

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

**Date and Time:** Wednesday 19<sup>th</sup> October 7.30pm

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

**Present:**

Councillors: Jeremy Silvester (JS) (Chair), Hugh Connolly (HC), Michael Burford (MB), Gill Chatfield (GC)

Also present: Sally du Gay deputy clerk/RFO

There were no members of the public present

*Action*

**62/16 Apologies for Absence**

Apologies for absence were received from Cllrs Adams and Cunningham.

**63/16 To approve minutes of the meeting held on Monday 18<sup>th</sup> July, 2016**

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

**64/16 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.**

There were no requests for dispensations.

**65/16 Declarations of Interest**

No declarations of interest were made.

**66/16 Chairman's Announcements:**

The Chairman had no announcements to make.

**67/16 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.

**68/16 Actual vs budget**

**69/16 Debtors report**

To review and agree the debtors report.

Circulated

The debtors report was reviewed.

Debtors at 30<sup>th</sup> September 2016 £ 16,035.75.

It was **resolved** to write off £44.58 in unpaid invoices and discounts taken

Proposed JS, seconded GC all in favour

**RFO**

**70/16 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> September 2016 have been checked and signed by Cllr Jeremy Silvester

#### 71/16 **Draft 3-year forecast**

To review the 3-year forecast budget spreadsheet  
The draft 3-year forecast was discussed.

It was **resolved** to accept the draft 3-year forecast subject to the following amendments and to recommend it to Full Council for consideration:

**RFO**

- The committee recommended that the dog warden service should be discontinued from 2017;
- The community grants budget should be increased to £15K per year;
- The budget for improved signage in the community and gateways should be extended to 2020/2021 at £1K per year;
- The Christmas decorations budget should be reduced to £2K but extended to each year;
- The floral decorations budget should be reduced to £5K per year for 2 years;
- The community centre storage shed and exterior seating project should be paid from the EMR Community Centre of the EMR Community centre construction, the EMR Public Art could also be used for the exterior seating project;
- Additional £2K to be added for a defibrillator in 2017 2018;
- £10K to be added in 2018/2019 for a contribution to the toilet to be installed in the SANG compound following drainage installation by TW;
- Surplus funds in each year should be added to the Peter Driver Improvement project.

Proposed JS, seconded MB all in favour

#### 72/16 **Draft Budget 2016 2017**

To consider a draft budget for 2015 2016 and to discuss which projects should be included.  
Circulated

The draft budget was considered.

It was **resolved** to accept the draft budget subject to the amendments in the previous agenda item and to recommend it to Full Council for consideration.

**RFO**

Proposed MB, seconded GC all in favour.

#### 73/16 **Precept**

To discuss the precept for 2016 2017 and make a recommendation to Full Council for approval.

Current year precept is £196,679. The current tax base is 3655.75 giving a band D household precept of £53.80. The precept has remained at £53.80 since 2010.

In 2017/2018 assuming that 140 extra houses will be added at Crookham Park (to be confirmed) the tax base would increase to 3795.8 and if the band D remained the same the precept would increase to £204,214.

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.

**RFO**

Proposed JS, seconded MB all in favour



74/16

**Bank internet access**

To decide whether to allow “view only” access to the Events officer and the Allotments and Recreation officer to enable them to view receipts into the bank.

It was **resolved** to allow the Bookings Officer and the Allotments and Recreation Officer view only access to parish council’s bank accounts.

Proposed JS, seconded MB all in favour

**RFO**

75/16

**Financial Regulations**

To review and amend the Financial Regulations to:

1. allow the Events Officer and the Allotments & Recreation Officer “View only” internet access to the Unity Trust bank accounts.  
allow all payments to be made via internet banking where possible.

The following changes are proposed:

6.10 *All payments by the council payment may be made by internet banking transfer provided evidence is retained showing which members approved the payment.*

6.15 *Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals. The Bookings Officer and Allotments and Recreation Officer may be added to the mandate with “view only” access to the Council’s accounts.*

6.18 *A credit card may be issued to the Clerk with a single transaction limit of £800 and a monthly limit of £1000. This limit will be set by the council. The card may only be used for the purchase of:*

- Office stationery;
- Postage stamps;
- Items requiring immediate payment and pre-approved by council;
- Items required in an emergency as per 4.5 above;
- Grounds maintenance sundries
- Council-hosted events sundries.

*Transactions and purchases made will be reported to the council via the monthly bank reconciliation and payment of the balance shall be by direct debit from the council’s current account each month.*

It was **resolved** to accept the proposed changes and recommend to Full Council for approval

Proposed JS, seconded HC all in favour

**RFO**

76/16

**Agenda items for next meeting**

To agree agenda items for the next meeting:

To review the following policies:

- Review of effectiveness of internal audit
- Risk assessment
- Asset register
- Code of conduct
- To review investments options for S106 and reserves funds.
- To review the Santander 12-month Business Bond
- Review of internal controls



**77/16**

**Date of next meeting**

Date of next meeting – Tuesday 17<sup>th</sup> January 2017

There being no further business, the meeting closed at 9.07pm

**Signed**.....

**Date**.....