

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

**Date and Time:** Monday 18<sup>th</sup> April 7.33pm

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

**Present:**

Councillors: Hugh Connolly (HC), (Chair), Pat Lowe (PL) Jeremy Silvester (JS), Michael Burford (MB)

Also present: Sally du Gay deputy clerk/RFO

There were no members of the public present

*Action*

**27/16 Apologies for Absence**

No apologies for absence were received.

**28/16 To approve minutes of the meeting held on Monday 18<sup>th</sup> January 2016**

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

**29/16 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.**

There were no requests for dispensations.

**30/16 Declarations of Interest**

No declarations of interest were made.

**31/16 Chairman's Announcements:**

The Chairman had the following announcements to make:

- Councillors Ballington & Whibley have resigned from the parish council and therefore will no longer be members of this committee.
- The land transfer for Hightrees has now been signed and S106 funds of £148,685 are due on completion.
- The LEAP near the Tweseldown Infant School is due to be transferred shortly and S106 funds of £31025 will be due on completion.

**32/16 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.

**33/16 Actual vs budget**

To review and agree the updated actual vs. budget figures for April to March 2016 and the reserves at the end of the financial year.

Circulated

The actuals versus budget was reviewed:

**Non-S106 funds:**

**Income** – higher than expected due to high volume of community centre bookings in first six months of opening.



**Expenditure** – less than expected, employment costs reduced as only one member of staff employed at the community centre rather than the two part-time staff budgeted for, admin costs lower than budgeted as expenditure on insurance, professional & audit fees and promotion all lower than expected.

<b>Total income</b> ( includes transfers from ear marked reserves for GM tender and Wheel Park to cover expenditure on those projects and £5K from S106 funds to contribute towards employment costs)	<b>£270,116</b>
<b>Total expenditure</b>	<b>£237,947</b>
<b>Surplus of income over expenditure</b> (transferred to ear marked reserves)	<b>£ 32,170</b>

The surplus of income over expenditure was transferred to ear marked reserves as agreed at Full Council January 2016 (see item 34/16)

**S106 funds:**

**Income**

S106 income received for:

- S106 Allotment & SANG car park access road part 1 £62,655 (includes £2839 for legal fees)
- Informal Open Space Area I and 50% of Area J £84,345.

**Expenditure**

- 40% of Gurkha statue paid for (£20K) plus printing newsletter consulting on choice of statue
- £5K contributed towards employment costs
- Expenditure on Community centre construction and fixtures and fittings on budget

It was **resolved** to accept the actuals vs budget  
Proposed HC, seconded PL all in favour.

**34/16 Ear marked reserves**

To review the ear marked reserves and to decide whether to create any further ear marked reserves.

Circulated

The ear marked reserves (EMRs) were reviewed:

It was agreed at Full Council January 2016 that if funds allowed at year end the following new reserves should be created:

£2000 – Transport to parish council events

£5000 – Outdoor gym equipment

£5000 – basketball hoop

Any remaining surplus in the general reserve over £90K at year end was to be transferred to the ear marked reserve for Peter Driver Improvements

The above transfers have taken place including £19,944 to Peter Driver Improvements

It was **resolved** to not create any further EMRs  
Proposed HC, seconded PL all in favour



**35/16 Debtors report**

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

It was reported that the total debt outstanding at 31<sup>st</sup> March 2016 was £6,469.40. The majority of the debt is due to regular bookings at the community centre and five-a-side football pitch and is expected to be paid within the month. As at 13<sup>th</sup> April £3,231.62 had been paid. One debt for £36 was written off as agreed at Full Council January 2016, no other debts were required to be written off.

**36/16 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 the quarterly bank statements and reconciliations have been examined and signed by Cllr Connolly.

**37/16 Staff pension update**

To receive a report on the effect of the changes to state pension and the implication for the parish council as an employer.  
Circulated

It was reported that the new single tier state pension was introduced on 6<sup>th</sup> April 2016 and affects those reaching state pension age from that date. Contracting out of the state second pension has now been closed. Council employees are members of the LGPS, an occupational pension that is no longer contracted out of the state pension.

- There will be a cost implication for the parish council:

Provision in CCPC budget 2016 2017 budget for PAYE & NI: £12,145

Estimated cost of PAYE & NI following grade increases and pension changes: £12,436

Potential overspend of budget: £ 291

- Employees will be notified of the NI changes using the template letter provided by LGPS.

**38/16 Year-end payroll update**

To receive an update on the progress of the payroll year-end  
Circulated

It was reported that the Employers End-of-year summary had been prepared and sent to HMRC, however it was then noted that an over-payment of £505.40 had been made. The over-payment was due to changes to the settings in the payroll software regarding tax relief on pension contributions, effectively three members of staff had paid too much tax.

Earlier Year updates will be submitted, after 20<sup>th</sup> April 2016, to HMRC for each employee affected and HMRC will then contact each employee in May to confirm the situation.

**RFO**



39/16

**Bank charges**

To receive a report on the introduction of bank charges by Unity Trust bank and to decide whether to remain with Unity Trust.

Circulated

It was reported that Unity Trust bank will be introducing charges to their current accounts from 4<sup>th</sup> June and will no longer be paying credit interest on the balance.

It was **resolved** to continue to bank with Unity Trust Bank.

Proposed HC, seconded PL all in favour

40/16

**Draft Investment Policy**

To receive a draft investment policy

Circulated

A copy of the draft investment policy had been circulated

The policy has been modified to introduce a strategy for making investments.

It was **resolved** to accept the changes to the treasury and investment policy and to recommend the policy to Full Council for approval

**RFO**

Proposed HC, seconded MB all in favour

41/16

**Community centre terms and conditions of hire**

To receive changes to the terms and conditions of hire and to decide whether to recommend to full council for approval

The followings conditions have been added to the document:

Clause 3:

If a hirer wishes to have a BBQ in the outside area then the hirer must use a professional BBQ company that has its own public liability insurance, risk assessment and will provide staff to man the BBQ.

Clause 27:

1. If the building is not left in a secure state i.e. doors are not locked and windows are not closed the full deposit will be retained.
2. If the Community Centre is not left clean and tidy after hire and requires an additional clean before the next booking can use it, then £20 of the deposit will be retained.
3. If bagged rubbish is not removed then £12 will be retained.
4. If helium balloons are not removed then £20 will be retained.
5. If staff are called for minor issues that are covered in the hire pack then £10 of the deposit will be retained.

It was **resolved** to accept the changes and recommend the terms and conditions of hire to Full Council for approval

**RFO**

Proposed HC, seconded MB all in favour.



**42/16 Annual audit update**

To receive an update on the annual audit process.  
Circulated

The report details the schedule for producing and approving the Annual Return for the 2015/2016

The date for the final internal audit now has been brought forward to 24th May

**43/16 Agenda items for next meeting**

To agree agenda items for the next meeting:

- Parish council's responsibilities in relation to fraud
- Review S106 draft budget forecast
- Investment of S106 funds

**44/16 Date of next meeting**

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

There being no further business, the meeting closed at 20.25

Signed.....

Date.....