

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 17th April 2018
Place: Church Crookham Community Centre, Boyce Road, Crookham Park, Church Crookham, GU52 8AQ

Present:
Councillors: Cameron Miller (CM), Gill Chatfield (GC), Richard Martin (RM), Debbie Moss (DM), Michael Burford (MB)

Absentees:

Also: Sally du Gay (Deputy clerk)

There was 1 member of the public present

26/18	To appoint a Chairman for the Finance & Policy meeting It was resolved to appoint Richard Martin as Chair Proposed GC, seconded MB all in favour	
27/18	Apologies for absence No apologies for absence had been received.	
28/18	Approval of minutes To approve the minutes of the meeting held on Tuesday 17 th January 2018 The minutes were signed as a true record of the meeting	
29/18	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members. No dispensations were received	
30/18	Declaration of interest relating to any item on the agenda No declarations of interest were made	
31/18	Chairman's Announcements: The Chair had no announcements to make	

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32/18	<p>Public session</p> <p>This is an opportunity for members of the public to bring matters to the attention of the Finance Committee.</p> <p>No comments were made</p>							
33/18	<p>Actual vs budget</p> <p>To review and agree the updated actual vs. budget figures for April 2017 to March 2018 and the reserves at the end of the financial year.</p> <p>Circulated</p> <p>The actuals versus budget figures were reviewed:</p> <p><u>Revenue Income:</u></p> <p>Overall income is anticipated to be £6K less than budgeted largely due to a fall in pitch hire income. This is due to the loss of a grass pitch team, a reduction in the number of hours hired by Fleet Town Colts and the loss of an early evening 2 hour twice weekly booking on the five-a-side pitch.</p> <p><u>Revenue expenditure:</u></p> <p>Employment costs: employment costs are lower than budgeted due to the loss of the Clerk in August and no Facilities Officer employed in August. The replacement Clerk and Facilities Officers are on lower grades than previous employees. The park warden role was not filled.</p> <p>Admin costs: lower than budgeted although expenditure on insurance was higher than expected due to the increase in premium for the CCTV and outdoor gym.</p> <p>Peter Driver premises: expenditure under budget due to the lack of requirement for plumbing and boiler servicing.</p> <p>Allotments: under budget – a provision had been allowed for water due to the leak in Spring 2017, however the water bill is now very low following its repair.</p> <p>Tennis courts: no provision had been made in the budget, all the set-up costs have been made from S106 funds however due to the tennis courts opening in March the LTA membership and the running costs for the Smartgate system were incurred this year.</p> <p>Grounds Maintenance: under budget due to the lack of requirement for open space maintenance.</p> <p>Project costs: projects completed – new inscription for Lynwood boulder, floral decorations around the parish, purchase of two defibs., and purchase of Christmas decorations for community centre foyer. Funds for outstanding projects have been moved to ear marked reserves to allow for completion of the projects in 2018/2019</p> <p>Community centre running costs: overall on budget despite over spend on community centre maintenance, alarm and licenses.</p> <p>Summary 2017/2018:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">Total income:</td> <td style="text-align: right;">£290,690</td> </tr> <tr> <td style="padding-left: 20px;">Total expenditure:</td> <td style="text-align: right;">£262,208</td> </tr> <tr> <td style="padding-left: 20px;">Surplus</td> <td style="text-align: right;">£ 28,482</td> </tr> </table>	Total income:	£290,690	Total expenditure:	£262,208	Surplus	£ 28,482	
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	<p><u>S106 income:</u> Phase 3 contributions for:</p> <ul style="list-style-type: none"> • LEAP • Informal open space • Wheel park <p>Plus contributions for:</p> <ul style="list-style-type: none"> • Area K • 3 LAPS and Hightrees LEAP - £6204 shortfall <p><u>S106 expenditure:</u> Employment costs - contribution as agreed in 2017/2018 budget Public Art - wooden way markers Community centre construction – acoustic boards in foyer, air con in parish office and glass for reception area. Open space maintenance – expenditure on CCTV installation, tennis courts set up costs. Grounds maintenance – costs as expected</p>	
34/18	<p>Ear marked reserves To review the ear marked reserves and to decide whether to create any further ear marked reserves. Circulated</p> <p>It was agreed at Full Council January 2018 that the following reserve movements should be made at year end:</p> <ul style="list-style-type: none"> • Move Unspent Project costs as follows: EMR Highways & Transport Services £9k EMR Exterior seating & Patio Area at Community Centre £10k • EMR Improved signage in community & gateways £1k • General reserves surplus of £27,698 moved to EMR Peter Driver Improvements <p>It was resolved that no further ear marked reserve movements were required Proposed RM, seconded GC, all in favour</p>	
35/18	<p>Debtors report To review and agree the debtors report. Circulated</p> <p>Total outstanding debt at 31st March 2018: £5164.86</p> <p>It was resolved that the Finance and Policy committee should recommend to Full Council that if no payment had been received by K Ray by end of April then the debt should be written off and the Moneyclaim case closed. Proposed RM, seconded MB, all in favour</p>	RFO
36/18	<p>Quarterly bank reconciliations To receive confirmation that the previous quarters bank reconciliations have been examined</p>	

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	<p>by a Council member who is not a signatory on any of the Council's bank accounts.</p> <p>The quarterly bank reconciliations will be checked and signed by Cllr Peter Collings on Monday 23rd April.</p>	
37/18	<p>Annual audit update To receive an update on the annual audit process.</p> <p>The schedule for producing and approving the Annual Return for the 2017/2018 is as follows:</p> <p>RBS will run the year-end close-down on 16th April – this will produce the figures required for the Annual Return The final internal audit is scheduled for 24th April Sections 1 & 2 of the Annual Return are to be approved separately at Full Council on 21st May. RFO will then collate all the information required by the external auditor PKF Littlejohn, to be sent to them by 30th June. The public have the right to review the council's records from 4th June to 13th July. Approval of the Annual Return must be published before 30th September.</p>	
39/18	<p>Santander mandate To approve the change to the mandate to allow the RFO telephone access to the Santander bank account.</p> <p>It was resolved to change the Santander bank mandate to allow the RFO telephone access Proposed RM, seconded DM all in favour</p>	RFO
40/18	<p>Agenda items for next meeting</p> <ul style="list-style-type: none"> - Policy for the prevention and detection of fraud and corruption - Freedom of Information Act – publication Scheme - Data Protection Policy including an update on GDPR 	
41/18	Date of next meeting – 17 th July 2018	

The meeting closed at 19.49

Signed:

Date: