

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

Date and Time: Monday 20th July, 2015. 7.30pm

Place: Willis Hall, Church Crookham

Present:

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

Also present: Sally du Gay deputy clerk/RFO

There were no members of the public present

Action

44/15 Appointment of Chair and vice Chair

It was **resolved** to appoint Andrew Ballington as Chair and Hugh Connolly as vice Chair.

45/15 Apologies for Absence

Apologies for absence were received from Annette Whibley.

46/15 To approve minutes of the meeting held on Monday 20th April 2015

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

47/15 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.

There were no requests for dispensations.

48/15 Declarations of Interest

No declarations of interest were made.

49/15 Chairman’s Announcements:

The Chairman made the following announcement:

No grant applications have been received; therefore have not been included on the agenda for this meeting.

Clr Burford arrived at 7.36pm

50/15 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.

51/15 Actual vs budget

To review the updated actual vs. budget figures for the year April 2014 to March 2015 and the reserves at the end of the financial year.

Spreadsheets showing the actuals versus budget for both revenue and S106 budgets and the reserves position as at 30th June 2015 had been circulated.

Revenue income is slightly lower than expected due to only 11 months of allotment rent being due instead of the 12 months budgeted plus the current forecast for football income has been slightly reduced.

	2015 2015 Budget	Actuals year to date	Forecast	Likely out turn
Income	243,904	106,809	136,568	243,377
Expenditure	246,550	68,174	174,798	242,972
Income over expenditure	-2646	38,635	-38,230	405

Revenue expenditure:

- employment costs are expected to be lower than budget as the new staff will not be joining until later than expected in the year and will be employed for less hours than budgeted for.
- The admin costs forecast have been raised as the remainder of the new website is due to be paid shortly plus increased license fees due to the installation of the new booking system and Microsoft 365.
- Grounds maintenance – the forecast for the dog warden services is approximate as little information is available on the service available. It was agreed that the deputy clerk should arrange a meeting with the dog warden to establish what is included in the service provided.

Deputy
clerk

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.

52/15 Debtors report

To review an updated debtors report year-to-date

The debtors report had been circulated.

There are a large number of debtors at the end of the first quarter as the allotment tenants have been invoiced for their annual rent – payment is expected within 28 days of receipt of the invoice. The Rec & Allotment officer has chased the overdue football invoices.

53/15 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.

54/15 Alto prepaid Mastercard

To approve a temporary increase in the limit of the prepaid card to allow essential items to be purchased for the community centre opening.

The agreed limit on the prepaid Alto Mastercard is £500 in order to allow the clerk to purchase small items and stationery as required for the office. It was proposed that the limit should be raised to £6500 to allow the Clerk to purchase essentials for the community centre such as the dishwasher, photocopier, kitchen and toilet equipment prior to its opening.

It was **resolved** that the limit on the Alto prepaid Mastercard should be raised to £6500 temporarily and should return to £500 when all purchasing for the community centre is complete.

Proposed AB, seconded PL , agreed by all

55/15 Review of the council's bank accounts

To receive a review of the parish council's bank accounts and to recommend any changes to

Full Council.

Officer report circulated by email

This is an action from the Internal auditors report from 2014 2015, to reduce the number of operative accounts. The recommendation would reduce the number of accounts from 11 to 7.

1. Community centre construction bank accounts:
 - a) Transfer the remaining funds in the Barclays account to Lloyds and close both Barclays' accounts
 - b) When the community centre construction is complete transfer the remaining funds to S106 deposit account with HSBC.
2. Transfer the revenue deposit funds from HSBC to Unity - all revenue funds will then be held with Unity Trust Bank.
3. Transfer the S106 deposit funds from Unity to HSBC – S106 funds then held with HSBC.
Invest S106 funds not required for expenditure within the next 12 months, in a 12 month Business Bond.

It was **resolved** to recommend the proposal to Full Council for approval.

Proposed AB, Seconded HC, Agreed by all

Deputy
clerk

56/15 **Medium term investment strategy**

To review the requirement for a medium-term investment strategy

An action outstanding from the internal audit 2013 2014 was that a medium-term investment strategy should be drafted specifically for S106 funds.

The following change was proposed:

Church Crookham Parish Council will not hold funds other than in bank or building society accounts or in bonds of 12 months or less in duration, and as such will not be making any investments in **the immediate and medium-term future**.

It was **resolved** to approve the amendment to the Treasury and Investment Policy and to recommend it to Full council for approval.

Proposed AB, Seconded MB Agreed by all

Deputy
clerk

57/15 **Treasury & Investment Policy**

To review the policy and recommend any amendments to be considered by Full Council
Last amended in May 2015 at Full Council to allow £700K to be deposited with any one financial institution in accordance with the Internal Audit report.

The only addition is the previous item.

It was **resolved** to recommend the Treasury and Investment Policy to Full Council for approval.

Proposed MB Seconded HC Agreed by all

Deputy
clerk

58/15 **Freedom of Information Policy**

To review the policy and recommend any amendments to be considered by Full Council
Minor changes have been made to add:

- Equality & diversity policy
- allotments information
- Community centre information

It was **resolved** to recommend the Freedom of Information Policy to Full Council for approval

Deputy



Proposed PL Seconded MB Agreed by all

clerk

59/15 Policy for the prevention and detection of fraud and corruption.

To review the policy and recommend any amendments to be approved by Full Council
The only amendment was to reword point 5 to take out "and cash book" as only the monthly finance report is circulated to all councillors.

It was **resolved** to recommend the Policy for the prevention and detection of fraud and corruption to Full Council for approval

Deputy clerk

Proposed PL Seconded AB Agreed by all

60/15 Sickness Absence Policy

To review the policy and recommend it to Full Council for approval.

It was **resolved** to recommend the Sickness Absence Policy to Full council for approval

Deputy clerk

Proposed MB Seconded HC Agreed by all

61/15 Bank mandates

Review of bank mandates following the resignation of Nick Harris who was a signatory on all the parish council's bank mandates.

It was reported that the following changes had been made to the bank mandates:

- Unity bank - Nick Harris has been removed and Cllr Scott has been added
- Santander – Cllrs Harris & Ong have been removed & Cllrs Burford & Lowe have been added
- HSBC, Barclays & Lloyds – Cllr Harris was removed leaving 5 other signatories on all the accounts.

62/15 Parish Plan

To decide what further action is required in the production of the Parish Plan.

It was **resolved** to annually, in July, consider the need for a parish plan and if required to include it in the budget for the coming year.

Proposed PL Seconded AB Agreed by all

63/15 Agenda items for next meeting

To agree agenda items for the next meeting:

- Draft budget
- Precept
- Draft 3 year forecast

64/15 Date of next meeting

Date of next meeting – 19th October 2015

There being no further business, the meeting closed at 8.00pm

Signed.....

Date.....