

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

**Date and Time:** Monday 18<sup>th</sup> January 7.30pm

**Place:** Acorn Hall, Church Crookham Community Centre

**Present:**

Councillors: Andrew Ballington (AB) (Chair), Pat Lowe (PL) Hugh Connolly (HC), Jeremy Silvester (JS)

Also present: Sally du Gay deputy clerk/RFO

There were no members of the public present

*Action*

**01/16 Apologies for Absence**

Apologies for absence were received from Cllrs Whibley & Burford

**02/16 To approve minutes of the meeting held on Monday 19<sup>th</sup> October, 2015**

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

**03/16 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.**

There were no requests for dispensations.

**04/16 Declarations of Interest**

No declarations of interest were made.

**05/16 Chairman's Announcements:**

The Chairman had no announcements to make.

**06/16 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.

**07/16 Actual vs budget**

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

Circulated

Actuals vs budget for April to December has been updated and circulated.

Main points:

- Budget expenditure 2015 2016 - £245,750
- Actual to date – 166,688
- Forecast to end of year - £71,745
- Likely out-turn at end of year - £238,433
- Likely total reserves at end of year – £108K
  
- Main reasons for differences are:
  - Income £12k higher due to increased bookings at the community centre
  - Employment costs £3K lower due to community centre staff joining later in the year than expected and now have 1 member of staff working 25 hours per week



- instead of 2 members of staff working 30 hours between them. Admin officer hours have increased from 15 to 20 per week from September.
- Admin costs £01.6K lower despite increased computer maintenance costs due to purchase of new hardware. Insurance costs, telephone costs, promotion & publicity and printing and stationery all expected to be lower than budgeted. Parish office rent higher due to delay in moving to community centre
  - Peter Driver premises £1.4K lower due to reduced spending on general maintenance of the pavilion.
  - Allotments £1.5K higher than budgeted due to increased spending on grounds maintenance and general maintenance – the fence has required several repairs.
  - Grounds Maintenance £3.7K lower due to reduced spending on five-a-side maintenance – no longer paying for storage of CUV – the budget for grounds maintenance allowed for an additional contractor to renovate the goal mouths which was not required this year. Litter picking had allowed for additional litter picking around the community centre which has not yet begun.
  - Supplies and Services £0.5K lower additional five-a-side goal nets not required this year, 2<sup>nd</sup> set of goal posts have been purchased.
  - Community Support £0.9K reduced due to forecast lower Fleet Link contribution as Crookham Village have now joined the scheme, reducing the cost to all members.
  - Project Costs – £3.8K higher due to expenditure on noise survey (£1.6K) for skate-park planning application, £1.5 on office move £1.3K grounds maintenance tender costs which will be covered the earmarked reserve (£7K).
  - Community Centre Running Costs - £1.7K lower due to delayed opening of the centre. Expenditure on promotion and publicity was increased due to necessity to advertise the community centre.

Overall it is forecast that £18k will be added to general reserve at the year end.

The S106 income and expenditure were reviewed. As agreed in the budget £5k will be transferred at year end to supplement the employment costs for the year.

#### 08/16 Debtors report

To review and agree the debtors report and to decide if any debts need to be written off.  
Circulated

The debtors report was reviewed.

Debtors at 31<sup>st</sup> December 2015 owe £13780.92

This includes:

- £3980 owed by the grass pitch teams which is due for payment by the end of January. £550 paid in January by one of the teams
- £1100 owed by Hants CC for the parish Lengthsman scheme, we have already received a call from Hampshire discussing payment details so we should receive payment shortly
- Of the remaining debt £4885 has been paid into the bank account in January

It was **resolved to** write off a debt of £36 - an ad hoc booking for the five-a-side during the summer - at year end if payment has not been received by then.

Proposed AB, seconded PL, all in favour.

