

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

**Date and Time:** Monday 16<sup>th</sup> January 2017 7.30pm

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

**Present:**

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

Also present: Sally du Gay deputy clerk/RFO  
Debbie Moss (CCPC)

There were no members of the public present

*Action*

**01/17 Apologies for Absence**

Apologies for absence were received from Cllrs Adams, Burford and Cunningham

**02/17 To approve minutes of the meeting held on Wednesday 19<sup>th</sup> October, 2016**

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

**03/17 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.**

There were no requests for dispensations.

**04/17 Declarations of Interest**

No declarations of interest were made.

**05/17 Chairman's Announcements:**

The Chairman made the following announcement:

- Interim internal audit was carried out on Friday 13<sup>th</sup> January -report will be taken to Full Council.

**06/17 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.

**07/17 Actual vs budget**

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

Circulated

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

Main points:

- Budget expenditure 2016 2017 - £276,014
- Actual to date – £265,015
- Forecast to end of year - £13,865
- Likely out-turn at end of year - £278,880
- Likely total reserves at end of year – £129K



It was **resolved** to move £2K from the Transport to PC events Ear marked reserve to the Peter Driver Improvement Ear marked reserve.  
Proposed JS, seconded HC all in favour.

**RFO**

**08/17 Debtors report**

To review and agree the debtors report.  
Circulated

The debtors report was reviewed:  
Total debt outstanding at 31st December 2016 £9,823.47

£2698 has been received to date in January in respect of these debts.

It was **resolved** that the RFO should write a letter to Black Horse FC reminding them that they are in breach of their terms and conditions of hire and requesting full payment by the end of January or their request to book the grass pitch for the 2017/2018 season will have be considered by council.  
Proposed GC, seconded HC all in favour.

**RFO**

**09/17 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 2016 have been checked and signed by Cllr Jeremy Silvester

**10/17 2017 2018 Budget**

To receive an update budget for 2017/2018 and to consider whether any amendments are required to the budget for 2017 2018 now that the tax base has been agreed and to resolve to recommend the budget to Full Council  
Circulated

The 2017 2018 budget was reviewed.

Changes to budget since January 2017 Facilities meeting:

It has now been confirmed by Hart DC that the parish council will be eligible for 100% Small Business Rates Relief from April 2017 on the community centre.

£5929 was removed from the budget for rates for the community centre

£2000 was re-instated to the budget for a defibrillator

The Christmas decorations budget was increased to £3k

Peter Driver Improvements Ear Marked reserve budget increased to £10.5K – due to remedial works

Income from parish council hosted events increased to £750

Insurance - increased to £4300 following re-valuation of assets.

Postage increased to £300

Printing & stationery reduce by £100 to £1200

Allotments water – increased to £1200 due to increased usage

Litter collection increased due to Hart DC charges being increased by 1% from April

Fleet Link contribution increased by 1%



It was **resolved** that, subject to any amendments to the draft 3 year forecast, the 2017 2018 budget should be recommended to Full Council for approval  
Proposed JS, seconded HC all in favour.

**RFO**

**11/17 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 2017 -2018.

Hart DC have confirmed that the tax base for 2017/2018 is 3950.22 which includes an extra 294.47 houses, and which with a band D of 53.80 will provide a precept of £212,521.84.

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 and that the Full Council should request a precept of £212,521.84  
Proposed JS, seconded GC all in favour.

**RFO**

**12/17 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.

The ear marked reserves at 31<sup>st</sup> December are as follows:

Outdoor gym equipment	£5,000
Basketball hoop	£5,000
Peter Driver improvements	£70,337
Allotment shed replacement	£4,000
Transport to PC events	£2,000
Play equipment replacement project	£26,000
Replace 3G surface	£15,000
Community centre	£30,000
S106 interest received	£6,466
S106 SANG and Allotment car park	£128,880
S106 Sandy Lane car park	£20,220
S106 Public Art	£58,888
S106 Allotments & SANG car park access road	£49,223
S106 playgrounds	£30,855
S106 Informal & Formal Open Spaces	£223,366
S106 Community Centre construction	£54,665

It was **resolved** to recommend to Full Council that any general reserves at year end in excess of £106,000 should be moved to Peter Driver Improvements ear marked reserve.  
Proposed HC, seconded GC all in favour

**RFO**

**13/17 3-year forecast**

To review the 3-year forecast budget spreadsheet  
Circulated



The spreadsheet was reviewed.

