

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: 7:49pm Monday 12th October 2020

Place: Remote meeting via Zoom

Present:

Councillors: Gareth Saunders (GSa) (Chair), Debbie Moss (DM), Cristina Harris (CH)

Also: Sally du Gay (Deputy clerk)

Claire Inglis (Clerk)

There were no members of the public present

28/20	Apologies for absence Apologies had been received from Cllr Martin.
29/20	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members. No dispensations had been received
30/20	Declaration of interest relating to any item on the agenda No declarations of interest were made
31/20	Chairman's Announcements: The Chair had no announcements to make
32/20	Public session 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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33/20

Actual vs budget

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

The actuals v budget were reviewed:

Revenue:

REVENUE - Summary Totals 2020-2021	Annual Budget	Actual year to date 3 months	Forecast 9 months	Likely out- turn	Variance
Total income	£ 363,355	£ 277,803	£ 55,868	£ 333,671	£ 29,684
Expenditure	£ 270,353	£ 116,341	£ 148,864	£ 265,205	£ 5,148
Projects	£ 18,500	£ 130	£ 18,500	£ 18,630	£ 130
EMR movements	£ 74,503	£ 75,471		£ 75,471	£ 968
Income/ Expenditure	£ 1	£ 85,861	£ 111,496	£ 25,635	£ 25,634

Compared to quarter 1 the forecast income had increased by £25k and expenditure had decreased by £5k

Income:

Drop in income due to closure of facilities during COVID lockdown.

Football grass pitches have now been invoiced for the coming season and five-a-side bookings are back up to 90% of what they were pre lockdown.

Community centre bookings have improved and currently are at approx. 60% of this time last year.

Tennis income has improved and is nearly double last year.

Concession income is also due to increase from end of October with a new trader on Friday evenings.

Additional payment is due from ESSO for easement on Area H regarding the SLP pipeline.

Income due on quarterly basis from Men's Shed for contribution to allotments electricity.

CCPC would like to extend its thanks to Hart DC for the £10,000 small business rates grants due to the COVID 19 situation.

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Expenditure:

Following pay grade increase approval employment costs are on budget for the year. Admin costs forecast to be substantially under budget due to lack of parish events to be organised and reduced spending on promotion & publicity. To date there has been very little demand for community support grants plus the grant of £1000 granted to the scouts at the year-end has been rescinded as the scouts are not yet ready to apply for planning permission for the fence, therefore the grants budget has been increased by £1000. Community centre costs are forecast to be over budget due to the increased cleaning costs and purchase of equipment to deal with COVID situation.

Projects:

Very little expenditure to date on projects and it is unlikely that the bulb planting will be carried out this year. The resurfacing of the Lynwood path has been re-scheduled for 2021/2022 as the work is not required this year.

EMRS:

Movements as agreed in the budget.

Deficit forecast to be £25.6K

Losses over year could be offset against:

- general reserve, currently £112K, although would not advise depleting this reserve below £60K.
- Potential to vire from Peter Driver pavilion refurb EMR as it is unlikely that this project will proceed in 20/21 – makes sense to align the project with the ESSO pipeline works when the grass pitches will be unavailable for hire.
- Any unspent budgets will be added to general reserve at year end.

S106:

S106 - Summary Totals 2020-2021	Annual Budget	Actual year to date 3 months	Forecast 9 months	Likely out-turn	Variance
Total income	£ 10,000	£ 1,531	£ 664,471	£ 666,002	£656,002
Expenditure	£ 77,983	£ 27,820	£ 54,265	£ 82,085	£ 4,102
Projects	£ 8,000		£ 8,000	£ 8,000	0
EMRs	£ 10,000	£ 15,132	£ 2,500	£ 12,632	£ 22,632
Income/ Expenditure	£ 85,983	£ 11,157	£ 599,706	£ 588,549	£ 674,532

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	<p><u>Income:</u> Income due £ 436,971 S106 plus £225,000 athletics tracks remedial works Interest received now forecast to be lower</p> <p><u>Expenditure:</u> On budget – on going maintenance and running costs Forecast under budget for refuse collection – budget had allowed for Hart DC to empty bins on Crookham Park – cheaper contractor found Allotment general maintenance forecast over budget due to repair to wooden bridge</p> <p><u>Project:</u> Planting - No works started to date.</p> <p><u>EMRs:</u> Movements include end of year adjustment to EMR £11047 plus quarterly movements from EMRs to cover expenditure.</p>
34/20	<p>Debtors report To review and agree the debtors report. Circulated</p> <p>The debtors report was reviewed:</p> <p>Total debtors at 30th September 2020: £ 12,496.21</p> <p>It was resolved to write off the aged debt of £39 and to not take future bookings from that hirer. Proposed GSA seconded CH all in favour Action: RFO</p>
35/20	<p>Quarterly bank reconciliations 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>
36/20	<p>Draft 3-year forecast budget To review the 3-year forecast budget spreadsheet and to agree which projects should be included Circulated</p> <p>2% inflation increase applied to expenditure costs over the 3 years Few projects have been suggested due to the uncertainty of income over the coming months, plus the athletics track and Peter Driver Sports Ground pavilion refurbishment will be large projects requiring input from all staff members.</p> <p>Comments:</p> <ul style="list-style-type: none"> • CCLA forecast dividend too high – forecast should be lowered to 75% of original forecast. • Add potential projects:

