

CHURCH CROOKHAM PARISH COUNCIL

Finance and Policy Committee

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

Date and Time: 7.45 pm Monday 11th January 2021

Place: Remote meeting via Zoom

Present:

Councillors: Gareth Saunders (GSa) (Chair), Debbie Moss (DM), Cristina Harris (CH), Bruce Bulgin (BB), Richard Martin (RM)

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

There was 1 member of the public present.

01/21	Apologies for absence No apologies had been received	
02/21	Approval of minutes To approve the minutes of the meeting held on 12 th October 2020. The minutes were signed as a true record of the meeting Proposed DM, seconded CH all in favour	
03/21	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members. No dispensations had been received	
04/21	Declaration of interest relating to any item on the agenda. No declarations were made	
05/21	Chairman's Announcements: The interim internal audit was completed on 15 th December, Two observations of non-compliance: <ul style="list-style-type: none">• Date on AGAR was incorrect – due to being approved at Full Council via Zoom in April and then ratified at first Zoom meeting in May – will be corrected at Full Council in January.• Apparent non-compliance regarding review of risk register (last reviewed in Feb 20, due to be reviewed again Feb 21), this has now been changed to advisory to ensure risk register is reviewed before year end The interim audit report will be taken to Full Council meeting on 25th January.	
06/21	Public session	

Sally du Gay (RFO), 4th January 2021.

Church Crookham Community Centre, Boyce Road, Church Crookham GU52 8AQ Tel: 01252 626793
deputyclerk@churchcrookham.org.uk

CHURCH CROOKHAM PARISH COUNCIL

Finance and Policy Committee

	<p>This is an opportunity for members of the public to bring matters to the attention of the Finance Committee.</p> <p>Member of public did not comment.</p>																																																													
07/21	<p>Actual vs budget To review the updated actual vs. budget figures for April to December 2020. Circulated</p> <p>The actuals versus budget figures 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 2020 – 2021</th> <th style="text-align: right;">Annual Budget</th> <th style="text-align: right;">Actual year to date</th> <th style="text-align: right;">Forecast</th> <th style="text-align: right;">Likely out-turn</th> <th style="text-align: right;">Variance</th> </tr> </thead> <tbody> <tr> <td>Total income</td> <td style="text-align: right;">363,355</td> <td style="text-align: right;">525,095</td> <td style="text-align: right;">19,030</td> <td style="text-align: right;">544,125</td> <td style="text-align: right;">180,770</td> </tr> <tr style="background-color: #e0e0e0;"> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Expenditure</td> <td style="text-align: right;">(270,353)</td> <td style="text-align: right;">(160,296)</td> <td style="text-align: right;">(87,020)</td> <td style="text-align: right;">(247,316)</td> <td style="text-align: right;">23,036</td> </tr> <tr style="background-color: #e0e0e0;"> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Projects</td> <td style="text-align: right;">(18,500)</td> <td style="text-align: right;">(15,477)</td> <td style="text-align: right;">(7,000)</td> <td style="text-align: right;">(22,477)</td> <td style="text-align: right;">(3,977)</td> </tr> <tr style="background-color: #e0e0e0;"> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>EMRs</td> <td style="text-align: right;">(74,503)</td> <td style="text-align: right;">(283,974)</td> <td></td> <td style="text-align: right;">(283,974)</td> <td style="text-align: right;">(209,471)</td> </tr> <tr style="background-color: #e0e0e0;"> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Income/ Expenditure</td> <td style="text-align: right;">(1)</td> <td style="text-align: right;">65,348</td> <td style="text-align: right;">(74,990)</td> <td style="text-align: right;">(9,643)</td> <td style="text-align: right;">(9,642)</td> </tr> </tbody> </table> <p><u>Income:</u> Variance due to:</p> <ul style="list-style-type: none"> £225,000 from TW for the athletics track remedial works – balance following payment of deposit has been moved to an EMR for expenditure in 21/22 £10,000 – business support grant from Hart DC due to Covid pandemic Loss of income from facilities forecast £48,000. SLP easement for Peter Driver Sports Ground not received £8127. <p><u>Expenditure:</u> Variance due to:</p> <ul style="list-style-type: none"> Underspend on Admin costs £10656, Community Centre running costs £4373 and Peter Driver Premises £4133 largely due to effect of Covid pandemic Underspend on Grounds Maintenance £1735 	REVENUE - Summary Totals 2020 – 2021	Annual Budget	Actual year to date	Forecast	Likely out-turn	Variance	Total income	363,355	525,095	19,030	544,125	180,770							Expenditure	(270,353)	(160,296)	(87,020)	(247,316)	23,036							Projects	(18,500)	(15,477)	(7,000)	(22,477)	(3,977)							EMRs	(74,503)	(283,974)		(283,974)	(209,471)							Income/ Expenditure	(1)	65,348	(74,990)	(9,643)	(9,642)	
REVENUE - Summary Totals 2020 – 2021	Annual Budget	Actual year to date	Forecast	Likely out-turn	Variance																																																									
Total income	363,355	525,095	19,030	544,125	180,770																																																									
Expenditure	(270,353)	(160,296)	(87,020)	(247,316)	23,036																																																									
Projects	(18,500)	(15,477)	(7,000)	(22,477)	(3,977)																																																									
EMRs	(74,503)	(283,974)		(283,974)	(209,471)																																																									
Income/ Expenditure	(1)	65,348	(74,990)	(9,643)	(9,642)																																																									

Sally du Gay (RFO), 4th January 2021.