#### 09/16 2016 2017 Budget

To receive an update budget for 2016/2017 and to consider whether any amendments are required to the budget for 2016 2017 now that the tax base has been agreed and to resolve



to recommend the budget to Full Council  
Circulated

The budget had been updated with the updated precept figure based on a tax base of 3655.75, which with a band D of £53.80 gives a precept of £196, 679.35

It was **resolved** recommend the 2016 2017 budget to Full Council for approval  
Proposed AB, seconded JS all in favour.

**RFO**

#### 10/16 **Precept**

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 2016 -2017.

No Council tax grant will be received in 2016/17 from Hart.

Hart DC have confirmed that the tax base for 2016/2017 is **3655.75** which includes an extra 190 houses, and which with a band D of £53.80 will provide a precept of **£196,679.35**.

It was **resolved** to recommend that the Parish Council request a precept of **£196,679.35** from Hart DC and that the band D remains the same at £53.80.  
Proposed AB, seconded HC all in favour.

**RFO**

#### 11/16 **Ear marked reserves**

To review existing ear marked reserves and general reserves to ensure that they are adequate and not excessive.

To agree to any new ear marked reserved to be created at the end of the year if there are funds available.

Current ear marked reserves:

##### **Precept:**

Community Youth Projects: £105,000  
Peter Driver Improvements: £44,336.83  
Play Equipment replacement: £20,000  
3G surface replacement: £12,000  
Community Centre Running Costs: £30,000  
Highways: £3,000  
Allotment shed replacement: £2000  
Grounds maintenance tender: £7000  
Total precept Earmarked reserves: £223,336.83

##### **S106:**

Sandy Lane Car Park: £11,185.66  
Sang and Allotment car park £128,880  
Public Art: £103,118.51  
Allotments & SANG car park access road: £59,257.50  
Informal Open Spaces: £83,345.00  
Community Centre Construction: £67,878.82  
S106 interest received: £4874.04  
Total S106 Ear Marked Reserves: £459,539.53

Total General Reserves: £108,481.69 based on actuals vs budget forecast to year end.



£9034.34 will be transferred from Allotments & SANG car park access road to Sandy Lane car park in the next quarter, to refund the ear marked reserve the cost of setting up the allotments site.

It was **resolved** to recommend to Full Council that any general reserves in excess of £90K at year end are moved from general reserves to the following Ear Marked Reserves:

**RFO**

1. £2000 to a new ear marked reserve for transport to parish council hosted events
2. £5000 to a new ear marked reserve for outdoor gym equipment
3. £5000 to a new earmarked reserve for a basketball hoop.
4. The remainder to the Peter Driver Improvement ear marked reserve.

and that the Community Centre running costs should be re-named Community Centre EMR, (to allow the funds to be used for any future projects at the centre e.g. landscaping)

Proposed AB, seconded HC all in favour.

### **12/16 3 year forecast**

To review the 3 year forecast budget spreadsheet  
Circulated

The 3 year forecast budget spreadsheet was reviewed.

### **13/16 Santander Business bond**

To decide how much to re-invest in the 12 month business bond due to mature 29<sup>th</sup> February 2016

Currently £140899.44 invested in the bond with interest due of approx. £1550 totalling a maturity figure of £142,449.33.

It was **resolved** to recommend to Full Council that the following should be deposited in the Santander 12 month business bond upon maturity:

**RFO**

- all of existing bond plus interest approx. £142,449.33 – depending on interest earned to end February 2016.
- £50,233.16 of S106 Allotment & SANG car park access road
- £44345 of S106 Informal Open Space money (leaving £40K in HSBC deposit account for S106 management and maintenance costs)

Proposed AB, seconded JS all in favour.

### **14/16 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 bank reconciliations for the quarter ending 31<sup>st</sup> December 2015 have been checked and signed by Andrew Ballington.

### **15/16 Grants**

To consider any grant requests and make appropriate recommendations to Full Council.  
Circulated

A grant request had been received from Tweseldown Playgroup for £3500 to provide new wet pour surface for play area. Total cost of project £7535.64, remainder raised from ongoing fundraising. 95% of children attending playgroup are from Church Crookham.

- Community support budget £10K



- £3481 spent to date.

It was **resolved** to recommend the grant application from Tweseldown Playgroup to Full Council for approval  
Proposed AB, seconded HC all in favour.

RFO

#### 16/16 Interim Audit summary

To receive the Interim Audit summary prepared by Kevin Rose, IAC and to agree any actions and recommendations to be made to Full Council

Summary and Actions report circulated

Main points from audit:

- To prepare and approve Final Account for community centre construction
- To make an accrual in the accounts for retention owed to Mildren
- To prepare a schedule to calculate the capital value of the community centre
- To prepare an audit pack for the external auditors BDO
- To correct an input error in the accounts
- To approve use of the HMRC approved mileage rate for councillors and staff

It was **resolved** accept the Interim Internal Audit report and suggested actions.  
Proposed AB, seconded PL all in favour.

RFO

#### 17/16 Mileage rates

To approve the payment of mileage to councillors and staff at the HMRC approved mileage rate.

Current HMRC mileage rate is 45p per mile for first 10K miles

It was **resolved** to approve the use of the HMRC approved mileage rate for councillors and staff.

RFO

Proposed AB, seconded JS all in favour

#### 18/16 Standing Orders

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

It was **resolved** to recommend to Full Council that no changes are required to the Standing Orders.

RFO

Proposed AB, seconded HC all in favour.

#### 19/16 Financial Regulations

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

One change proposed to allow the use of a float for parish council hosted events to enable the sale of tickets and refreshments:

- 6.19 *The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly. The exception to this will be the provision of a £50 float for use at parish council hosted events. The float may be used for the sale of tickets or refreshments. The takings of the float will be counted in accordance with clause 9.9*



It was **resolved** to recommend to Full Council the changes to the financial regulations for approval.

Proposed AB, seconded PL all in favour

**20/16 Internal audit**

To review the effectiveness of internal audit and to agree any changes.

- 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 Kevin Rose of IAC audit is very well qualified and works for a subsidiary of DCK Beavers.
- 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. IAC have been appointed as internal auditors and have carried out an interim audit in December 2015.

Following the review it was agreed by all Councillors that the internal audit was effective.

**21/16 Financial institution credit ratings**

To receive a report on the credit ratings of all the financial institutions currently used by the Council and if necessary to make a recommendation to Full Council.

Circulated

The report was reviewed.

It was resolved that no action was required.

Proposed AB, seconded JS, all in favour.

**22/16 Direct debits and standing orders**

To review direct debits and standing orders

Direct debits:

- British Gas – Peter Driver hot water
- Grundon – removal of general & recycling waste from community centre
- Initial – hygiene waste removal from community centre
- Nomis Connections – telephone lines
- HSBC – bank charges (\$106 funds)

Salaries are no longer paid by standing order and will be paid by internet banking.

**23/16 LGPS consultation**

To decide whether to respond to the LGPS consultations – Hampshire Pension Fund Employer Policy and the Funding Strategy Statement – and if so what the responses should be.

Circulated

It was **resolved** to not respond to the LGPS consultation

Proposed AB, seconded PL all in favour.

**24/16 Audit Procurement**

To decide to recommend to Full Council whether to remain within the Sector Led Body Audit procurement or whether to opt-out.

Circulated



It was **resolved** to recommend to Full Council that the parish council should remain within the Sector Led body Audit procurement and that therefore no action is required.  
Proposed AB, seconded HC, all in favour.

**RFO**

**25/16 Agenda items for next meeting**

To agree agenda items for the next meeting:

- Year end

**26/16 Date of next meeting**

Date of next meeting – 18<sup>th</sup> April, 2016

There being no further business, the meeting closed at 21.07

Signed.....

Date.....