

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

Date and Time: Tuesday 18th July 2017 7.30pm

Place: Meeting Room, Church Crookham Community Centre

Present:

Councillors: Debbie Moss (DM) (Chair), Michael Burford (MB), Richard Martin (RM), Cameron Miller (CM),

Also present: Sally du Gay deputy clerk/RFO

There were no members of the public present

MB arrived 19.32

Action

42/17 To appoint a Chairman & vice-Chairman for the Finance & Policy committee

Jeremy Silvester was nominated as Chair.

Proposed DM, seconded MB all in favour

Debbie Moss was nominated as vice-Chair.

Proposed MB, seconded RM all in favour

43/17 Apologies for Absence

Apologies for absence were received from Cllrs Silvester & Chatfield

44/17 To approve minutes of the meeting held on Tuesday 18th April, 2017

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

45/17 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.

There were no requests for dispensations.

46/17 Declarations of Interest

No declarations of interest were made.

47/17 Chairman's Announcements:

The Chairman had the following announcements to make:

- To welcome Richard Martin and Cameron Miller to the committee
- The external audit documents have been sent to BDO LLP

48/17 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.



49/17 Actual vs budget

To review the updated actual vs. budget figures for April to June 2017 and the likely reserves at the end of the financial year.

Circulated

Spreadsheets showing the actuals versus budget for both revenue and S106 budgets and the reserves position as at 30th June 2017 had been circulated.

Summary Totals	Annual Budget 2017 - 2018	Actual year to date	Forecast	Likely out-turn
Total income (A)	296,922	128,929	174,400	303,329
Total expenditure (B)	296,713	79,182	217,887	297,069
Surplus/deficit (A- B)	209	49,747	-43,487	6,260

Football income is expected to remain about the same as last year, community centre income is expected to increase due to a greater number of bookings.

Employment costs are currently forecast to be under budget due to the change in clerk and recruitment of new facilities officer i.e. both new officers have been recruited on lower grades. Consequently, payments to pensions and HMRC will be reduced.

Expenditure is forecast to be on budget except for the community centre running costs due to the increased cost of the PRS license, which in turn is due to increased number of bookings playing music e.g. exercise classes, and an increase in the window cleaning of the community centre.

The general reserve currently stands at £164,596

No further S106 funds have been received yet this year. The £15K contribution to employment costs has been transferred, and apart for regular open space grounds maintenance expenditure to date has been low.

Ear marked reserves total £850,036 - Expenditure of £14,972 for remedial works at the pavilion at Peter Driver Sports ground was paid directly from the ear marked reserve for Peter Driver Improvements.

50/17 Debtors report

To review and agree the debtors report.

Circulated

The balance outstanding at 30th June 2017 £5243.95

The office staff have been very diligent with chasing old debt the only debt over 2 months old is £65 and this has now been paid in July.

There are still several allotment rents to collect but overall the position is good

51/17 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 30th June 2017 have been checked and signed by Cllr Jeremy Silvester



52/17 Treasury & Investment Policy

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

Proposed changes to the policy July 2017:

3 Objectives:

- **Types of investment** –subject to the financial institution criteria detailed in the appendix the Council may deposit **non S106** funds in the following accounts:

- deposit accounts
- business bonds
- Public Sector Deposit Fund
- Money market account

Clause 20.1a of the S106 agreement states that the parish council is obliged upon receipt to place all sums received in an interest-bearing account or in separate accounts at the council's discretion", therefore S106 funds may be deposited in the following types of accounts:

- Deposit accounts
- Business bonds

- **Community Centre S106 funds**

Following the completion of the build of the community centre the remainder of the S106 funds provided for the project **will be accounted for via cashbook 3 S106 funds**. Records will be maintained to show the amount in reserve for these funds.

- Change:
 - Formal Open Spaces
 - Informal Open spaces

To:

- **Open spaces (Formal & Informal)**

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

RFO

Proposed DM, seconded MB all in favour

53/17 Policy for the prevention and detection of fraud

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

Proposed changes:



- 3. No members of staff may authorise any payments, except for:
 - o The Clerk in accordance with the delegated authority detailed in the Financial Regulations
 - o the Lloyds/Unity Bank credit card which the Clerk may use in accordance with the Financial Regulations.
- 5. All internet payments will be set up via administrative rights by the RFO [or in his/her absence the Clerk] to be authorised by two councillors as per the bank mandate and matched to invoices which are initialled.

It was **resolved** to accept the proposed changes and recommend the amended policy to Full Council for approval. **RFO**
 Proposed DM, seconded RM all in favour

54/17 Policy reviews

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

- o Complaints policy
- o Councillors expenses policy
- o Policy on illegal encampments – updated contacts
- o Policy on grants and donations
- o Press and media policy
- o Employers pension scheme discretions policy
- o Equal Opportunities statement

It was **resolved** to accept the proposed changes and recommend the amended policies to Full Council for approval. **RFO**
 Proposed DM, seconded CM all in favour

55/17 Agenda items for next meeting

To agree agenda items for the next meeting:

- draft 3-year forecast
- draft budget
- precept
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56/17 Date of next meeting

Date of next meeting – Tuesday 17th October 2017

There being no further business, the meeting closed at 20.53

Signed..... Date.....