

CHURCH CROOKHAM PARISH COUNCIL

Initial:

Date:

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

Date and Time: 7.30 pm Tuesday 17th July 2018

Place: Church Crookham Community Centre, Boyce Road, Crookham Park, Church Crookham, GU52 8AQ

Present:

Councillors: Richard Martin (RM) (Chair) Gill Chatfield (GC), Debbie Moss (DM), Jenny Radley (JR), Gareth Saunders (GSA)

Absentees: none

Also: Sally du Gay (Deputy clerk)

There were no members of the public present

41/18	Apologies for absence No apologies of absence had been received	
42/18	Approval of minutes To approve the minutes of the meeting held on Tuesday 18 th April 2018 The minutes were signed as a true record of the meeting Proposed RM, seconded DM all in favour	
43/18	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members. No dispensations had been received	
44/18	Declaration of interest relating to any item on the agenda No declarations of interest had been received	
45/18	Chairman's Announcements: <ul style="list-style-type: none">The annual return to 31st March 2018 was sent to the new external auditor PKF Littlejohn by 11th June as requested.	
46/18	Public session 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 to comment	

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47/18

Actual vs budget

To review the updated actual vs. budget figures for April to June 2018 and the likely reserves at the end of the financial year.

Circulated

REVENUE - Summary Totals	Annual Budget 2018 - 2019	Actual year to date	Forecast	Likely out- turn
Total income (A)	£ 308,276	£ 136,429	£ 173,600	£ 310,029
Total expenditure (B)	£ 308,021	£ 92,419	£ 214,778	£ 307,197
Surplus/deficit (A-B)	£ 255	£ 44,010	-£ 41,143	£ 2,832

The actuals vs budget report was reviewed:

- Football income is expected to remain about the same as last year, although we currently have had more interest in grass pitch bookings for 18/19 season, but no commitments have been made yet. Community centre income is expected to increase due to a greater number of bookings.
- Employment costs are expected to increase due to an error in producing the 18/19 budget. Recording of the employment costs was changed half way through 17/18 causing the 18/19 budget (which was prepared in October) to be based on net salaries instead of gross.
- Admin costs – expected to be lower than budgeted due to:
 - New insurance policy came in under budget (by £2.2K) due to changing to Royal Sun Alliance at end of 3-year contract with Zurich
 - the lack of expenditure on election services. £7K had been budgeted for the May 18 election but only £78 spent, a contingency of £3K has been left in that budget.
- Remaining revenue expenditure is expected to be on budget

The general reserve currently stands at £164,737

- S106 - income will be higher than expected at £1.5 million as when the budget was set CCPC had expected to be in receipt of £1.4 million before end of 2017.
- S106 expenditure includes costs of managing and maintaining the open spaces at Crookham Park plus expenditure of the remaining capital funds for Public Art and the community centre construction funds. The annual S106 contribution to employment costs and insurance has been made.

Revenue ear marked reserves total £282,063 – expenditure direct from EMR Azalea

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	<p>Park improvements -new tarmac path, retention to be paid in July.</p> <p>S106 ear marked reserves - £820,526 –</p> <ul style="list-style-type: none"> • expenditure from EMR Open Spaces on employment and insurance contributions, supply & install of bins at Crookham Pk plus admin costs. • Expenditure from EMR Public Art on another way marker, carved sheep, iron art trail at community centre, carved bug hotel & deposit on weathervane. • Expenditure from EMR Allotments & SANG access road – for path improvements at allotments – test area completed and expected to be rolled out over remainder of site later in the year. <p>Total ear marked reserves £1,102,589</p>	
48/18	<p>Debtors report</p> <p>To review and agree the debtors report. Circulated</p> <p>Total debtors at 30th June 2018 £7,119.79</p> <p>Of the total of £517.50 owed since April 2018 £400.33 is outstanding allotment rent owed, of which £158.75 will be resolved by those tenants giving up their plots, and £31.50 has also been paid. Facilities Officer has chased all allotment debtors.</p> <p>One hall hirer owes a total of £240 at £60 per month from March. He has promised to clear the debt in early August and has been told that the hall will not be available for him to hire until the debt is cleared.</p> <p>It was resolved to agree the debtors reports as at 30th June 2018 Proposed GC, seconded RM all in favour</p>	
49/18	<p>Quarterly bank reconciliations</p> <p>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> <p>The quarterly bank statements were examined and signed by Cllr Jenny Radley.</p>	
50/18	<p>Policy for the prevention and detection of fraud</p> <p>To review the policy and recommend any amendments to be considered by Full Council</p> <p>The policy was reviewed.</p> <p>It was resolved that no changes were required Proposed GC, seconded JR all in favour</p>	
51/18	<p>Freedom of Information Act – Publication Scheme</p> <p>To review the policy and recommend any amendments to be considered by Full</p>	

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	<p>Council</p> <p>The policy was reviewed, and the following amendments made:</p> <ul style="list-style-type: none">○ Removal of all non-applicable lines – to be kept in a separate document for future review;○ “Basis of charge” – actual cost amended to cost of admin and photocopying <p>It was resolved to recommend the amended policy to Full Council for approval. Proposed JR, seconded GC all in favour</p>	
52/18	<p>Data Protection Policy</p> <p>To review the policy and recommend any amendments to be considered by Full Council</p> <p>New policy produced to cover GDPR changes</p> <p>The policy was reviewed.</p> <p>It was resolved to approve the amended policy and to defer recommending it to Full Council for approval until clarification had been received regarding the appointment of a DPO. Proposed JR, seconded GC all in favour</p>	
53/18	<p>Agenda items for next meeting</p> <ul style="list-style-type: none">– Draft 3-year forecast– Draft budget– Precept	
54/18	<p>Date of next meeting – 16th October 2018</p>	

The meeting closed at 19.58

Signed:

Dated: