

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

Date and Time: Monday 16th July 2012 – 7.30pm

Place: Willis Hall, Church Crookham

Present:

Councillors: Andrea Ong (AO), Nick Harris (NH), John Bennison (JB), Michael Burford (MJB), Mel Williams (MW)

Also: Sally du Gay – Deputy Clerk

There were no members of the public

Action

33/12 To appoint a chairman and vice-chairman for the Policy and Finance Committee
Andrea Ong was appointed Chairman and John Bennison was appointed vice-chairman.

34/12 Apologies for Absence
There were no apologies for absence. Cllr Bill Shambrook was absent.

35/12 To approve minutes of the meeting held on Monday 10th April 2012
The meeting minutes were reviewed and were approved and signed as a true reflection of the meeting.

36/12 Declarations of Interest
There were no declarations of interest.

37/12 Chairman's Announcements
The Chairman reminded the committee that there is a meeting between Gareth Jenkins of Martin Grant Homes and Cllrs Lowe, Williams and Butler on Thursday 7.30pm Gurkha Room, The Harlington.

38/12 Public Session
There were no comments from the public.

39/12 To review the actual vs. budget figures from April to June 2012 and the likely reserves at the end of the financial year.

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

- Budget expenditure 2012 2013 – £281,662
- Actual to date – £108,859
- Forecast to end of year - £177,712
- Likely out turn at year end - £286,571
- Likely total reserves at end of year - £128K

The Chairman outlined the main reason for differences to the budget:

- Income slightly raised due to forecast increased income from new five-aside pitch
- Employment costs £1.2K higher due to increase in pension

- contributions (insufficient forecast when budget was set)
- Admin costs raised due to the lack of budget for Professional Fees £2k to Surfacing Standards and £0.5K for RBS year-end support
 - Peter Driver Premises £1.9K higher due to electrical survey work carried out on Peter Driver pavilion
 - Grounds maintenance £1.6K higher due to increased cost of the new fence at Peter Driver and the final payment for the contamination study which had not been included in this year's budget.

NH commented that there had no allowance in the budget for pay rises –to be added to the agenda for the next meeting.

JB noted that the Dongle had not yet been cancelled. The Clerk was asked to cancel the contract.

JH

40/12 To review an updated debtors report for the year 2011 2012.

Copies of the Debtors report had been updated and circulated.

The Chairman reported that all the debt outstanding at the end of the previous year totalling £5250 had now been collected, and that the current outstanding debt amounted to £594.84 all of which is expected to be paid shortly.

JB asked whether the Athletics Club had been invoiced for ground rent yet this financial year. The Clerk was asked to issue the invoice for the year Apr 2012 to Mar 3013

NH congratulated the Clerks on successfully collecting all of the debt outstanding at the end of the financial year.

SDG

41/12 To receive an update on P11d returns for 2011 2012 and the application for a dispensation.

SDG reported that the P11ds had been submitted and that a dispensation for the current year had been applied for.

42/12 To receive an update on the Parish Plan questionnaire and to review the quotes for printing and distribution. To decide which quote to accept.

The questionnaire is nearing the end of its draft stage; it had been circulated to all the parish council members, members of The Fleet & Church Crookham Society, Gill Butler and James Radley of Hart DC and Jenny Radley HCC. All comments are now being considered and any changes suggested will be taken to the Community Plan group meeting on 30th July. Quotes have been obtained for the printing of a covering letter; the questionnaire and the parish council newsletter to be distributed in September. The quotes were circulated.

The distributor usually used for the newsletter will distribute both the newsletter and questionnaire together for £304; the council usually pays £256 for the newsletter alone.

It was decided to use printer B to print all three items.

43/12 To receive an update on the expenditure of the Jubilee events held by the Parish Council in 2012 and to decide what to do with remaining assets brought for the Jubilee.

- Sports equipment – space hoppers, hoola hoops, bean bags, egg and spoon
- Crafts – tattoos and stickers
- Jubilee stickers
- Jubilee mugs
- Gazebos
- Dog show prizes

Copies of the Jubilee budget showing income and expenditure had been updated and



circulated.

The Chairman reported that following the VAT inspection, the VAT inspector had written to confirm that the quiz night was regarded as a business activity therefore the VAT on ticket sales must be declared. An adjustment of £117.33 has been made to the VAT return to 30th June to allow for this.

The final income and expenditure has not yet been calculated as there are still some invoices/expenses outstanding.

MW has received an offer to donate 3 Jubilee benches to the Council together with a volunteer to install them. The location of the benches and the engraving requirements are to be discussed at the next Sports and Recreation meeting.

It was decided to distribute the remaining assets as follows:

MW suggested that the Parish Council should take a stand at the opening of Azalea Park event and take along the crafts and stickers, using one of the gazebos.

The remaining gazebos, sports equipment and Jubilee stickers should all be offered for use at the event.

MW volunteered to take back the dog show prizes for a refund.

The Jubilee mugs would be donated to The Harlington Centre for use in the café.

44/12 To receive a questionnaire on New Councils and Local Governance and to decide if the Council would like to complete it.

It was agreed that the Council submit the questionnaire completed by NH.

Clerk

45/12 To decide whether to respond to the consultation on the draft audit bill. Paperwork circulated.

AO to respond to the consultation which closes on 31st August 2012

AO

46/12 To receive a proposal that the Finance and Policy Committee reviews the proposed changes in the new code of conduct and members interest form and reviews the new code of conduct being developed by Hart District Council so that they can make a recommendation to full Council on whether the Parish Council should adopt it when it is introduced later this year.

It was decided that AO and NH would complete the background reading and would bring a proposal to the Parish Council in due course.

47/12 Agenda items for the next meeting

- Quarterly review of actuals vs budget Apr to Sept 2012
- Review budget proposals for next financial year
- Update on Community Plan
- Changing bank accounts
- Investment advice
- Review of staff salaries

48/12 - Long term planning

Date of next meeting

15th October 2012.

There being no further business, the meeting closed at 8.30 pm

Signed.....

Date.....

