

# CHURCH CROOKHAM PARISH COUNCIL

## Finance and Policy Committee

Initial:  
Date:

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

**Date and Time:** 7:46pm Monday 13<sup>th</sup> July 2020

**Place:** Remote meeting via Zoom

**Present:**

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

Also: Sally du Gay (Deputy clerk)

Claire Inglis (Clerk)

There were no members of the public present

18/20	<b>Apologies for absence</b>  Apologies had been received from Cllrs Thomas and Radley.  Chair nominated Cllr Martin to attend the committee – as per the committee’s terms of reference	
19/20	<b>Dispensations</b> To receive any written requests for disclosable pecuniary interest dispensations from members.  No dispensations had been received	
20/20	<b>Declaration of interest relating to any item on the agenda</b>  No declarations of interest were made	
21/20	<b>Chairman’s Announcements:</b>  The Chair had no announcements to make	
22/20	<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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23/20

### Actual vs budget

To review the actual vs. budget figures for April to June 2020.  
Circulated

REVENUE - Summary Totals 2020-2021	Annual Budget	Actual year to date 3 months	Forecast 9 months	Likely out-turn	Variance
<b>Total income</b>	£ 363,355	£ 122,033	£ 186,589	£ 308,622	£ 54,733
<b>Expenditure</b>	£ 270,353	£ 57,073	£ 213,296	£ 270,369	£ 16
<b>Projects</b>	£ 18,500	£ 0	£ 18,500	£ 18,500	£ 0
<b>EMR movements</b>	£ 74,503	£ 75,471	£ 0	£ 75,471	£ 968
<b>Income/ Expenditure</b>	£ 1	£ 10,511	£ 45,207	£ 55,718	£ 55,718

The actuals v budget was reviewed:

Income:

Income from hall hire and football pitch hire ceased due to the closure of those facilities from 23<sup>rd</sup> March due to COVID 19 pandemic.

As a precepting authority CCPC was not eligible for the COVID support grant.

Forecast for remainder of year based on being able to hire out all facilities from September.

Bank interest rates lowered following pandemic and CCLA dividend forecast to drop by 25%

Expenditure:

Forecast kept in line with budgeted expenditure.

Projects:

Work on projects not yet started

EMRS: variance due to increase in forecasted CCLA dividend from Q4 19/20 – moved to EMR Website project.

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S106 - Summary Totals 2020-2021	Annual Budget	Actual year to date 3 months	Forecast 9 months	Likely out- turn	Variance
<b>Total income</b>	£ 10,000	£ 836	£ 5,000	£ 5,836	£ 4,164
<b>Expenditure</b>	£ 77,983	£ 7,912	£ 70,072	£ 77,984	£ 0
<b>Projects</b>	£ 8,000	£ 0	£ 8,000	£ 8,000	£ 0
<b>EMRs</b>	£ 10,000	£ 7,065	£ 5,000	£ 2,065	£ 12,065
<b>Income/ Expenditure</b>	£ 85,983	£ 11	£ 78,072	£ 78,083	£ 7,900

Income:  
Decrease in bank interest rates will lead to a decrease in income.

Expenditure:  
Forecast kept in line with budgeted expenditure.

EMRs: the budget forecast £10K interest received to be moved to EMR is now forecast to be much lower than expected and is offset by transfers from EMRS to cover quarterly expenditure i.e. last year £100K was moved out of EMRs at year start to cover annual expected expenditure and the EMR movements were then adjusted at year end to reflect the actual expenditure. This year the EMR movements will be carried out on a quarterly basis to show actual EMRs, so that by the year end the movements from EMRs will match the expenditure and will be offset by the interest received plus any further S106 receipts.

Questions raised:

**Q:** Precept income statement includes a budgeted £8,127 under “Income other”, forecast zero. What would this have been?

**A:** This was the balance of the easement due from ESSO re the Southampton to London pipeline works. The council has been informed that it is unlikely that the pipeline works will disrupt the use of the grass pitches for the coming winter season therefore payment is likely to be made in the next financial year.

**Q:** Expenditure - sad to say but in all likelihood the parish events budget may not be spent, does the Grounds Maintenance likely out turn include any extra costs for preparing the play parks to reopen recently?

**A:** The Grounds Maintenance budget is used for the GM contract alone and should be a fairly accurate forecast of expenditure for the remainder of the year albeit with some contingency built in. Additional costs re the opening of the play parks will be attributed to Open Space Maintenance (revenue or S106 as appropriate). This budget tends to be a pot of money used for both unplanned expenditure throughout the year e.g. revenue costs last year included dog glove dispensers, emergency tree works, graffiti removal & parts for gates, the S106 costs included tools for the Memorial Orchard, refurbishment of the wood carvings and installation

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	<p>of knee rails, therefore additional play park re-opening costs will be taken from this budget and other costs may have to be considered before being approved.</p> <p><b>Q:</b> On EMRs, the S106 line for surfacing for pathway from Tweseldown infants, any chance we can get that done by the time they return (September ?), and the formal and informal open spaces we may need to drawdown to provide extra screening and signage to the skate park.</p> <p><b>A:</b> The surfacing of the pathway is for an exit from the grounds in case of an emergency and the timing of the project will be organised by the clerk.</p> <p>Expenditure on additional signage and screening will be taken from the Open Spaces EMR.</p> <p><b>Q:</b> “allotment shed replacement” and “tennis courts” are both precept EMRs, “SANG and allotment car park” is S106.</p> <p><b>A:</b> The SANG &amp; Allotment car park EMR is a specific sum of S106 money for the management &amp; maintenance of the car park and was one of the first sums of money paid by TW to CCPC. The two revenue EMRs for allotment shed replacement &amp; tennis courts are to replace the existing facilities as and when required and were included under the revenue heading as ultimately these EMRS will be topped up on an annual basis from the precept. By starting to cover this expenditure now it could mean less of an increase in the future when the precept needs to be increased to cover the maintenance of all the Crookham Park facilities.</p>	
24/20	<p><b>Debtors report</b> To review and agree the debtors report. Circulated</p> <p>The debtors report was reviewed:</p> <p>Total debtors at 30<sup>th</sup> June 2020: -£242.59 This is a negative due to the large number of credit notes issued in March following the closure of facilities as a result of the COVID pandemic. Credit notes were issued to hall hirers and football pitch hirers who had already paid for regular bookings. Some hirers took refunds but those currently on the debtors list chose to use the credit notes against future bookings.</p> <p>Old debts have now been paid up to date, with one exception, future bookings will not be taken until outstanding debt has been paid.</p>	
25/20	<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 yet to be checked and signed.</p>	
26/20	<p><b>Application for reduced rate of hall hire by Crookham Sunshines Pre-school</b> To consider a request from the pre-school for a reduction in the hire rate of Acorn Hall</p> <p>The clerk was asked to request further information from the pre-school for the application will be considered at Full Council on 27<sup>th</sup> July.</p>	
27/20	<p>Date of next meeting – <b>Monday 12<sup>th</sup> October 2020 8pm</b></p>	

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The meeting closed at 20:10

Signed:

Date: