

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

Date and Time: Monday 21st January 2013 – 7.30pm

Place: Willis Hall, Church Crookham

Present:

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

There were no members of the public

Action

01/13 Apologies for Absence

There were no apologies for absence.

02/13 To approve minutes of the meeting held on Monday 15th October 2012

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

03/12 Dispositions – To receive any written requests for disclosable pecuniary interest dispensations from members. There were no requests for dispensations.

04/13 Declarations of Interest

There were no declarations of interest.

05/13 Chairman's Announcements

The Chairman reminded councillors that there is a meeting with Taylor Wimpey on Wednesday 23rd January at 7.30pm

The Chairman also asked Councillors to sign the bank forms for setting up a new current account with Unity Bank as agreed at the previous Policy and Finance Meeting.

06/13 Public Session

There were no members of the public present.

07/13 To review the actual vs. budget figures from April to December 2012

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

The Chairman summarised the information as follows:

- Budget expenditure plus virements 2012 2013 – £174,117
- Actual expenditure to date – £222,280
- Forecast expenditure to end of year - £88,053
- Likely out turn expenditure at year end - £310,333
- Likely total reserves at end of year - £102,669

The chairman highlighted the following:

- 1) Income: the Parish Council had received the following additional income and these

amounts were included in the above figures:

- £25K from the Peter Driver athletics field land swap
- £50.5K from Hart District Council S106 fund towards the Play Park at Azalea Park and this income was included in the above figures.

2) Expenditure: The Parish Council authorised the release of earmarked reserves for the following projects.

- £60,000 for the playground project
- £2,364 for sports pitch levelling at Peter Driver
- The cost of the playground (£115,547) was included in the actual expenditure but had not been in the original budget as the Council did not know when they set the budget if they would be successful when applying for S106 funds.

3) Forecast to end of year

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. Provision of the Parish Gateways is 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.

08/13 To agree any virements required to this years budget

It was suggested that virements could be made to cover increased gas and electricity costs due to the increased use of the pavilion, however it was decided to leave this until the end of the year as they may turn out better than forecast as the evenings get lighter. It was reported that movements of reserves in the accounts would take place at the year end.

09/13 To receive an update on the tax base for next year and to agree a recommendation to be taken to the Parish Council meeting for the precept request for 2013 2014.

It was reported that the Tax Base for Church Crookham had been set at 3262 and the District Council Cabinet had agreed to pay a grant to all parishes and towns to compensate for the reduced tax base resulting from the new Council Tax Support Scheme. Church Crookham will receive a grant of £8000.85 and this will be paid in two instalments along with the normal precept payments.

Councillor Harris proposed that the finance committee recommend to full council that they keep the band D household precept at £53.80 the same as last year. This would result in an overall precept of £175,495.60. The Parish Council will also receive a grant of £8000.85 which will give a total income of £183,496.45 This would be an increase on last year due to the inclusion of an additional 150 houses at Crookham Park in the tax base. This was seconded by Councillor Ong. 3 in favour, 2 against and 1 abstention.

The clerk was asked to draft the forms but the final approval will be required at the Parish Council meeting at the end of the month.

Clerk

10/13 To consider whether any amendments are required to the budget for 2013 2014 now that the tax base has been agreed.

It was agreed that the proposed precept and grant should be included on the budget and that the following amendments were made to the budget for 2013 2014.

- 1) Update precept and grant.
- 2) Make electricity and gas both £1200
- 3) Change project to upgrade changing rooms to Peter Driver improvements and include CCTV at Peter Driver
- 4) Combine Benches at Azalea Park and Defences at Azalea Park under Improvements at Azalea Park.

The clerk was asked to make these changes and present a final budget to the Parish Council for approval.

Clerk

11/13 To agree review periods for Parish Council policy documents – document circulated.

It was agreed to adopt the policy on review periods for Parish documents. This will mean that some will be reviewed annually in line with legal requirements other will be reviewed every three years unless they need to be updated. All in favour.

12/13 To review financial regulations and to agree any changes

The document was circulated and the following changes were agreed:

- Include electronic banking and pre-paid Debit card when bank account is moved to Unity Bank
- Include following internal controls
 - o Councillors check monthly finance report against invoices
 - o Councillors check and sign invoices
 - o Councillors check and sign bank reconciliation each month
 - o Two Councillor signatories on cheques and initials on cheque stubs
 - o Quarterly reviews of actuals vs budgets
 - o All budget virements agreed by Councillors
 - o Financial regulations, standing orders and risk assessment are reviewed and updated annually.

