

CHURCH CROOKHAM PARISH COUNCIL

Finance and Policy Committee

Initial:
Date:

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

Date and Time: 8.20pm Monday 14th January 2019
Place: Church Crookham Community Centre, Boyce Road, Crookham Park, Church Crookham, GU52 8AQ

Present:

Councillors: Richard Martin (RM) (Chair), Debbie Moss (DM), Jenny Radley (JR), Gareth Saunders (GSa)

Also: Sally du Gay (Deputy clerk)

There were no members of the public present

01/19	Apologies for absence Received from Cllr Chatfield	
02/19	Approval of minutes To approve the minutes of the meeting held on Tuesday 16 th October 2018 The minutes were approved and signed as a true record of the meeting. Proposed RM, seconded JR all in favour	
03/19	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members. No requests had been received	
04/19	Declaration of interest relating to any item on the agenda No declarations were made	
05/19	Chairman's Announcements: The Chair had no announcements to make	
06/19	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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07/19	<p>Actual vs budget</p> <p>To review the updated actual vs. budget figures for April to December 2018 and the likely reserves at the end of the financial year.</p> <p>Circulated</p> <p>The actuals versus budget figures for the end of the third quarter 2018-19 were reviewed:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: left;">REVENUE - Summary Totals</th> <th style="text-align: center;">Annual Budget 2018 - 2019</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;">£ 308,276</td> <td style="text-align: right;">£ 295,386</td> <td style="text-align: right;">£ 21,590</td> <td style="text-align: right;">£ 316,976</td> </tr> <tr> <td>Total expenditure (B)</td> <td style="text-align: right;">£ 309,161</td> <td style="text-align: right;">£ 200,106</td> <td style="text-align: right;">£ 67,941</td> <td style="text-align: right;">£ 268,047</td> </tr> <tr> <td>Surplus/deficit (A- B)</td> <td style="text-align: right;">£ -885</td> <td style="text-align: right;">£ 95,280</td> <td style="text-align: right;">-£ 46,351</td> <td style="text-align: right;">£ 48,929</td> </tr> </tbody> </table> <p>Precept:</p> <p>General reserves at 31st December 2018: £205,427</p> <p>At 31st December the likely out-turn is showing a surplus of income over expenditure of £48,929. This is due to:</p> <ul style="list-style-type: none"> • an increase in Community Centre Income of over £8K due to an increase in bookings, • an increase in bank interest received of £1K due to higher interest rates. • an underspend of Admin Costs of £25K: <ul style="list-style-type: none"> - £5K budgeted for Outreach Worker not used. - £7K budgeted for Election Services but not spent as no election was required, - underspend of £4K Parish Events - general underspend of £9K over various budgets codes • underspend on Peter Driver Premises costs of £2K • underspend of £3.5K on Tennis Court Expenditure, • underspend of £4.5K on Grounds Maintenance • underspend of £8K on Community Centre running costs – including Gas costs forecast to be £3K under budget due to improvements made to heating system. <p>S106:</p> <p>Income = bank interest received</p> <p>Cash receipts = S106 funds due from TW, unlikely to receive all S106 monies this financial year. £702,798 banked in Jan 2019, leaving £849,860 due.</p> <p>Expenditure = employment + insurance contributions, grounds maintenance and general maintenance.</p>	REVENUE - Summary Totals	Annual Budget 2018 - 2019	Actual year to date	Forecast	Likely out-turn	Total income (A)	£ 308,276	£ 295,386	£ 21,590	£ 316,976	Total expenditure (B)	£ 309,161	£ 200,106	£ 67,941	£ 268,047	Surplus/deficit (A- B)	£ -885	£ 95,280	-£ 46,351	£ 48,929	
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08/19	<p>Ear marked reserves</p> <p>To review existing ear marked reserves and general reserves to ensure that they are adequate and not excessive.</p> <p>To agree any reserves movements and/or any new ear marked reserves to be</p>																					