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	<ul style="list-style-type: none"> ▪ CCTV for Azalea Park (including new car parking bays) and Peter Driver Sports Ground ▪ Planting ▪ Repairs to War Memorial base <p>It was resolved to change the name of EMR Surfacing for pathway from Tweseldown School to EMR Tennis Court drainage Proposed GSa, seconded CH all in favour. RFO</p>
37/20	<p>Draft Budget and Precept for 2021-2022 To agree a draft budget for 2021-2022 to be taken to Full Council</p> <p>Current year precept is £224,478 and the current tax base is 4172.45 giving a band D household precept of £53.80. The precept has remained at £53.80 since 2010.</p> <p>Following completion of Crookham Park the tax base is not expected to increase by any significant number although it was at 4201.22 in 2018/19 a difference of 28.77 which it is hoped may be recovered next year although unlikely. The forecast precept has been kept at this year's level</p> <p>The draft budget was considered and will be agreed at January meeting once the tax base has been confirmed.</p>
38/20	<p>S106 20-year expenditure forecast To review the draft 20-year forecast of S106 expenditure Circulated</p> <p>The forecast was reviewed.</p>
39/20	<p>Treasury and Investment Policy To review the policy and recommend any amendments to be considered by Full Council</p> <p>Proposed amendments:</p> <p>From 4201 to 4172 dwellings</p> <p>From:</p> <ul style="list-style-type: none"> ○ Other S106 funds. Church Crookham Parish Council will be receiving S106 funds for the maintenance and management of the open spaces at Crookham Park. <ul style="list-style-type: none"> ○ The total annual expected S106 expenditure as agreed in the budget should be held in a S106 deposit account. Funds should be transferred from this account to the S106 current account each month as required to cover the cost of maintenance. Sufficient S106 deposit accounts may be opened to meet the maximum deposits limits as stated above.

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	<ul style="list-style-type: none"> ○ The remainder of the funds should be deposited as detailed above. ○ Funds should be released on an annual basis so that they equal the same value in 'real terms' over the life of the agreement. <p>To:</p> <ul style="list-style-type: none"> ○ Other S106 funds. Church Crookham Parish Council will be receiving S106 funds for the maintenance and management of the open spaces at Crookham Park. <ul style="list-style-type: none"> ○ All payments are made from the revenue bank account, therefore S106 funds will be transferred on a quarterly basis retrospectively from S106 bank account to revenue bank account to cover that quarters actual S106 expenditure ○ Sufficient S106 deposit accounts may be opened to meet the maximum deposits limits as stated above. ○ The remainder of the funds should be deposited as detailed above. <p>It was resolved that the amendments should be accepted, and the policy recommended to Full Council for approval Proposed GSa seconded DM all in favour Action: RFO</p>
40/20	<p>Policy on illegal encampments To review the policy and recommend any amendments to be considered by Full Council</p> <p>Proposed amendments:</p> <ul style="list-style-type: none"> ▪ Wording change: illegal changed to unauthorised ▪ Updated contact details <p>From:</p> <p>12. Once the time of the eviction is known, the following should be considered:</p> <ul style="list-style-type: none"> • Alert grounds maintenance personnel and Hart District Council litter team so that any necessary clearing of the site can be undertaken immediately following the eviction. <p>To:</p> <p>12. Once the time of the eviction is known, the following should be considered:</p> <ul style="list-style-type: none"> • Alert grounds maintenance personnel Hart District Council litter team and KMC Cleaning so that any necessary clearing of the site can be undertaken immediately following the eviction. <p>It was resolved that the amendments should be accepted, and the policy recommended to Full Council for approval Proposed GSa seconded DM all in favour Action: RFO</p>

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41/20	<p>Policy on grants and donations To review the policy and recommend any amendments to be considered by Full Council</p> <p>Proposed amendments:</p> <p>Remove:</p> <ul style="list-style-type: none"> ▪ The Finance and Policy Committee may approve grants and loans up to £500 per application. Sums in excess of this will be decided by the Parish Council. <p>Change:</p> <p>A grant request, once received in writing, will be considered at the next meeting of the Finance and Policy Committee or the full Parish Council meeting.</p> <p>To:</p> <p>A grant request, once received in writing, will be considered at the next meeting of the Full Parish Council meeting.</p> <p>It was resolved that the amendments should be accepted, and the policy recommended to Full Council for approval Proposed GSa seconded DM all in favour Action: RFO</p>
42/20	<p>Press and media policy To review the policy and recommend any amendments to be considered by Full Council</p> <p>Proposed amendments:</p> <p>From:</p> <ul style="list-style-type: none"> ▪ Press comments should only be given by the Chairman of the Council or the Clerk (or the deputy Clerk in the Clerk's absence). Any other persons should have the permission of the council before any press comments are made. <p>To:</p> <ul style="list-style-type: none"> ▪ Press comments should only be given the Clerk (or the deputy Clerk in the Clerk's absence). Any other persons should have the permission of the council before any press comments are made. Whenever possible any information given to the press shall be given in writing so as not to leave interpretation open to misunderstanding and misreporting. At no time shall the personal views of either members or officers of the Council be given to the press in a way which could be interpreted as a view of the Council as a whole. <p>It was resolved that the amendments should be accepted, and the policy recommended to Full Council for approval Proposed GSa seconded CH all in favour Action: RFO</p>
43/20	<p>Date of next meeting – Monday 11th January 2021</p>

The meeting closed at 20:29

Signed:

Date: