cllr. Mel Williams.

50/12 To approve minutes of the meeting held on Monday 16th July 2012

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

Cllr. Burford arrived at 7.38pm

51/12 Declarations of Interest

There were no declarations of interest.

52/12 Chairman's Announcements

It was reported that the Parish Council had received the first S106 payment from Taylor Wimpey for £149,140. This is a payment to cover maintenance costs for 20 years for the Sandy Lane car park and the SANG land car park.

The Chairman asked if any Councillors were able to attend a training course – Councils as an Employer on Thursday 18th October from 10am to 12pm in Chandlers Ford. Councillor Grant agreed to attend.

53/12 Public Session

There were no comments from the public.

54/12 To review the actual vs. budget figures from April to September 2012

Copies of the actual vs budget figures for April to September 2012 with updated forecast to the end of the year were circulated and agreed by the Committee.

- Budget expenditure plus virements 2012 2013 – £316,986
- Actual to date – £194,807
- Forecast to end of year - £116,126
- Likely out turn at year end - £310,934
- Likely total reserves at end of year - £105K

The chairman highlighted that the Parish Council had received £25K from the Peter Driver athletics field land swap and this income was included in the above figures.

The following expenditure items were also included in the forecast to end of year:

1. Possible expenditure of £17K to take plans for a new community centre through to planning permission. (This money should eventually come out of the £1.1 million S106 payment for the Community Centre if the PC decide to go this way).
2. £11K for a tarmac path at Azalea Park from the main gate to the play park gate to satisfy the management plan for the play park that has been approved by environmental health.
3. £9.3K for two Parish gateways and Boundary signs. Parish Gateways are likely to go into next year in which case the money will be accrued and it may still be possible to get some S106 contributions for these gateways.
4. Salary increases had been included from September to end March but these still needed to be agreed by the Parish Council.

55/12 To agree the following virements and transfers

The following virements from one budget to another were discussed and agreed.

- £250 from 4051 – Audit to 4050 – Hall Hire to cover increase in no. of mtgs
- £2,700 from 4309 – Gateways to 4059 – professional fees (surfacing standards, RBS year-end)
- £400 from 4071 printing and stationery to 4075 bank charges - did not forecast bank charges for cheques and payments at end of free period.
- £800 from 4070 Promotion and publicity to 4101 cleaning for additional cleaning of pavilion
- £850 from 4070 promotion and publicity to 4161 Tree surgery to cover all priority 1, 2 and 3 tree work recommended in annual survey.
- £300 from 4100 CBS to 4202 – Sports Equipment to cover cost of new mini goals at Peter Driver
- £300 from 4164 Dog Warden to 4202 Sports Equipment to cover cost of removing concrete shot put circle at Peter Driver.

Transfers from Reserves

- 4.5K from general reserves which included £25K to 4107 – General maintenance P Driver to cover Tarmac drive (£3.7k) and additional spending to end of year)
- £16,000 from general reserves to 4315 – Community Centre planning to cover cost of taking plan through to planning permission.

The Clerk was asked to action the above virements and budget transfers

Clerk

The Clerk was asked to get quotes for cleaning the pavilion to check that the current supplier was competitive.

Clerk

The Clerk was asked to get additional quotes for the tarmac path at Azalea Park and to include the cost of a dropped kerb.

Clerk

56/12 To consider a draft budget for 2012 2013 including forecasts out to 2015 and to decide what projects should be included.

A draft budget was circulated and reviewed and the following items were discussed and

it was agreed to include them in next year's budget.

- Salary increases for deputy clerk to put the deputy clerk on 75% of clerks salary
- and a single point increase for clerk, it was agreed that the funds should be included in next year's budget although the increases had not yet been agreed by Full Council
- CCTV at Tesco crossroads. It was agreed to leave in budget but clerk was asked to investigate how much useful information is gained from this camera. **Clerk**
- It was agreed to upgrade the accounts package to Omega from Alpha to include cash book, management accounts, budgets, sales ledger, purchase ledger, licence and training.
- Bank charges to be removed as the Parish Council will move to a new bank with free banking
- Cleaning costs may be reduced by getting competitive quotes **Clerk**
- Agreed to increase litter budget to £6k from 5K due to extra bins
- Clerk was asked to merge 4161, 4162, 4163 all under open space maintenance with a total of 6K
- Clerk was asked to put 4253 under 4260 Community grants with a total of 10K
- Clerk was asked to put 4302 under 4301 Office furniture and equipment total £2K
- The Clerk was asked to add 2 traffic surveys to 4308 traffic calming total to be £2.7K
- Agreed to include upgrading one half of changing rooms at Peter Driver - 20K
- Agreed to include a new door way at Peter Driver – 2K

57/12 To consider whether the precept for 2013 2014 should remain the same or be increased and if increased by what percentage.