It was resolved that the following changes should be made to the prioritisation of the projects:

- £10,000 for exterior seating and patio area at the community centre should be moved from 2018 2019 to 2017 2018
- £10,000 to be transferred to Peter Driver improvement ear marked reserve in 2017 2018 should be moved to 2018 2019.

**RFO**

Proposed GC, seconded HC all in favour.

#### **14/17 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 changes were required

Proposed JS, seconded HC all in favour.

#### **15/17 Review of bank accounts**

To decide whether to merge the S106 funds deposited at HSBC bank accounts with the S106 Community Centre construction funds on deposit at Lloyds Bank plc and if so to decide which bank accounts should be closed.

Report circulated

The Council's precept funds are held with Unity Bank in one current and one deposit account.

S106 funds are held with 2 banks: Lloyds & HSBC and a 12- month business bond with Santander.

It was resolved to not to close any of the bank accounts current held by the Council due to the expected S106 income in 2017 2018.

Proposed HC, seconded JS all in favour.

#### **16/17 Santander Business bond**

To decide how much to re-invest in the 12-month business bond due to mature 28<sup>th</sup> February 2017

The current Santander Business Bond expires on 28th February 2017

£237,028.08 deposited last year

£1778 interest due

It was resolved to recommend to Full Council that the funds including interest earned i.e.

£238,806.08 in the Santander Business Bond should be re-deposited for a further 12 months

Proposed JS, seconded HC all in favour.

**RFO**

#### **17/17 Deposit options**

To review options for depositing future S106 funds

Report circulated

The report was reviewed



It was **resolved** to recommend to Full Council that to take advantage of the slightly higher interest rate on offer, 0.9%, a 12-month fixed term deposit with Lloyds Bank should be opened and a total of £298,762.50 should be deposited i.e. £200,000 transferred from HSBC deposit account plus £98762.50 S106 Allotment Road money just received from TW Proposed JS, seconded HC all in favour.

**18/17 Direct debits and standing orders**

To review direct debits and standing orders

No standing orders paid.

Current direct debits:

British Gas	Gas usage at Peter Driver	Monthly - variable
Grundon	Waste collection from community centre	£67 + VAT per month
Initial	Hygiene collection from community centre	£9.75 + VAT per month
Nomis Connections	Telephone & broadband provision at community centre	Monthly - variable
South East Water	Water usage at community centre	£50 per month

**19/17 Review of Internal Controls**

To conduct a review of internal controls and to decide if the processes and procedures that are in place are adequate  
Statement circulated

The Parish Council need to decide whether they have adequate controls in place. This is an annual requirement and must be done by the Parish Council. RFO has circulated a report. The financial regulations and standing orders are reviewed annually, and updated following advice from NALC or the internal auditor if necessary. An annual review of the risk assessment and asset register is carried out; an internal auditor is employed to annually audit our books and procedures and RBS are employed each year to finalise the year end in Omega and prepare the Annual Return.

The internal controls were reviewed.

It was agreed that the processes and procedures are adequate.

**20/17 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.
- Relationships – the internal auditor is not related to any member of the Parish Council
- Audit planning and reporting – the 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 January 2017.

It was agreed that no changes were required.

**21/17 Standing Orders**

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

The standing orders were reviewed and no changes were suggested.

**22/17 Health & Safety Policy**

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

Postponed to February Full Council

**23/17 Fidelity guarantee**

To review whether the level of fidelity guarantee covered by the Parish Council's insurance policy is sufficient to cover the expected level of money being managed by the Parish Council in the coming year.

Current level of cover for all members & employees: £2m

Expected money to be managed in 2017 2018:

o Currently held In PC bank accounts		£1M
o S106 payments due from Taylor Wimpey in 2017 2018:		
o Allotments second payment	£ 98K	
o 2 <sup>nd</sup> instalment of Formal Open Space	£350K	
o Hightrees + 3 LAPS	£124K	
o Informal Open Spaces	£100K	
o Skate Park contribution	£ 11K	
o Additional LEAP	£ 76K	
o Additional Informal Open Space	£ 57K	£805K
Total expected to be managed in 2017 2018		£1.805M

It was agreed that £2m cover would be sufficient for 2017 2018.

**24/17 Agenda items for next meeting**

To agree agenda items for the next meeting:

To review the following policies:

- Year end
- Review of all the Council's bank accounts
- To consider allocating responsibility of fulling understanding sections of the budget to each committee member.

**25/17 Date of next meeting**

Date of next meeting – Tuesday 18<sup>th</sup> April 2017



There being no further business, the meeting closed at 21.07

**Signed**.....

**Date**.....