

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

Date and Time: Tuesday 18th April 2017 7.30pm

Place: Acorn Hall, Church Crookham Community Centre

Present:

Councillors: Jeremy Silvester (JS) (Chair), Hugh Connolly (HC), Gill Chatfield (GC), Julia Adams (JA), Debbie Moss (DM)

Also present: Sally du Gay deputy clerk/RFO

There were no members of the public present

Action

26/17 Apologies for Absence

Apologies for absence were received from Cllrs Burford and Cunningham

27/17 To approve minutes of the meeting held on Monday 16th January, 2017

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

28/17 Dispensations – To receive any written requests for disclosable pecuniary interest dispensations from members.

There were no requests for dispensations.

29/17 Declarations of Interest

No declarations of interest were made.

30/17 Chairman's Announcements:

The Chairman had the following announcements to make:

- Welcome Debbie Moss and Julia Adams to the committee
- The annual insurance policy has been renewed with Zurich Insurance as the third year of a 3-year agreement.
- Santander bond – £238,802.75 deposited in a new 12-month bond on 1st March 2017, at 0.5% gross interest.
- £298,762.50 was deposited in a Lloyds 12-month fixed term account on 22nd February 2017. At 0.9% gross interest. £2,688.86 interest due.

31/17 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.

32/17 Actual vs budget

To review and agree the updated actual vs. budget figures for April 2016 to March 2017 and the reserves at the end of the financial year.

Circulated

The actuals versus budget and reserves figures were reviewed.



Precept funds:

Income – higher than expected due to a small rise in pitch hire and community centre income, plus small business rates relief on the pavilion at Peter Driver sports ground of £4,404 and a £1K grant from Cllr Bennison HCC towards a defibrillator.

Expenditure – less than expected:

- employment costs lower than budgeted as allowances had been made for additional staff at the community centre plus increase in staff hours if required.
- admin costs slightly lower than expected, professional fees increased due to tree survey work but less spent on parish events and councillor expenses.
- Peter Driver premises below budget as allowance had been made for a new maintenance contract which was not taken up plus overall expenditure lower than expected.
- Allotments expenditure slightly under budget due to low expenditure.
- Grounds maintenance – over budget due to expenditure on trees works following tree survey
- Community support – under budget due to refund received from Hampshire CC £967. This was due to Crookham Village Parish Council joining the Fleet Link scheme in 2015 2016 resulting in a decrease in percentage contribution of the other participating councils.
- Project costs – under budget as the outdoor gym equipment and parish mapping projects have not been completed. The budgeted amounts of £25K for outdoor gym equipment and £4K for parish maps have been moved to earmarked reserves for expenditure in 2017 2018 on completion of the projects, as agreed at Full Council March 2017 minute ref 64/17.
- Community centre running costs – over budget due to increased expenditure on cleaning, gas, PRS license and refuse collection.

Total income	£ 286,986
Total expenditure	£ 258,399
Surplus of income over expenditure	£ 28,587
Forecast general reserves	£ 106,824

(Figures to be confirmed following year end closedown on 26th April)

S106 funds:

S106 income received for:

- Allotments second instalment £98,762.50
- Jubilee Drive LEAP £31,025.76
- Informal open space - £150,000

S106 Expenditure:

- Contribution to employment costs £10,000
- Completion of Gurkha statue costs £31,428
- Final payments to Mildren and Rund for community centre construction £34,148

33/17 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 were reviewed:

- Defibrillator £1K
- Parish maps £4K
- Outdoor gym equipment £30K
- Basketball hoop £5K
- Peter Driver improvements £90,199
- Allotment shed replacement £4K
- Play equipment replacement £26K
- Replace 3G surface £15K
- Community centre £30K
- S106 interest received £8,254
- S106 SANG & Allotment car park £128,880
- S106 Sandy Lane car park £20,220
- S106 Public Art £58,888
- S106 Allotments £147,986
- S106 Playgrounds £29,635
- S106 Formal & Informal open spaces £208,842
- S106 Community Centre Construction £60,561

It was **resolved** not to create any further earmarked reserves.

Proposed JS, seconded GC

All in favour

34/17 Debtors report

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

Circulated

Year-end debtors total £4,452.75 of which £3,501.75 was invoiced in March.

It was **resolved** to not write off any bad debts

Proposed JS, seconded GC

All in favour

The RFO was asked to write a letter to Mr K Ray stating that if the full outstanding balance on his account was not cleared by the 31st May 2017, no future bookings would be taken from him. **RFO**

35/17 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 31st March 2017 have been checked and signed by Cllr Jeremy Silvester

36/17 Year-end payroll and pension update

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

Circulated



It was reported that:

- The end of year summary for PAYE & NI was submitted to HMRC on 5th April 2017
- The end of year summary for pension was submitted To Hampshire Pension Services on 5th April 2017

37/17 Finance awareness training

To receive an information session on the financial institutions used by the parish council, the council's deposits with each institution and to increase familiarization of the budget.

The committee received an information session on the financial institutions used by the parish council and the council's deposits with each institution.

38/17 Bank accounts

To decide whether to change the names of the Lloyds Bank current and deposits accounts from "Church Crookham Parish Council Community Hall" to "Church Crookham Parish Council S106"

It was **resolved** to change the names of the Lloyds Bank current and deposits accounts from "Church Crookham Parish Council Community Hall" to "Church Crookham Parish Council S106"

RFO

Proposed JS, seconded HC

All in favour

39/17 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 2017/2018

40/17 Agenda items for next meeting

To agree agenda items for the next meeting:

To review the following policies:

- Parish council's responsibilities in relation to fraud
- Financial regulations
- Treasury & Investment policy
- Policy for the prevention & detection of fraud
- Complaints policy
- Councillors expenses policy
- Policy on illegal encampments
- Policy on grants and donations
- Press and media policy
- Employers pension scheme discretions policy
- Equal Opportunities statement



41/17

Date of next meeting

Date of next meeting – Tuesday 18th July 2017

There being no further business, the meeting closed at 8.50pm

Signed.....

Date.....