

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

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

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

**Present:**

Councillors: Hugh Connolly (HC) (Chair), Michael Burford (MB), Julia Adams (JA), Gill Chatfield (GC)

Also present: Sally du Gay deputy clerk/RFO

There were no members of the public present

*Action*

- 45/16 To appoint a Chairman & vice-Chairman for the Finance & Policy committee**  
Jeremy Silvester was nominated as Chair.  
Proposed HC, seconded MB all in favour  
Hugh Connolly was nominated as vice-Chair.  
Proposed GC, seconded MB all in favour.
- 46/16 Apologies for Absence**  
Apologies for absence were received from Cllrs Silvester and Cunningham
- 47/16 To approve minutes of the meeting held on Monday 20<sup>th</sup> April, 2016**  
The meeting minutes were reviewed and were approved as a true reflection of the meeting.
- 48/16 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.**  
There were no requests for dispensations.
- 49/16 Declarations of Interest**  
No declarations of interest were made.
- 50/16 Chairman’s Announcements:**  
The Chairman had no announcements to make.
- 51/16 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.
- 52/16 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 June has been updated and circulated.  
Main points:
- Budget expenditure 2016 2017 - £279,014
  - Actual to date – £119,878
  - Forecast to end of year - £157,840
  - Likely out-turn at end of year - £277,718



- Likely general reserves at 30<sup>th</sup> June 2016 - £154,799

Revenue income is expected to be on budget, allowing for a slight decrease in bookings at the community centre in July & August when regular classes tend to be suspended over the summer period.

Revenue expenditure is forecast to be on budget with the exception of the community centre running costs. This is due to an issue with the cost of the gas supply to the community centre which was not apparent when the budget was set. The contract for the gas supply is due to be renewed in Sept 2016.

Overall the revenue budget forecast is on target for year.

The S106 spreadsheet shows the S106 funds received this year to date and expenditure to date, with forecasts for expected income and expenditure this year.

It was **resolved** to move the remainder of the EMR Grounds Maintenance tender £608 to general reserve.

**RFO**

Proposed HC, seconded GC all in favour

The Highways EMR is to be used to pay for the new CCTV camera at Crookham crossroads, the RFO was asked to contact Hart DC to confirm if/when the invoice is due.

**RFO**

#### **53/16 Debtors report**

To review and agree the debtors report.  
Circulated

The debtors report was reviewed.

Debtors at 30<sup>th</sup> June, 2016 £6410.56

There is no need for any action at this time.

#### **54/16 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 30<sup>th</sup> June 2016 have been checked and signed by Cllr Hugh Connolly.

#### **55/16 Prepaid Alto Mastercard**

To decide whether to replace the prepaid Alto Mastercard with a Unity MultiPay card. Unity Trust bank have informed the council that the prepaid Alto Mastercard will no longer be available from 1st September. The card may continue to be used until 31st August. Unity Trust in partnership with Lloyds Bank can offer a Unity Corporate MultiPay Card which offers improved control of purchasing including setting single transaction as well as monthly limits and merchant category blocking. The card costs £3 per month, statements are available on line and the card balance may be cleared each month by direct debit from Unity current account.

It was **resolved** to apply for a Unity Corporate MultiPay Card with a limit of £1000  
Proposed HC seconded JA all in favour.

**RFO**



56/16

**Annual audit update**

To receive an update on the annual audit.

It was reported that:

- the Annual Report and accompanying documents have now been sent to the external auditor BDO.
- The internal audit recommendations and actions were reported to Full Council on 28<sup>th</sup> June – there were two outstanding observations/actions:
  1. There was a credit balance with Npower for electricity usage at Peter Driver Sports Ground. The RFO has contacted Npower, a refund has been requested and should be paid into the parish council's current account within the next 3 weeks.
  2. Due to an error with the setting up of the payroll software 3 members of staff paid too much tax during 2015-2016. The internal auditor recommended the calculation of a full schedule of tax overpaid by members of staff covering the years since the commencement of their employment, and that the Council should then work with members of staff & HMRC to recover the overpaid tax. The RFO has calculated the amount of tax overpaid for each relevant member of staff and confirmed that the error only occurred in 2015/2016. Earlier Year submissions were sent to HMRC on 21<sup>st</sup> April and the matter is now with the tax office as a disputed charge.

57/16

**Policy for the prevention and detection of fraud & corruption**

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

It was **resolved** to amend the policy to include the wording "Unity MultiPaycard" and recommend to Full Council for approval.

Proposed HC seconded MB all in favour

**RFO**

58/16

**Investment & Treasury Policy**

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

Reviewed and updated in April 2016 – no further changes required

**It was resolved** to not make any changes to the Treasury & Investment Policy

Proposed HC seconded JA all in favour

59/16

**Meeting date**

To decide whether to move the quarterly meeting of the Finance & Policy committee to the 3<sup>rd</sup> Wednesday of October, January, April & July

It was **resolved** to move the meeting day to the third Wednesday of October, January, April and July.

Proposed HC, seconded JA all in favour

60/16

**Agenda items for next meeting**

To agree agenda items for the next meeting:

- Draft 3-year forecast
- Draft budget
- Precept
- S106 forecast

61/16

**Date of next meeting**

Date of next meeting – 19<sup>th</sup> October 2016



There being no further business, the meeting closed at 8.25pm

**Signed**.....

**Date**.....