It was reported that Church Crookham Parish precept has been £53.80 since April 2010, the government is encouraging Parish Councils not to increase Parish precepts this year. The Clerk believes that there is some review of the way the tax base is calculated and this could impact the precepts. The Clerk was asked to gather more information and to bring this together with the update budget to the November parish council meeting for a final decision. **Clerk**

58/12 To review and agree a response to be sent to Hart District Council regarding the community infrastructure leisure contributions for phase 3 at Crookham Park should permission to build the additional 100 houses be granted.

The Chairman reported that Hart District Council had wanted a response by the end of last week; a response was prepared by the clerk and the chairman and circulated to all Councillors on Thursday 11th October.

If Taylor Wimpey win the appeal for an additional 100 houses the Parish Council has requested contributions towards the Community Centre, the grounds maintenance and a new skate board facility.

It was agreed that this response represented the views of the Parish Council.

Councillor Butler arrived at 8.30pm

59/12 To review and decide whether to accept an updated asset register

It was agreed that the clerk should add the following items to the asset register:

- The new play park equipment – total value £100,000, clerk to break down into individual pieces of equipment if possible
- The new five a side – value £85,000
- The Compact Utility Vehicle and fittings – value £3,500
- The car park at Peter Driver and the height barrier – clerk to check value
- Bolder and inscription plate at entrance to Lynwood – clerk to check value

Will add when transferred

- Sandy Lane car park and height barrier – clerk to check value
- SANG land car park and height barrier – clerk to check value

Clerk

60/12 To view the final accounts for the Jubilee events

It was reported that the accounts for the Jubilee events (Quiz and summer fete) had been reconciled.

Total income was £731.67

Total expenditure was £3,834 including expenditure in 2011/2012

Total cost of Jubilee events: £3102.33

61/12 To receive an update on the revised code of conduct, register of interests and investigation arrangements being reviewed by HART District Council.

A revised code had been circulated by Hart District Council. Daryl Philips will be putting his recommendation to full Council in November. The Parish Council has previously agreed to adopt Hart's interim code of conduct. The Parish Council will consider adopting the same code as Hart once a final version has been agreed. Councillors were asked to review the revised code of conduct and send any comments to the clerk

All

62/12 To receive notification of HMRC approval of dispensation for reporting of expenses via P11D forms.

It was reported that a dispensation for reporting expenses via P11D forms had been agreed by HMRC, this means that the Parish Council will no longer need to fill in P11ds for Clerks expenses.

63/12 To receive an update on the number of responses to the community plan questionnaire.

It was reported that the Parish Council has received 484 responses to date

The Clerk request some help from councillors to collect from 4 additional roads. Councillor Butler agreed to collect from Sian Close and the bottom of Reading Road South. The Clerk will ask Councillor Shambrook to help with Gordon Avenue and Annes Way.

64/12 To consider a proposal to change the Parish current and saving bank accounts from HSBC to Unity Trust.

A sheet comparing HSBC and Unity Trust was circulated. The main advantage of Unity Trust was that it offers free banking and also has a pre-loaded payment card which the clerks could use for ad-hoc expenditure rather than using their own funds and claiming the money back.

Councillor Ong proposed that the Parish Council sets up a current account and two

saving accounts with Unity Trust and then moves the funds once the mandate has been set up. This was seconded by Councillor Bennison and agreed by all.

The Clerk was asked to organise this move.

Clerk

65/12 To consider a proposal to pay for an independent financial advisor to assist with the preparation of an investment policy for managing the S106 funds from Crookham Park.

It was recommended by the Clerk that the Parish Council consider taking independent financial advice regarding the management of S106 funding from Crookham Park. S106 contributions will amount to 2.5million to cover infrastructure maintenance costs over a 20 year period. The Clerk said this is outside her area of expertise and that the responsibility of choosing the best investment accounts or products was too large.

The Clerk was asked to organise some meetings with independent Financial Advisors and produce a report.

Clerk

66/12 To review the Parish Councils responsibilities in relation to fraud.

It was reported that the Parish Council is required to annually 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 Parish Councillors
10. Payroll reports are reviewed monthly and annually
11. Direct Debits are reviewed annually

The Parish Council agreed that the above measures are adequate for the detection and prevention of fraud. This was proposed by Councillor Harris, seconded by Councillor Ong and agreed by all.

67/12 Agenda items for the next meeting

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

68/12 Date of next meeting

21st January 2013

There being no further business, the meeting closed at 10.00 pm

Signed.....

Date.....