

# CHURCH CROOKHAM PARISH COUNCIL

## Policy and Finance Committee

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

**Date and Time:** 7.30 pm Tuesday 17<sup>th</sup> October 2017  
**Place:** Church Crookham Community Centre, Boyce Road, Crookham Park, Church Crookham, GU52 8AQ

**Present:**  
 Councillors: Jeremy Silvester (JS)(Chair), Cameron Miller (CM), Gill Chatfield (GC), Richard Martin (RM);

**Absentees:** Michael Burford

**Also:** Sally du Gay (Deputy clerk)

There were 0 members of the public present

#### ACTION

57/17	<b>Apologies for absence</b> Apologies were received from Debbie Moss																					
58/17	<b>Approval of minutes</b> The minutes of the meeting held on Tuesday 17 <sup>th</sup> July 2017 were approved																					
59/17	<b>Dispensations</b> To receive any written requests for disclosable pecuniary interest dispensations from members. No dispensations were received.																					
60/17	<b>Declaration of interest relating to any item on the agenda</b> No declarations of interest were received																					
61/17	<b>Chairman's Announcements:</b> The Chair had no announcements to make																					
62/17	<b>Public session</b> This is an opportunity for members of the public to bring matters to the attention of the Finance Committee. There were no members of the public present																					
63/17	<b>Actual vs budget</b> To review the updated actual vs. budget figures for April to September 2017 and the likely reserves at the end of the financial year. Circulated A discussion was held: <table border="1" style="margin-left: 20px; border-collapse: collapse; width: 80%;"> <thead> <tr> <th style="text-align: left;">Summary Totals</th> <th style="text-align: center;">Annual Bud 2016 2017</th> <th style="text-align: center;">Actual Year to date</th> <th style="text-align: center;">Forecast</th> <th style="text-align: center;">Likely out-turn</th> </tr> </thead> <tbody> <tr> <td>Total Income (A)</td> <td style="text-align: right;">296,922</td> <td style="text-align: right;">255,013</td> <td style="text-align: right;">34,640</td> <td style="text-align: right;"><b>289,653</b></td> </tr> <tr> <td>Total Costs (B)</td> <td style="text-align: right;">296,713</td> <td style="text-align: right;">132,347</td> <td style="text-align: right;">158,432</td> <td style="text-align: right;"><b>290,778</b></td> </tr> <tr> <td>Surplus/deficit (A-B) = S</td> <td style="text-align: right;">209</td> <td style="text-align: right;">122,667</td> <td></td> <td style="text-align: right;"><b>-1,125</b></td> </tr> </tbody> </table>	Summary Totals	Annual Bud 2016 2017	Actual Year to date	Forecast	Likely out-turn	Total Income (A)	296,922	255,013	34,640	<b>289,653</b>	Total Costs (B)	296,713	132,347	158,432	<b>290,778</b>	Surplus/deficit (A-B) = S	209	122,667		<b>-1,125</b>	
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	<p>General reserves at 30<sup>th</sup> September £244,873</p> <p><b><u>Income:</u></b>  Pitch hire is expected to be under budget due: <ul style="list-style-type: none"> <li>– to the reduction in Fleet Town Colts annual booking from £4660 to £2200</li> <li>– loss of a grass pitch team annual booking £1100</li> <li>– loss of a regular term time five-a-side 4 hours per week early evening booking worth £3250 pa</li> </ul> Community centre income is on budget and may be slightly higher dependent on the number of further ad hoc bookings before 31<sup>st</sup> March.</p> <p><b><u>Expenditure:</u></b>  <b>Employment costs</b> expected to be under budget due to the change in staff – both the new clerk and the Facilities officer have been employed at lower grades than the previous employees. To date there has been no requirement to employ a park warden and is thought unlikely that this will happen this year.  <b>Admin costs</b> expected to be under budget despite over spend in computer maintenance &amp; hardware  <b>Peter Driver premises and Grounds Maintenance</b> on budget  <b>Allotments</b> over budget due to expenditure on water leak  <b>Community support</b> – only £100 spent on grants to date  <b>Project costs</b> expected to be on budget despite inclusion of final retention release for wheel park that had not been included in budget. Under spend on floral and xmas decorations  <b>Community centre expenditure</b> expected to be slightly over budget due to increased forecast for utilities and window cleaning.</p> <p>Overall the revenue budget is currently predicted to show an overspend, however this is likely to reverse before the year end</p> <p><b><u>S106 income and expenditure:</u></b>  CCPC in receipt of £144,956 Phase 3 S106 payment – some to be used to reimburse general reserve re wheel park expenditure, plus £140,435 paid in October.  Expenditure has largely been on salary costs and grounds maintenance, with forecast costs to open tennis courts</p> <p><b><u>Reserves:</u></b>  Ear marked reserves:     £173,302  S106 EMRs:                 £739,426  General reserve:           £244,873</p>	
64/17	<p><b>Debtors report</b>  To review and agree the debtors report.  Circulated</p> <p>Debtors at 30<sup>th</sup> September 2017 £8904.66</p> <p>Few outstanding allotment rents and two late payers using the community centre – office staff to chase up.</p>	<b>RFO</b>
65/17	<p><b>Quarterly bank reconciliations</b>  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.</p>	



