

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 16th October 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)

Absentees: none

Also: Sally du Gay (Deputy clerk)
Claire Inglis (Clerk)

There were no members of the public present

55/18	Apologies for absence Apologies had been received from Cllr Saunders						
56/18	Approval of minutes To approve the minutes of the meeting held on Tuesday 17 th July 2017 It was resolved to approve the minutes as a true record of the meeting. Proposed RM, seconded GC all in favour						
57/18	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members. No dispensations had been received						
58/18	Declaration of interest relating to any item on the agenda No declarations were made						
59/18	Chairman's Announcements: The Chair had no announcements to make						
60/18	Public session This is an opportunity for members of the public to bring matters to the attention of the Finance Committee. No comments were made						
61/18	Actual vs budget To review the updated actual vs. budget figures for April to September 2018 and the likely reserves at the end of the financial year. Circulated						
	<table border="1"> <tr> <td>REVENUE -</td> <td>Annual Budget</td> <td>Actual year to</td> <td>Forecast</td> <td>Likely out-turn</td> </tr> </table>	REVENUE -	Annual Budget	Actual year to	Forecast	Likely out-turn	
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Summary Totals	2018 - 2019	date		
Total income (A)	£ 308,276	£ 274,662	£ 36,000	£ 310,662
Total expenditure (B)	£ 308,021	£ 154,340	£ 135,910	£ 290,250
Surplus/deficit (A-B)	£ -885	£ 120,322	£- 99,910	£ 20,412

The actuals vs budget figures were reviewed:

Revenue Income:
Pitch hire and community centre incomes both expected to exceed budget due an increase in bookings. Tennis court income lower due to low number of annual memberships and ad-hoc bookings.

Revenue Expenditure:
Employment costs expected to be over slightly over budget.
Admin costs expected to be £12K under budget due to:

- a reduction in audit fees (based on income and expenditure banding – S106 funds not received in 2017/2018)
- annual insurance premium not as expensive as expected – plus S106 funds contributed to a proportion of it)
- Election services budget not required as no election held
- Outreach worker budget not required as project is not being pursued.

Peter Driver premises & Tennis Courts expected to be under budget
Allotments and Grounds Maintenance on budget
Community centre running costs forecast to be slightly below budget due to over-budget for gas charges and PRS license.
Project costs expected to be below those budgeted due to cost of floral decorations less than expected.

S106 income and expenditure:
£1.5million S106 funds due.
Expenditure has largely been on salary costs, insurance, grounds maintenance and high nets for the tennis courts, plus several public art projects.

Reserves:
Ear marked reserves: £278,734
S106 EMRs: £811,832
General reserve: £223,344

62/18	<p>Debtors report To review and agree the debtors report. Circulated</p> <p>Total debtors at 30th September 2018 £10,328</p> <p>The debtors were reviewed</p> <p>It was resolved to recommend to Full Council that the debt of £120 should be written off and only take future bookings from that hirer with prior payment. Proposed RM seconded GC all in favour</p>	
63/18	<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>It was reported that Cllr Radley had examined the bank statements</p>	
64/18	<p>Draft S106 20-year budget forecast To discuss the proposed 20-year forecast Circulated The aim of the annualised spreadsheet is to:</p> <ul style="list-style-type: none"> • calculate whether the funds will cover the 20 years as per the S106 agreement • to then allow for inflation over the 20-year period. • to apply a reverse sinking calculation so that the S106 is tapered over the 20 years to allow for an increased precept contribution • to calculate how much the precept has to increase by to cover increased spending on Crookham Park maintenance and when the increase needs to start. • to calculate an annual amount of S106 expenditure that can be used to facilitate how much of the S106 funds need to be released from deposit and transferred to the appropriate bank account. <p>1 Each tranche of money has been analysed with respect to the possible expenditure 2 For most tranches only grounds maintenance has been accounted for, there may be a need to include general maintenance costs in some areas e.g. for fencing, tree works etc. 3 The S106 LAPS, LEAPS, & NEAP (aka playgrounds) funds have been split on the basis that there are 19 play areas, excluding Phase 3, so each area receives £31025 which has been used to pay for playground maintenance, annual inspections, equipment replacement 4 The Informal Open space funds towards the on-going management and maintenance of the Informal Open Spaces, when split across each tranche as indicated by the agreement will not cover grounds maintenance in some areas for 20 years. 5 On-site Formal Open space funds have been used to pay an annual contribution towards employment costs and annual insurance premium plus legal fees, professional fees (including tree surveys), general maintenance and CCTV running costs 6 Allotments tranche defined as towards the management and maintenance of the allotments.</p> <p>The forecast budget was discussed, and the following suggestions were made:</p> <ul style="list-style-type: none"> • Capital expenditure over the 20 years should be assessed and kept as base reserves • Formal & Informal funds should be amalgamated and used for grounds maintenance • The LAPS, LEAPS & NEAP funds should be used for inspections, equipment replacement and grounds maintenance • Employment costs and insurance should be paid from precept funds • Allotment grounds maintenance & general maintenance should be paid from the Allotments funds. <p>The forecast will be re-drafted and brought to January 2019 meeting.</p>	
65/18	<p>Draft 3-year forecast To review the 3-year forecast budget spreadsheet Circulated</p>	

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	<p>The 3-year forecast budget was discussed, and the following suggestions were made</p> <ul style="list-style-type: none"> • A general overheads contribution from S106 funds should be made • Should consider budgeting for tree surveys on an annual basis by covering a third of the parish each year. • The Basingstoke Canal Authority contribution should be separated from the Community Grants budget, which in turn should be rounded to £18,250 • Investigate how soon new goal posts would be needed at Peter Driver Sports Ground. 	
66/18	<p>Draft Budget and Precept for 2019 2020 To consider a draft budget for 2019 2020 and to discuss which projects should be included. Circulated</p> <p>Current year precept is £226,026 and the current tax base is 4201.22 giving a band D household precept of £53.80. The precept has remained at £53.80 since 2010.</p> <p>In 2019/2022 it is unlikely that the tax base will be increased by any significant number the tax base would remain at 4201.22 and if the band D remained the same the precept would remain at £226.026</p> <p>The draft budget was considered and will be agreed at January meeting once tax base is confirmed</p>	
67/18	<p>Annual Audit 2016 2017 To receive the external auditors report.</p> <p>No observations were made by the auditors. The audit process was carried out by PKF Littlejohn LLP, the Notice of Conclusions was received just before the deadline of 30th September. On the basis that we did receive the notice in time and we had no observations, although we were asked at the last minute for additional information not listed in the documentation sent out by auditors, RFO does not think it is necessary to comment on their performance this year.</p>	
68/18	<p>Telephone bank access To decide whether to allow the RFO telephone banking access to the Santander bank account.</p> <p>It was resolved to recommend to Full Council that Sally du Gay (RFO) should be added to the Santander mandate as an account operator and to confirm that the following councillors are signatories on the account: Gill Chatfield Richard Martin Gill Scott Gareth Saunders Deborah Moss Proposed RM seconded DM all in favour</p>	
69/18	<p>S106 deposits To decide how much to put on deposit and with which financial institution when the Lloyds 12-month fixed term deposit matures on 6th November 2018</p> <p>Lloyds 12-month fixed term deposit matures 6th November £252,250 (including interest) £15,505.43 needed to reimburse general reserves for high net at tennis courts.</p>	

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	<p>£11,090 held in HSBC deposit account Lloyds currently offering 0.9%, same as previous deposit</p> <p>It was resolved to recommend to Full Council that when the Lloyds Bank 12-month fixed term deposit matures on 6th November £202,250 should be re-deposited in Lloyds Bank 12-month fixed term deposit account and the remaining £50,000 should be put in the Lloyds Bank deposit account.</p> <p>Proposed RM seconded GC all in favour</p>	
70/18	<p>Hampshire Pension Fund consultation To decide whether to respond to the Hampshire Pension fund consultation on changes to the Funding Strategy Statement and Employer Policy document and if so to agree a response.</p> <p>It was resolved to not respond to the consultation</p> <p>Proposed RM seconded GC all in favour</p>	
71/18	<p>Agenda items for next meeting</p> <ul style="list-style-type: none"> Review of effectiveness of internal audit Risk assessment Asset register Review of level of fidelity Guarantee Treasury & Investment policy Health & Safety policy Allotment rules & regulations To review investments options for S106 and reserves funds. To review the Santander 12-month Business Bond To review the Lloyds 12-month fixed term deposit 	
72/18	Date of next meeting – 14 th January 2019	

The meeting closed at 21.13

Signed:

Date: