

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

Date and Time: Monday 19th October, 2015. 8.07pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

Councillors: Michael Burford (MB), Pat Lowe (PL) Hugh Connolly (HC),

Also present: Sally du Gay deputy clerk/RFO
Jeremy Silvester (CCPC)

There were no members of the public present

Action

65/15 Apologies for Absence

Apologies for absence were received from Cllrs Whibley and Ballington

66/15 To approve minutes of the meeting held on Monday 20th July 2015

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

67/15 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.

There were no requests for dispensations.

68/15 Declarations of Interest

No declarations of interest were made.

69/15 Chairman's Announcements:

The Chairman made the following announcement:

- Annual Return has been received back from the external auditor – one matter arising from the audit relating to the Alto prepaid Mastercard – the auditors felt the council was not exercising enough control over the account exposing them to misappropriation. RFO has had an email exchange with the auditors explaining how the account is reconciled and reported to council on a monthly basis, a note has now been put on the auditors file to that effect.

70/15 Public Session

This is an opportunity for members of the public to bring matters to the attention of the Finance Committee.

There were no comments from members of the public.

71/15 Actual vs budget

To review the updated actual vs. budget figures for April to September 2015 and the likely reserves at the end of the financial year

Actual vs budget income and expenditure data had been circulated.

	Apr – Sep 2015 (half year)	Likely out-turn end Mar 2016
Income	£221,345	£244,895
Expenditure	£119,140	£243,445
Income/expenditure	£102,204	£ 1,450



Overall the revenue budget forecast is on target for year although the community centre running costs remain very approximate at this stage.
The S106 spreadsheet showed the S106 funds received this year to date and expenditure to date.

Currently the general reserves show a slight increase.

Ear marked reserves	£223,337
S106 reserves	£389,249
Community centre reserves	£40,666
General reserves expected at year end:	£91,793

The actual vs budget data was accepted.

72/15 Debtors report

To review an updated debtors report year-to-date
Circulated

The debtors report was reviewed and it was reported that outstanding debts were being chased.

RFO

73/15 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.
Andrew Ballington has checked and signed the last quarter's bank reconciliations and statements.

74/15 Draft 3 year forecast

To review the 3 year forecast budget spreadsheet
The draft 3 year forecast had been circulated.

The draft 3 year forecast was reviewed.

It was **resolved** to accept the draft 3 year forecast.
Proposed MB, seconded HC all in favour.

75/15 Draft Budget 2016 2017

To consider a draft budget for 2015 2016 and to decide what projects should be included.
Draft budget for 2016 2017 had been circulated.

The draft budget was reviewed and subject to changes in the tax base for 2016 2017 the draft budget was accepted.

It was **resolved** to recommend the draft budget to Full Council for consideration.
Proposed MB, seconded HC all in favour.

76/15 Precept

To consider whether the precept for 2016 2017 should remain the same or increase and if increased by what percentage

Current year precept is £186,460. The tax base was 3565.80 giving a band D household



precept of £53.80. The precept has remained at £53.80 since 2010.

In 2016/2017 if assume that 180 extra houses will be added at Crookham Park (to be confirmed) the tax base would increase to 3645 and if the band D remained the same the precept would increase to £196,101.

It was **resolved** that with the budget as it stands, the recommendation should be that the precept remains the same at £53.80 for a Band D household.

Proposed MB, seconded HC all in favour.

77/15 Financial Regs and Standing orders

To consider amending the Financial Regulations and Standing Orders to comply with the Public Contracts Regulations 2015 to allow the Council to issue a tender without having to follow OJEU as long as the tender can be kept under the £172K limit required by Public Contracts Regulations 2015 and to consider a further amendment to the Financial Regulations to reflect the re-organisation of the bank accounts.

Documents circulated.

The following amendments are proposed to Standing orders:

18. Financial controls and procurement

- a *The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:*
- v. *procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of **£25,000 or more***
- c ***Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of **£25,000** shall be procured on the basis of a formal tender as summarised in standing order 18(d) below, and must satisfy the requirements of the Public Contracts Regulations 2015.***
- f ***Where the value of a contract for i) public service or public supply contract is **£172,514 or more** or ii) a public works contract with an estimated value of **£4,322,012 or more** (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2015 apply to the contract and, if so, the council must comply with EU procurement rules.***

The following amendments are proposed to Financial Regulations:

- 11(b) Where it is intended to enter into a contract exceeding **£25,000** in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms.



- (g) If less than three tenders are received for contracts above **£25,000** or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (h) Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing Order 18.d, and shall refer to the terms of the Bribery Act 2010.
- (i) When it is to enter into a contract less than **£25,000** in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- (l) The terms of the Public Contracts Regulations **2015** including thresholds shall be followed.

Also Point 5.5 regarding the transfer of funds between bank accounts for the purposes of making payments each month has been removed from Financial Regulations as the bank accounts have now been re-organised as agreed at Full Council, minute ref: 214/15

It was **resolved** to accept the proposed changes to Standing Orders and Financial Regulations Proposed MB, seconded HC all in favour.

78/15 Agenda items for next meeting

To agree agenda items for the next meeting:

- To review the Santander 12 month Business Bond and decide how much should be re-invested
- S106 forecast
- To review the following policies:
 - Review of effectiveness of internal audit
 - Risk assessment
 - Asset register
 - Code of conduct

79/15 Date of next meeting

Date of next meeting – 18th January, 2016

There being no further business, the meeting closed at 8.55pm

Signed.....

Date.....