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	<p>created at year end if funds are available.</p> <p>The ear marked reserves were reviewed.</p> <p>It was resolved to make the following movements at year end:</p> <ul style="list-style-type: none"> • Move any general reserve in excess of £114,000 as follows: <ul style="list-style-type: none"> ○ Improved parish signage & gateways - £2K ○ new EMR for Men's Shed build - up to £40K ○ any further excess in general reserve could be added to Peter Driver Improvements EMR. • Move any unspent project costs to the following EMRs: <ul style="list-style-type: none"> ○ Defibrillator - £2000 (new EMR) ○ Parish funded highways schemes - £1000 to Highways and Transport services EMR ○ Improved signage in community & gateways - £1000 to Improved Parish Signage and Gateways EMR. • Move the Community Speedwatch budget to a new EMR to allow the project to be started in 29/20 - £2,500 • Move remainder of Azalea Park improvement EMR to general reserves following completion of path project - £1,568 <p>Proposed RM, seconded DM all in favour</p>	RFO
09/19	<p>Debtors report</p> <p>To review and agree the debtors report. Circulated</p> <p>The debtors report was reviewed. Debtors as at 31st December 2018: £8,102.63</p> <p>It was resolved to agree the debtor's reports Proposed RM, seconded GSa all in favour</p>	
10/19	<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 bank statements and reconciliations had been checked and signed by Cllr Radley</p>	
11/19	<p>Draft S106 20-year budget forecast</p> <p>To discuss the proposed 20-year forecast Circulated</p>	

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	<p>The draft 20-year S106 forecast was discussed</p> <p>The forecast is a summary of the grounds' maintenance and general maintenance forecast expenditure by area over 20 years having spread the playground contribution over each Informal Open Spaces area.</p> <p>This gives an annual available expenditure of £106K and an expected annual expenditure of £77K.</p> <p>It was suggested that £100K should be moved out of S106 reserves at the start of 2019/20 and the balance left after expenditure on grounds and general maintenance and proposed capital expenditure projects should be moved to a new EMR to start saving for future replacement equipment.</p> <p>Employment and insurance costs are to be met from precept budget.</p>	
12/19	<p>Draft 3-year forecast To review the 3-year forecast budget spreadsheet Circulated</p> <p>The draft 3-year forecast was discussed. The layout has been changed slightly to give a sub-total of income over expenditure before expenditure on projects and movements to EMRs – giving a clearer idea of the costs of running the parish.</p> <p>The following amendments were suggested:</p> <ul style="list-style-type: none"> ○ Councillor training budget should be reduced to £500 per annum ○ Community Grants budget to be increased to £20,000 per annum ○ Possible new bus service budget of £4000 per annum to be removed in 2019/20 and 2020/21 ○ £2000 to be added to Highways and Transport Services EMR in 2020/21 ○ A project cost of £1000 for a community plan to be added in 2019/20 and repeated every five years. ○ Add a Total Expenditure line to the spreadsheet ○ Show transfers to General Reserves. ○ Add project of extension to skate park for younger children once costs have been established. 	RFO
13/19	<p>Draft Budget and Precept for 2019 2020 To receive an updated budget for 2019 2020 and to consider whether any amendments are required now that the tax base has been agreed and to resolve to recommend the budget to Full Council for approval. Circulated</p> <p>It was resolved that subject to the amendments in the previous agenda item the draft budget should be recommended to Full Council for approval Proposed RM, seconded DM all in favour</p>	RFO