The clerk was asked to update the document

Clerk

13/13 To review standing orders and to agree any changes

The document was circulated and the following changes were agreed:

- Update the section on the code of conduct to reflect the recent changes to the code of conduct that was adopted by the Parish Council in November 2012.

The clerk was asked to update the document

Clerk



14/13 To review effectiveness of internal audit

A review was carried out:

- **Scope of internal audit** – covers all financial records, Parish Council and Committee minutes
- **Independence of internal auditor** – Totally independent no links to the Parish Council other than for internal audit
- **Competence of internal auditor** internal auditor is very well qualified with over 10 years experience of Parish Council internal audits
- **Relationships** – not related to any member of the Parish Council
- **Audit planning and reporting** – audit is carried out following advice originally set out by the audit commission. Last year a plan for internal audit was agreed and the Parish Council received an audit report in a timely manner. All paperwork was completed in good time. Plan for this years audit to be agreed with auditor when appointed.

It was agreed that the internal audit process is effective.

The clerk suggested that although the current internal auditor is very good that the Parish Council should consider moving to a new internal auditor IAC internal audit. For £700 they would visit twice a year and have VAT and investment expertise that may be very useful to the Parish Council.

15/13 To appoint an internal auditor

The clerk presented quotes from two internal auditors:

- Eric Schimmen
- IAC internal audit – Kevin Rose

It was reported that the clerk would like to recommend that the parish council appoints Kevin Rose at IAC internal audit, as he has a lot of experience of local authority audit and has VAT expertise that may be useful on the community centre project. IAC audit is a subsidiary of DCK Beavers who specialise in local Council financial services

The Chairman asked the Clerk to check the qualifications of the IAC auditor.

It was resolved to appoint IAC internal Audit to act as the Parish Councils internal auditor for the financial year 2012 2013. The Clerk was asked to action this. 5 in favour, 1 abstention.

Clerk

16/13 To receive a report on an investments policy for Church Crookham PC – report circulated and to agree whether to accept the recommendations of the report.

Report circulated.

It was decided to accept the recommendations as follows:

- Consult the internal auditor regarding the investment policy and to confirm that the S106 funds may not be invested in share based investment funds or any investments longer than one year therefore restricting investment options to one year bonds or bank deposit accounts
- Invest £120,000 of the S106 money currently held on deposit in a fixed term bond or a non-HSBC bank deposit account. It was agreed that the clerk should pick an account with a competitive interest rate such as the Nationwide

Business Saver Bond. Leave remaining £29K in the HSBC deposit account for use on the car parks should it be required.

- In the future when the next large S106 payment is received the Parish Council will approach Grierson Dickens about preparing an investment policy statement if the internal auditor agrees that this is necessary.

The clerk was asked to action the above decisions

Clerk

17/13 To receive a recommendation for investing the £149K car park s106 money

It was agreed that the Parish Council should keep 29K in the S106 deposit account with HSBC and that £120K should be invested in a 1 year bond or in a high street bank or building society deposit account. The clerk was empowered to pick an account with the best available rate on the day. 5 in favour, 1 abstention

Clerk

18/13 To review direct debits and standing orders:

It was agreed that the following direct debits and standing orders should be continued and that the Upperbridge standing order could be changed to £36.00 due to additional pages being added to the website. The Direct debits and standing orders are reviewed monthly as part of the finance report.

- BT – telephones and internet
- British Gas – Peter driver
- HSBC – bank charges
- Upperbridge – website charges £34.80 to £36.00

19/13 Review projects for which the parish would like to seek developer contributions for.

- Street Snooker/Pool Peter Driver – 15K
- Footpath all around Azalea Park – 50K
- Safety Barrier on side of Aldershot Road at Lynwood – 4K
- cycle path from Leipzig roundabout to Vertu Roundabout – 50K,
- cycle path across velmead common – 500K
- pedestrian refuges – 8K
- parish gateways – 10K
- second entrance to Peter Driver car park – 20K
- Sports Pavilion Crookham Park – 100K
- Skate park Crookham Park – 100K
- Full size 3 G football pitch Peter Driver 650K
- Pavilion improvement project – 40K

It was agreed that the projects above should be given to Hart District Council as the Parishes list of projects for which they would like developer contributions.

Clerk

20/13 Agenda items for the next meeting

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



21/13 **Date of next meeting**
15th April 2013

There being no further business, the meeting closed at 8.59 pm

Signed.....

Date.....