

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

**Date and Time:** Monday 21<sup>st</sup> July 2014 – 7.30pm

**Place:** Willis Hall, Church Crookham

**Present:**

Councillors: Nick Harris (NH) (Chair), Annette Whibley (AW), Colin Chettle (CC)

Also present: Sally du Gay deputy clerk/RFO

There was 1 member of the public present

*Action*

**40/14 To appoint a Chairman and Vice Chairman**

Cllr Harris was appointed as Chairman (AW/CC all in favour)

Cllr Chettle was appointed as vice- chairman (NH/AW all in favour)

**41/14 Apologies for Absence**

Apologies for absence were received from Cllr Burford

**42/14 To approve minutes of the meeting held on Monday 14<sup>th</sup> April 2014**

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

**43/14 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.**

There were no requests for dispensations.

**44/14 Declarations of Interest**

No declarations of interest were made.

**45/14 Chairman's Announcements:**

The Chairman provided an update on the progress of opening bank accounts in which to receive the Community Centre funds:

- Barclays account – not yet opened, awaiting confirmation that it will open 22<sup>nd</sup> July. The deposit account earns interest at 75% of base rate, which currently equates to 0.375%.
- Lloyds Bank accounts are open & pay 0.5% gross on the deposit account.

**46/14 Public Session**

There were no comments from members of the public.

**47/14 Actual vs budget**

To review the updated actual vs. budget figures for April to June 2014 and the likely reserves at the end of the year.

Detailed spreadsheet circulated

Income:

- Football income as expected for first quarter, allotment rental less as the allotments are not yet operational and rent will have to be proportioned for the

remainder of the financial year.

Expenditure:

- Employment costs are on target, Admin assistant's salary is being split between precept & S106 funds, the proportioning of which is to be reviewed after 6 months. There is no provision in the salary costs for the employment of any additional staff that may be required as a result of the Community Centre opening – this is to be reviewed at the next committee meeting.
- Admin costs – lower than budget at the moment, no provision was made for bank charges, & insurance costs are expected to be slightly higher than budgeted due to increase in banding of Fidelity guarantee, however the election services budget £2500 is no longer required.
- Peter Driver premises & Grounds Maintenance on budget - further matting is required at Azalea Park (total cost of approx. £12K), this is to be considered at the next Full Council meeting.
- Project costs – appears to be over budget due to the Community Centre Tender costs of £12750, there is an Earmarked reserve of £14K to cover this which will be released at the year end.
- The Likely out turn is negative at the moment due to the Community Centre tender costs however general reserves will be refunded £51K when the Community Centre money is received.

CLLrs would like to see reports showing the costs and income of the following Council owned assets when appropriate:

**RFO**

1. Peter Driver Sports Ground
2. Community Centre
3. Allotments.

The RFO was asked to report at the next committee on the possibility of re-coding the accounts to allow for the production of these reports.

**RFO**

It was suggested that a template of a business plan should be prepared for the community centre to ensure that it links to the budget.

**48/14 Debtors report**

To review an updated debtors report year-to-date

The debtors report was reviewed and it was reported that the RFO is chasing outstanding debt.

**RFO**

**49/14 Quarterly bank reconciliations**

To receive confirmation that the previous quarters bank reconciliations have been examined by a Council member who is not a signatory on any of the Council's bank accounts

It was reported that Cllr Whibley has examined and signed the bank statements and reconciliations for the quarter April to June 2014 for all the Council's bank accounts

**50/14 Budget setting**

To agree a proposal to take to Full Council an appropriate timetable for the setting of budgets.

Timetable circulated.

The timetable below was agreed, subject to the addition of the requirement for a business

plan for the Community Centre and allotments to be submitted in July, for quarterly review.

Proposed NH, seconded AW, all in favour

|          |   |
|----------|---|
| JULY     | Committees to suggest and agree projects for the next financial year by the end of July, including the business plan for the Community Centre and allotments  |
| OCTOBER  | Finance & Policy committee to review a draft budget prepared by the Clerks, based on 6 months of actual figures and quotes gathered for agreed projects.  |
| NOVEMBER | Full Council to provisionally agree draft budget at November PC meeting   |
| JANUARY  | Finance and Policy committee to review final budget and make any adjustments following: <ul style="list-style-type: none"> <li>• receipt of the tax base figure from Hart DC</li> <li>• and any other items that require inclusion</li> </ul> |
| JANUARY  | Full Council to approve final budget.   |

**51/14 3 year draft budget spreadsheet**

To consider the format of a 3 year draft budget spreadsheet

Draft budget circulated

The draft budget was discussed, it was suggested that the following additions should be made:

- a summary page, including details of bank accounts;
- a reserves summary including the target amount of each EMR and when it is expected to be spent.

**52/14 “Lights Out”**

To agree to pay for the costs incurred by “Lights Outs” vigil on 4<sup>th</sup> August 2014, up to a limit of £400.

The expected costs are as follows:

£80 for First Response ambulance

£20 donation to Fleet Lions for use of their equipment i.e. cones and barriers

£50 sundry items including tea lights for the vigil

The British Legion has applied for a grant from John Bennison HCC for £330 to cover costs, but has not yet received this, it could be used to refund costs incurred by the Parish Council.

It was agreed that if required the Parish Council will pay for the costs of the “Lights Out” vigil and that the money should be taken out of the Community Grants budget.

Proposed NH, seconded AW all in favour.

**53/14 Quetta Park Community Litter pick**

To consider a grant request for £100 from Cllr Jenny Radley for refreshments provided at the litter pick.

Cllr Radley has provided receipts for the costs incurred i.e.

Hawkeye Pizza £50  
Costco £45.03  
Total £95.03

It was agreed to pay the grant to Cllr Radley  
Proposed AW, seconded CC, all in favour.

**54/14 Invitation to Tender (ITT)**

To discuss and agree an amendment to the Financial Regulations to ensure the ITTs are presented with the tender documents for evaluation.

Proposed change to Financial Regulations version 2b:  
Section 10.3

All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (l) below. The quotation request document must be presented alongside the quote for the process of evaluation.

Insertion of additional clause - 11.1(v):

for minor works up to a value of £500 e.g. installation of litter bins, benches, lighting and noticeboards.

11.1(f):

All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council. The invitation to tender document must be presented alongside the tender documents for the process of evaluation.

It was agreed to accept the proposed changes to the Financial Regulations and to recommend them to Full Council for approval.  
Proposed CC, seconded NH, all in favour

**55/14 Schedule of Policy review**

To agree a Schedule of Policy review

To review policies on a twice yearly basis, unless new policies are required. New policies will be fitted into the schedule where appropriate.

It was agreed to accept the Schedule of Policy review.  
Proposed AW, seconded NH, all in favour.

**56/14 Parish Council's responsibilities in relation to fraud policy**

To review the policy and recommend any amendments to be considered by Full Council

The Parish Council is required to review the Parish Council procedures with regard to prevention and detection of fraud and corruption.

The Parish Council carries out the following procedures:

1. Financial regulations reviewed annually
2. Internal Auditor appointed, independent to Parish Council
3. No staff member may authorise any payments, with the exception of the pre-paid debit card used only in accordance with the Financial Regulations.
4. All cheques are signed by two councillors and matched to invoices, cheque stubs and invoices are also initialled.
5. Monthly financial report and cash book are circulated to all councillors and signed

by two councillors.

6. Monthly bank statements signed by two Parish Councillors
7. Bank transfers signed by two Parish Councillors
8. Bank reconciliations are signed by two Parish Councillors
9. Bank reconciliations are checked and signed quarterly by a councillor who is not a signatory on any Parish Council bank accounts, for no more than two consecutive months
10. Expenses are signed by the two Parish Councillors
11. Direct Debits and standing orders are reviewed annually
12. Any gifts are recorded in the hospitality book.

It was proposed that subject to amendments the procedure should be adopted as a policy.  
Proposed NH, seconded AW, all in favour.

#### **57/14 Treasury Policy**

To review the policy and recommend any amendments to be considered by Full Council  
Proposed changes:

B II:

Church Crookham Parish Council currently has a current account and two deposit accounts with Unity Trust Bank.

- The current account is operated as an imprest account, according to the Council's Financial Regulations, with a balance of £40,000, with refunding from the HSBC deposit account. Banking is free with Unity Trust Bank therefore the Council's current account is used to make all cheque payments.
- One deposit account is used to hold the Allotment Deposits.
- the other may be used to hold S106 funds up to a maximum of £200,000.

It was agreed to accept the changes to the Treasury & Investment policy and to recommend them for approval at Full Council.

Proposed NH, seconded AW, all in favour.

#### **58/14 Policy on illegal encampments**

To review the policy and recommend any amendments to be considered by Full Council  
The contact details have been updated.

It was agreed to accept the changes to the policy and to recommend it to Full Council for approval.

Proposed NH, seconded CC, all in favour.

#### **59/14 Policy on grants and donations**

To review the policy and recommend any amendments to be considered by Full Council  
Proposed change:

The Finance and Policy Committee may approve grants and loans up to £500 per application. Sums in excess of this will be decided by the Parish Council.

It was agreed to accept the changes to the policy and to recommend it to Full Council for approval.

Proposed NH, seconded AW, all in favour

**60/14 Press and media policy**

To review the policy and recommend any amendments to be considered by Full Council  
The following amendments were proposed:

1. To be open, transparent and honest
2. The Council welcomes and encourages press and media interest and comment, and will strive to ensure that press and media enquiries are handled speedily and openly.
3. All press and media enquiries should be referred to the Clerk
4. Press comments should only be given by the Chairman of the Council or the Clerk (or the deputy Clerk in the Clerk's absence). Any other persons should have the permission of the council before any press comments are made.

It was agreed to accept the changes to the Press & Media policy and to recommend them for approval at Full Council.

**61/14 Community Centre S106 funds**

To consider short-term investment opportunities for the Community Centre S106 funds.  
Expected funds from Taylor Wimpey £1.1m + £138K BICS + £126,146 (100 extra houses contribution) = £1,364,146

To be divided between the Barclays and Lloyds Bank accounts.

Recommend putting full £700K (maximum permissible according to Treasury Policy) with Lloyds and investing £700K for 3 months.

Lloyds current interest rates are:

- 3 months 0.57%,
- 6 months 0.70%
- 9 months 0.80%.

It was proposed that, subject to the payment schedule provided by RUND, the £700k should be invested in the Lloyds Bank short term investment for 3 months.  
Proposed CC, seconded NH, all in favour.

**RFO**

This is to be reviewed at the next committee meeting.

**62/14 Parish Plan**

To agree a way for the production of the Parish Plan.

**NH/SdG**

- It was agreed that Cllr Harris, Sally du Gay and David Cox (member of the public) would prepare a draft of the plan to be reviewed at the next committee meeting.
- Cllr Whibley would prepare a communication strategy.
- The draft plan would be presented to Full Council for review at the November Full Council meeting.

**63/14 Agenda items for next meeting**

To agree agenda items for the next meeting:

- to consider a draft budget for 2015 2016
- to appoint an internal auditor
- to consider any increase in the precept



- staff policies
- parish plan draft

**64/14**    **Date of next meeting**  
20<sup>th</sup> October 2014

There being no further business, the meeting closed at 10.05pm

**Signed**.....

**Date**.....