

# CHURCH CROOKHAM PARISH COUNCIL

Initial:  
Date:

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

**Date and Time:** 7.30pm 22<sup>nd</sup> October 2019

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

**Present:**

Councillors: Richard Martin (RM) (Chair), Debbie Moss (DM), Gill Thomas (GT),

Also: Sally du Gay (Deputy clerk)

There were no members of the public present

46/19	<b>Apologies for absence</b> Apologies had been received from Cllrs Harris, Radley & Saunders	
47/19	<b>Approval of minutes</b> No minutes to approve as the July meeting had been cancelled as it was not quorate, agenda items were included in the July Full Council meeting	
48/19	<b>Dispensations</b> To receive any written requests for disclosable pecuniary interest dispensations from members. No dispensations had been received	
49/19	<b>Declaration of interest relating to any item on the agenda</b> No declarations of interest were made	
50/19	<b>Chairman's Announcements:</b> During the annual return process Hampshire LGPS benchmarked employers for timeliness, financial control and data quality and compared to the previous year. The only issue CCPC had was "minor data quality issues quickly resolved" – this was due to an employee's leaving date not being included on the End of Year return and was submitted as soon as the omission was noted.	
51/19	<b>Public session</b> This is an opportunity for members of the public to bring matters to the attention of the Finance Committee. No members of the public were present to comment	

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**Actual vs budget**

To review the updated actual vs. budget figures for April to June 2019 and the likely reserves at the end of the financial year.

Circulated

The actuals versus budget revenue and S106 figures were reviewed:

REVENUE - Summary Totals 2019 – 2020	Annual Budget	Actual year to date	Forecast	Likely out-turn	Variance
<b>Total income</b>	£ 311,124	£275,547	£ 48,650	£324,197	£ 13,073
<b>Expenditure</b>	£ 259,489	£ 124,236	£138,261	£ 262,498	£ 3,008
<b>Projects</b>	£ 33,400	£ 10,878	£ 30,743	£41,621	£ 8,221
<b>EMRs</b>	£ 18,000	£ 10,391		£10,391	£ 7,609
<b>Income/ Expenditure</b>	£ 235	£ 130,041	£ 120,354	£ 9,687	£ 9,452

Income:

£ 13,073 variance in income is due to increased bookings at the community centre - specifically one dance school which started regular bookings after budget setting last year, plus income from ESSO Southampton to London Pipeline project

Expenditure:

variance due to:

- overspend on running costs of community centre
- overspend on pension costs

Projects:

variance due to:

- overspend on community plan project
- un-budgeted expenditure on replacement of pre-school play area surface

EMRS: variance due to movement transfer from EMR to cover pre-school play area surface.

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S106 - Summary Totals 2019 – 2020	Annual Budget	Actual year to date	Forecast	Likely out-turn	Variance
<b>Total income</b>	£ 10,000	£4,530	£ 855,230	£ 859,760	£ 849,760
<b>Expenditure</b>	£ 62,505	£ 614,589	£ 43,271	£ 657,860	£ 595,355
<b>Projects</b>	£ 38,000	£ 17,966	£ 27,626	£ 45,592	£ 7,592
<b>EMRs</b>	£ 10,000	£ 537,962	£ 5,370	£ 257,268	£ 247,268
<b>Income/ Expenditure</b>	£ 100,505	£ 30,063	£ 778,964	£ 100,960	£ 455

Income:

£849,860 variance in income is the balance of S106 developer monies due subject to delivery of S106 obligations

Expenditure: variance due to:

- £600,000 investment in CCLA LAPF (treated as an expenditure item and recorded on the asset register) offset against corresponding EMR movement  
The reserves reconciliation shows a negative reserve to more easily track the investment made.
- Underspend on Refuse collection/Litter picking - budget allowed for potential contract with Hart DC for litter picking - not put in place yet. Litter picking at all parish sites is accounted for under precept expenditure but the cost of additional weekly emptying of bins at the community centre due to litter picking at all sites is paid from S106 funds.

Projects: variance due to in part:

- current overspend on allotment toilet project which should be covered by a S106 grant from Hart DC for £4,350

EMRs:

variance due to movement from Public Art to cover cost of weathervane (£750 moved from EMR in 2018 to cover payment on account)

**Reserves:**

Budgeted movements have now been made.

The S106 £100k contribution has been moved from the appropriate EMRs.

A negative £600k EMR allows tracking of the CCLC LAPF investment.

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53/19	<p><b>Debtors report</b> To review and agree the debtors report. Circulated</p> <p>Total debtors at 30<sup>th</sup> September 2019 £ 11,679.63</p> <p>It was resolved to accept the debtors report Proposed RM seconded GT all in favour</p>	
54/19	<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> <p>The statements have been checked and signed by Cllr Thorne.</p>	
55/19	<p><b>Draft 3-year forecast budget</b> To review the 3-year forecast budget spreadsheet and to agree which projects should be included Circulated</p> <p>The draft 3-year forecast was reviewed:</p> <ul style="list-style-type: none"> <li>• Facilities committee should be asked to review whether the following budgeted projects are still required: <ul style="list-style-type: none"> <li>○ Basketball hoop and surface</li> <li>○ Table tennis table</li> <li>○ Christmas decorations.</li> </ul> </li> <li>• Facilities committee to consider whether: <ul style="list-style-type: none"> <li>○ the allotment toilet requires a budget code for maintenance.</li> <li>○ Promotion of the tennis courts to increase revenue e.g. springtime launch of the courts, running tuition courses for children to encourage families to play, offering the courts to the local schools to use during school time or for after-school sessions.</li> <li>○ Following review of the community plan responses is the budget for bus shelters still required?</li> </ul> </li> <li>• £20,000 budget to be added to redesign a new council website – cost of ownership and maintenance to also be considered.</li> </ul>	All
56/19	<p><b>Draft Budget and Precept for 2020-2021</b> To agree a draft budget for 2020-2021 to be taken to Full Council</p> <p>Current year precept is £222,274 and the current tax base is 4131.49 giving a band D household precept of £53.80. The precept has remained at £53.80 since 2010.</p>	All

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	<p>In 2020/2021 it is expected that the tax base will increase by approx. 70 to 4201.22 and if the band D remained the same the precept would increase to £226.026</p> <p>The draft budget was considered and will be agreed at January meeting once tax base is confirmed.</p>	
57/19	<p><b>S106 deposit</b> To decide what to do with the S106 12-month fixed term deposit which matures on 6<sup>th</sup> November</p> <p>Amount deposited: £ 202,250 Interest due: £ 2,022.50 Due on maturity: <b>£ 204,272.50</b></p> <p>£849,860 still due from TW but no time frame of when this will be paid yet</p> <p>£60,000 required in April 2020 to fund next year's S106 expenditure.</p> <p>Interest rate available 1.05% 12-month business bond</p> <p>This item was deferred to Full Council 28<sup>th</sup> October to allow for confirmation of the amount due from Taylor Wimpey before the financial year end.</p>	All
58/19	<p><b>Financial Regulations</b> To review the policy and recommend any amendments to be considered by Full Council Circulated.</p> <p>New model financial regulations have been issued by NALC. The following changes have been made: Changes made October 2019 – NALC new model regulations:</p> <p>1.3 additional clause: "that provide for the safe and efficient safeguarding of public money"</p> <p>1.6 change: 1.6 Deliberate or wilful breach of these Regulations by an employee is gross misconduct. may give rise to disciplinary proceedings</p> <p>1.13 change: o declaring eligibility for the power of General Power of Competence; and</p> <p>1.14 change: o determine and keep under regular review the bank mandate for all council bank accounts;</p> <p>4.1 remove: Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk and where necessary also by the appropriate Chairman.</p> <p>4.4 addition: The salary budgets are to be reviewed at least annually in October for the following financial year at the Finance &amp; Policy meeting and "such review shall be evidenced by a hard copy schedule signed by the Clerk and Chair of Council or</p>	All

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relevant committee. “

4.8 change: For this purpose, “material” shall be in excess of £1000 or 15% of the budget whichever is the lower

5.5b addition: An expenditure item authorised under 5.6 (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the council

6.4 change: A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question

6.6 remove: Cheques or orders for payment shall not normally be presented for signature other than at a council meeting (including before or after such a meeting).

6.11 remove: Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council’s records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and/or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member’s personal computer used only for remote authorisation of bank payments.

6.12 addition: and preferably off-site.

6.17 addition: • Health and Safety supplies.

- Community centre meeting room refreshments

7.4 change: Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record of employee’s net salaries and the appropriate creditor of the statutory and discretionary deductions is not open to inspection or review (under the Freedom of Information Act or otherwise) other than

11.1ii change: for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants, legal professionals acting in disputes;

It was **resolved** to accept the changes and recommend the policy to Full Council for approval. Proposed RM, seconded GT all in favour

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59/19	<p><b>19/00890/STREET (Fish &amp; Chip trading licence)</b> To decide whether to grant permission for a Fish &amp; Chip van to trade from the community centre car park following granting of a trading license by Hart DC.</p> <p>It was <b>resolved</b> to recommend to Full Council that a concession should be granted to DB Fish and Chips to sell food from the overflow car park at the community centre once a week with the following conditions:</p> <ul style="list-style-type: none"><li>○ cost £10 per session + VAT,</li><li>○ invoiced monthly</li><li>○ payable in advance</li><li>○ initially let for 3 months and then reviewed</li><li>○ to be reviewed every 3 months thereafter at the parish council's discretion</li><li>○ all rubbish to be removed by DB Fish &amp; chips.</li></ul> <p>Proposed GT, seconded RM all in favour.</p>	All
60/19	<p><b>Redmond Review</b> To decide whether to respond to the NALC questionnaire regarding audit of local government.</p> <p>It was <b>resolved</b> not to submit a response to the review. Proposed RM, seconded DM all in favour</p>	All
61/19	<p><b>Agenda items for next meeting</b></p> <ul style="list-style-type: none"><li>– Review of effectiveness on internal audit</li><li>– Treasury &amp; Investment Policy</li><li>– Review of standing orders &amp; direct debits</li><li>– Budget</li><li>– Precept</li></ul>	All
62/19	<p>Date of next meeting – Tuesday 21<sup>st</sup> January 2019</p> <p>Cllr Thomas offered her apologies for the January meeting</p>	All

The meeting closed at 20:24

Signed

Date