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14/19	<p>Precept To receive an update on the tax base for 2019/2020 and to agree a recommendation for the precept request to be taken to Full Council</p> <p>Hart DC has proposed a tax base of 4131.49 for 2019/2020 which with a Band D of 53.80 would provide a precept of £ 222,274.16.</p> <p>It was resolved that with the budget as it stands, the recommendation to Full Council should be that the precept remains the same at £53.80 for a Band D household and that the Full Council should request a precept of £222,274.16 Proposed RM, seconded GSa all in favour</p>	RFO																		
15/19	<p>Financial institution credit ratings To receive a report on the credit ratings of all the financial institutions currently used by the council and if necessary, to make a recommendation to Full Council Circulated</p> <p>The report was reviewed – no actions required.</p>																			
16/19	<p>S106 deposits To decide where to deposit S106 funds received in December 2018 and S106 funds maturing in February 2019, and to decide whether to appoint an Independent Financial Advisor as required by CCLA.</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 15%;">Deposit</th> <th style="width: 15%;">Interest</th> <th style="width: 15%;">Balance on maturity</th> <th style="width: 10%;">Maturity date</th> <th style="width: 15%;">Interest rate for next 12 months</th> </tr> </thead> <tbody> <tr> <td>Santander 12-month business bond</td> <td style="text-align: right;">£239,997.23</td> <td style="text-align: right;">£1,199.97 @ 0.5%</td> <td style="text-align: right;">£241,197.21</td> <td style="text-align: right;">01.03.19</td> <td style="text-align: right;">0.5%</td> </tr> <tr> <td>Lloyds Bank 12-month fixed term deposit</td> <td style="text-align: right;">£ 301,451.36</td> <td style="text-align: right;">£2,411.61 @ 0.8%</td> <td style="text-align: right;">£303,862.97</td> <td style="text-align: right;">22.02.19</td> <td style="text-align: right;">1%</td> </tr> </tbody> </table> <p>S106 funds received from Taylor Wimpey December 2018: £702,798. Total available for investment: £1.2m Further £800K due from TW in next 12 months Expected annual S106 expenditure: £100K S106 cash currently held £36K</p> <p>It was resolved:</p> <ol style="list-style-type: none"> 1. To deposit £600,000 with both Lloyds and Santander on either 3-month or 6-month fixed term deposit, subject to best available interest rate, the strategy to be confirmed by email consensus. 2. To appoint James Ryan Thornhill as Independent Financial Advisor to assess the suitability of CCPC to invest with CCLA. 		Deposit	Interest	Balance on maturity	Maturity date	Interest rate for next 12 months	Santander 12-month business bond	£239,997.23	£1,199.97 @ 0.5%	£241,197.21	01.03.19	0.5%	Lloyds Bank 12-month fixed term deposit	£ 301,451.36	£2,411.61 @ 0.8%	£303,862.97	22.02.19	1%	RFO
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	<p>3. That the report from the IFA should be referred to the next Finance & Policy meeting in April 2019 or at a Full Council meeting depending on when the report is produced and the length of fixed term deposits.</p> <p>Proposed RM, seconded GSa all in favour</p>																												
17/19	<p>Direct debits and standing orders To review direct debits and standing orders Circulated.</p> <p>No standing orders</p> <p>Current direct debits (excluding VAT):</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">British Gas</td> <td style="width: 50%;">Gas usage at Peter Driver</td> <td style="width: 30%;">Monthly - variable</td> </tr> <tr> <td>Grundon</td> <td>Waste collection from community centre</td> <td>£137</td> </tr> <tr> <td>Initial</td> <td>Hygiene collection from community centre</td> <td>£14.30</td> </tr> <tr> <td>Nomis Connections</td> <td>Telephone & broadband provision at community centre</td> <td>Monthly - variable</td> </tr> <tr> <td>Plusnet</td> <td>Broadband for CCTV at Crookham Park</td> <td>£32 per month</td> </tr> <tr> <td>Lloyds Credit card</td> <td>Balance of credit card + £3 fee</td> <td>Monthly variable</td> </tr> <tr> <td>Unity Trust Bank</td> <td>Bank charges</td> <td>Quarterly variable</td> </tr> <tr> <td>HSBC Bank</td> <td>Bank charges</td> <td>Monthly variable</td> </tr> <tr> <td>Lloyds Bank</td> <td>Bank charges</td> <td>Monthly variable</td> </tr> </table>	British Gas	Gas usage at Peter Driver	Monthly - variable	Grundon	Waste collection from community centre	£137	Initial	Hygiene collection from community centre	£14.30	Nomis Connections	Telephone & broadband provision at community centre	Monthly - variable	Plusnet	Broadband for CCTV at Crookham Park	£32 per month	Lloyds Credit card	Balance of credit card + £3 fee	Monthly variable	Unity Trust Bank	Bank charges	Quarterly variable	HSBC Bank	Bank charges	Monthly variable	Lloyds Bank	Bank charges	Monthly variable	
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18/19	<p>Internal audit To review the effectiveness of internal audit and to agree any changes.</p> <ul style="list-style-type: none"> - Scope of internal audit – covers all financial records, Parish council and committee minutes, policy documents. - Independence of internal auditor – Totally independent no links to the Parish Council other than for internal audit. - Competence of internal auditor - Kevin Rose of IAC audit is very well qualified and works for a subsidiary of DCK Beavers. - Relationships – not related to any member of the Parish Council. - Audit planning and reporting – audit is carried out following advice originally set out by the audit commission. IAC have been appointed as internal auditors and have carried out an interim audit in December 2018. Also provides GDPR audit. <p>It was resolved that no changes were required Proposed RM, seconded DM all in favour</p>																												

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19/19	Unity Bank mandate To decide whether to give the new Community Centre officer view-only access to the Unity Bank accounts. It was resolved to change the Unity Trust Mandate to allow the Community Centre officer view only access via internet banking Proposed RM, seconded GSa all in favour	
20/19	Date of next meeting – 16 th April 2019	

The meeting closed at 21:33

Signed

Date