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	<p>approval.</p> <p>Current year precept is £212,522 and the current tax base is 3950.22 giving a band D household precept of £53.80. The precept has remained at £53.80 since 2010.</p> <p>In 2018/2019 assuming that 250 extra houses will be added at Crookham Park (to be confirmed) the tax base would increase to 4200.22 and if the band D remained the same the precept would increase to £225,971.83.</p>																							
69/17	<p><b>S106 receipts</b></p> <p>To decide whether to deposit S106 funds received into a 12-month fixed term deposit account with Lloyds Bank and if so how much to deposit.</p> <p>CCPC has received two S106 payments from Taylor Wimpey totalling £285,391:</p> <ol style="list-style-type: none"> <li>1. £144,956 in payment of: <ul style="list-style-type: none"> <li>Phase 3 informal open spaces £57,288</li> <li>Phase 3 LEAP £76,200</li> <li>Phase 3 Wheel park contribution £11,468.</li> </ul> </li> <li>2. £140,435 in payment of: <ul style="list-style-type: none"> <li>Area K £22,539</li> <li>3 LAPS &amp; 1 LEAP @ £31025 EA £124,100</li> </ul>                     which leaves a shortfall of £6204 to be added to future payment.                 </li> </ol> <p>£10,855 of the wheel park contribution will be used to reimburse general reserves.</p> <p>Expected S106 expenditure to year end:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Grounds maintenance at Crookham Park</td> <td style="text-align: right;">£20,000</td> </tr> <tr> <td>Tennis courts set up costs</td> <td style="text-align: right;">£10,500</td> </tr> <tr> <td>High nets for MUGAs</td> <td style="text-align: right;">£16,000</td> </tr> <tr> <td>CCTV at Crookham Park (broadband &amp; monitoring)</td> <td style="text-align: right;">£ 1,400</td> </tr> <tr> <td>Contingency</td> <td style="text-align: right;">£25,000</td> </tr> <tr> <td><b>Total expected expenditure</b></td> <td style="text-align: right;"><b>£72,900</b></td> </tr> </table> <p><b>Summary:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Total received</td> <td style="text-align: right;">£ 285,391</td> </tr> <tr> <td>PLUS HSBC deposit account</td> <td style="text-align: right;">£ 42,581</td> </tr> <tr> <td>LESS reimbursement to general reserve</td> <td style="text-align: right;"><b>£10,855</b></td> </tr> <tr> <td>LESS expected expenditure in 2018/2019</td> <td style="text-align: right;"><b>£72,900</b></td> </tr> <tr> <td><b>Total available for deposit</b></td> <td style="text-align: right;"><b>£244,217</b></td> </tr> </table>	Grounds maintenance at Crookham Park	£20,000	Tennis courts set up costs	£10,500	High nets for MUGAs	£16,000	CCTV at Crookham Park (broadband & monitoring)	£ 1,400	Contingency	£25,000	<b>Total expected expenditure</b>	<b>£72,900</b>	Total received	£ 285,391	PLUS HSBC deposit account	£ 42,581	LESS reimbursement to general reserve	<b>£10,855</b>	LESS expected expenditure in 2018/2019	<b>£72,900</b>	<b>Total available for deposit</b>	<b>£244,217</b>	
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	<p>It was <b>resolved</b> to give the RFO delegated authority to deposit £250,000 with the financial institution which offers the best rate of interest net of £25 CHAPS fee, subject to the criteria of the Treasury &amp; Investment policy. Proposed RM seconded GC all in favour</p>	RFO
70/17	<p><b>Annual Audit 2016 2017</b> To receive the external auditors report.</p> <p>The external auditor, BDO, raised an issue when reviewing the Annual Return to 31<sup>st</sup> March 2017 regarding assets i.e. that not all additions of fixed assets had been included in the prior year, thereby undervaluing the fixed assets in 2015 2016. BDOs recommendation is that the council must ensure that the value of the council’s fixed assets is correctly stated in Section 2 of the Annual Return, and the council must ensure that the register of assets is updated to record all additions and disposals of assets on an annual basis. This issue arose due to the expenditure on the Gurkha statue taking place over 2 budget years. The expenditure in the first year was on the first 2 instalments of the statue and the second year was the final instalment plus the boulders. According to BDO the first year’s expenditure should have been included on the asset register that year as an asset under construction. The Practitioners Guide is unclear on this issue and the internal auditor has confirmed that there is no requirement to do this and that it is usual practice to add an asset to the asset register as and when the asset is brought into use, it is rare to see an “asset under construction” asset added to a register unless it is substantial like the community centre project.</p> <p>The asset register is now up to date.</p>	
71/17	<p><b>Allotment Allocation Policy</b> To review the policy and recommend any amendments to be considered by Full Council Circulated</p> <p>Changes:</p> <p>2. <b>Only one Allotment plot per household is permitted</b></p> <p>3. Applications for an allotment must be made in writing to Church Crookham Parish Council on the approved Application Form (available via the website or on request). <b>This can be submitted electronically to the Parish Council Office.</b></p> <p>8. A number of small, raised bed Allotments will be available for those with restricted mobility on a first come, first served basis. <b>If there are no applicants that fit this criteria on the waiting list when one of these plots becomes available then the plot will be allocated in the same way as any other plot.</b></p> <p>10. <b>The applicant will be given the opportunity to visit the available Allotment, prior to committing themselves to a tenancy for that plot. Subject to the applicant’s acceptance of the offered plot the applicant will be issued with a Tenancy Agreement and given 7 days to confirm acceptance by signing an agreement and paying the fees applicable. If the Allotment is declined or the applicant does not confirm acceptance within 7 days then the Allotment will be offered to the next person on the list.</b> Refusal of an Allotment will not lose an applicant their place on the waiting list.</p>	

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	<p>11. If a tenant wants to exchange their existing plot for a different sized plot they must complete an Existing Tenant reapplication form. These tenants will be added to the Appropriate List (List 1 or List 2) and a plot of the requested size will be allocated to them when the tenant “re-applying” has reached the top of the Appropriate List (List 1 or List 2). <b>At the time of offering an alternative plot an agreed transition period, not to exceed 6 weeks will be set. The tenant will pay rental on both plots for the duration of the transition but will not be asked for an additional deposit. The deposit from the original plot will be transferred to the new plot on completion of the transition.</b></p> <p>It was <b>resolved</b> to accept the amendments above and add a clause stating that those tenants that are evicted from a plot for non-payment of rent may not re-apply for a plot for two years and recommend to Full Council for approval.</p> <p>Proposed RM seconded JS 3 in favour 1 abstention</p>	<b>RFO</b>
72/17	<p><b>Agenda items for next meeting</b></p> <ul style="list-style-type: none"> <li>- Review of effectiveness of internal audit</li> <li>- Risk assessment</li> <li>- Asset register</li> <li>- Code of conduct</li> <li>- To review investments options for S106 and reserves funds.</li> <li>- To review the Santander 12-month Business Bond</li> <li>- To review the Lloyds 12-month fixed term deposit</li> <li>- Precept</li> <li>- Budget</li> <li>- Amend financial regs to allow all payments to be made by internet banking</li> </ul>	
73/17	<p>Date of next meeting – 16<sup>th</sup> January 2018</p> <p>Meeting closed at 9.20pm</p>	

Signed:

Date: