

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

Date and Time: Monday 18th Oct 2010 – 7.30pm

Place: Gurhka Meeting room, Harlington Centre

Present:

Councillors: Andrea Ong (AO) (Chairman), Helen Butler (HB), Michael Burford (MJB),

Also: Jayne Hawkins (Clerk)
John Bennison (JB)

Action

15/10 Apologies for Absence

Nick Harris, Bill Shambrook, Jenni Kenyon

16/10 To approve minutes of the meeting held on Monday 12th July

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

17/10 Declarations of Interest

Andrea Ong declared an interest in the quotes for the new maintenance contract as one of the contractors is a client. The clerk explained that the actual quotes were not being discussed this evening.

18/10 To accept resignation of Jenni Kenyon from the finance committee and to elect a new member to the Finance Committee

It was agreed to propose to Full Parish Council that they accept Jenni's resignation and appoint John Bennison to the Policy and Finance committee

19/10 To elect a Vice Chairman for the Finance Committee

It was resolved to defer this decision to the next Policy and Finance meeting when more committee members should be present.

20/10 To review first half performance to budget and discuss any large variances

Expenditure vs. budget figures were reviewed the committee gained an explanation for any large variances.

21/10 To receive overview of the budget setting process and precept request for 2011/2012

The chairman gave an overview of the budget setting and precept request process

- Budget to be finalised at the December Finance Meeting and proposed budget and recommendation for precept to be made to Parish Council meeting in December (likely to be 20th Dec). Decision on Precept to be made at December PC meeting and request submitted to Hart. Contingency if there are any issues that cannot be resolved in time then final decision could be made at January PC meeting.
- All capital expenditure proposals need to be available for December Finance meeting. Suggest that update on this years actuals vs. budget and next years budget is given at November PC meeting under reports from Finance Committee.

Reserves can be built up over a number of years but there are limits the council has no powers to build up reserves. Generally the reserves should not exceed the precept unless there is a specific project that is being saved for.

22/10 To discuss any unplanned expenditure for 2010/2011 and decide whether to recommend to Parish Council for any items to be progressed this year

Possible unplanned items were discussed and it was agreed to recommend to Full council that they update the budget to include the following:

- Anti vandal measures at Peter Driver, signs, razor wire, moving portacabin, anti vandal paint. Estimated budget £2000
- Tree work at Peter Driver, Chesilton Drive woods and Azalea Gardens woods Estimated budget £4000
- Renewing safe surface under one set of swings at Azalea Gardens - waiting for quotes. Estimated budget: £3600
- Play equipment / benches at Azalea Gardens - £10000
- Dog warden – monitoring of Peter Driver and Azalea gardens (£1100 to end of year – 2hrs, 4 visits a week)
- Notice boards x 3. Estimated budget £4000 depending on type
- Rubbish bins at Peter Driver, Azalea gardens and Chesilton woods. Estimated budget: £500
- Funding of Hype youth truck at Peter Driver once a month until end of year to see if it has a good response. £750
- Memorial Hall lighting - £550
- Replacement fence at Sian Close - £2000

23/10 To review Grounds Maintenance quotes for 2011/2012 and to decide whether to inform Hart District Council that the Parish will not be joining in with the larger Hart District tender process for Grounds Maintenance

It was resolved to inform the District Council that Church Crookham Parish Council would not be likely to want to be included in the larger district contract next year and the clerk was asked to request if Church Crookham can set up an independent contract from April 2011.

Clerk

24/10 To discuss draft budget for 2011/2012 and to identify any additional items to be included.

It was resolved to include the following items in the draft budget for 2011 2012 for further discussion.

- Azalea gardens play ground plans - £20k per year, 3 years
- Emergency funds, 5k – 10K
- Play equipment Sian Close or community garden, 1K
- Speed Limit reminders, 4K
- Grounds Maintenance, 14-16K (included in this year so not additional)
- Dog warden, 2.5K
- Youth provision, truck at Peter Driver (£1800 per year, 1 Friday night per month with 2 youth workers)
- Skate board facilities – Peter Driver (no costs yet)
- Peter Driver Steel roof – 10K
- Car Park at Azalea Gardens – need to get quotes

Clerk

25/10 To discuss the Parish Plan and decide how to get started.

A Parish plan was discussed and It was resolved that to get started the following would need to be in place

- At least 3 members of the public to assist with Parish Plan
- 2 Parish Councillors to drive Parish Plan forward
- Hart District Council funding – initial survey

Helen Butler volunteered to work on the Parish Plan. It was agreed to request for further volunteers at the Parish Council meeting.

26/10 To review any new quotes and decide if any should be progressed

It was agreed that for now quotes would be taken to the full Parish Council meeting for selection and approval.

27/10 To agree policy for management of Parish Clerk and to discuss Clerks terms and Conditions.

The terms of reference for the finance committee was reviewed and it was resolved that the Policy and Finance committee would review the documents provided by Abacus and recommend any changes

It as resolved to recommend to full council to increase clerks hours from 20 – 25 per week due to work load currently exceeding 25 hours a week. Clerk will also take on Sam's admin work after Christmas.

28/10 Agenda items for next meeting.

It was agreed to send agenda items for the next Policy and Finance meeting to the Clerk by 1st December

All

29/10 Date of next meeting – 13th December 2010

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

Signed.....

Date.....