CHURCH CROOKHAM PARISH COUNCIL

Finance and Policy Committee

Projects: overspend £3977

variance due to:

- Improved Signage in the Community – forecast overspend variance of £1104 (installation of fingerpost signs) – will be offset by a transfer from the EMR when expenditure occurs.
- Underspend - Bulb Planting £500 & Lynwood Footpath Resurfacing £2500 – projects not completed, moved to 21/22
- Underspend on Website project £2424 as project moved in-house.
- Athletics Track Improvements £8243 – offset by income of £225,000.

EMRS:

variance due to:

- Movements to from EMRS to cover expenditure on projects (£7104 Signage, £3225 Tree works & £1150 Events – War Memorial Centenary film)
- Movement to EMR – net balance of Athletics Track Improvements fund

S106 - Summary Totals 2020 – 2021	Annual Budget	Actual year to date	Forecast	Likely out-turn	Variance
Total income	£ 10,000	£ 440,724	£ 650	£ 441,374	£431,374
Expenditure	-£ 77,983	-£ 67,261	-£ 22,687	-£ 89,948	-£ 11,965
Projects	-£ 8,000	-£ 4,850		-£ 4,850	£ 3,150
Income/ Expenditure	-£ 75,983	£ 368,613	-£ 22,037	£ 346,576	£ 422,559

Income:

Variance due to;

- receipt of £436,971 S106 funds
- decrease in interest received.

Expenditure: variance due to:

- increased expenditure due to tree works and replacement bridge at allotment.

Projects: variance due to:

- planting will not be taking place during 20/21
- expenditure from Public Art EMR on wood carving at Hightrees.

Sally du Gay (RFO), 4th January 2021.

Church Crookham Community Centre, Boyce Road, Church Crookham GU52 8AQ Tel: 01252 626793
deputyclerk@churchcrookham.org.uk

CHURCH CROOKHAM PARISH COUNCIL

Finance and Policy Committee

	S106 expenditure is covered by quarterly transfers from appropriate Ear Marked Reserves.	
08/21	<p>Ear marked reserves. To review existing ear marked reserves and general reserves to ensure that they are adequate and not excessive. To agree any reserves movements, re-allocations and/or new ear marked reserves to be created at year end.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> • Parish signage & Gateways EMR - any unspent reserve to be released to general reserves. • Website & Email EMR– any unspent reserve to be moved to Peter Driver Improvements EMR. • Events EMR– any unspent reserve to be released to general reserves. • Bus shelters EMR– Reallocated to Azalea Park CCTV project. • Replace 3G surface EMR– renamed Peter Driver MUGA EMR to allow for expenditure on fencing and gateways as well as the surface. • General reserve to be maintained at £ 109,616.50 (50% of precept) i.e., a decrease of £13K. Any surplus in excess of this to be added to: <ul style="list-style-type: none"> ○ £10,000 Play Equipment Replacement Project EMR ○ Remainder to Peter Driver Improvements EMR. <p>Proposed RM seconded CH all in favour.</p>	RFO
09/21	<p>Debtors report To review and agree the debtors report. Circulated</p> <p>The debtors list was reviewed. Total debtors at 31st December 2020: £5,529.31</p>	

Sally du Gay (RFO), 4th January 2021.

CHURCH CROOKHAM PARISH COUNCIL

Finance and Policy Committee

	<p>It is likely that the outstanding balances owed for grass pitch hire £4,125 may have to be written off due to COVID lockdown restrictions. To be reviewed at Full Council before year end.</p>	
10/21	<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>It was resolved to postpone this item to either when the lockdown restrictions are lifted or Full Council March 2021 whichever happens first. Proposed GSa seconded RM all in favour.</p>	
11/21	<p>Draft 3-year forecast budget To review the 3-year forecast budget spreadsheet Circulated</p> <p>The forecast was reviewed. No amendments were required.</p>	
12/21	<p>Draft Budget and Precept for 2021-2022 To agree a draft budget for 2021-2022 and a recommendation for the precept request to be taken to Full Council.</p> <p>2020/21 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>Hart DC has proposed a tax base of 4074.96 for 21/22 which is decrease of 97.49 from 20/21, if the band D remained the same at 53.80 the precept would be £ 219,233.85.</p> <p>It was resolved to recommend the draft budget and precept request to Full Council for approval</p> <p>Proposed GSa seconded RM all in favour</p>	RFO
13/21	<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>It was resolved that no action is required. Proposed GSa seconded DM all in favour.</p>	
14/21	<p>S106 deposits To decide where to deposit S106 funds and make a recommendation to Full Council. Actions from September 2021/20 and November 20 meeting Z193/20 not possible due to ineligibility to open account.</p>	

Sally du Gay (RFO), 4th January 2021.

CHURCH CROOKHAM PARISH COUNCIL

Finance and Policy Committee

	<p>S106 funds received £436,971. Athletics track improvements funds £225,000.</p> <p>Z132/20 Decision made at September Full Council to deposit £225K athletics track funds in 95-day saver with Lloyds Bank & £436,971 to be deposited with Santander.</p> <p>Z193/20 Decision made at November Full Council to deposit £436,971 in 95-day saver with Lloyds Bank, as Santander no longer taking new clients. Deposit was actioned in December, then 95-days' notice was given by Lloyds Bank as the parish councils turnover was not sufficient to make it eligible for this type of account.</p> <p>It was resolved to leave the balance of the £225,000 Athletics track money in the Unity Bank deposit account. Proposed GSa, seconded DM all in favour.</p> <p>It was resolved to invest the £436,971 S106 funds in a 3-year fixed term deposit with Lloyds Bank on maturity of the 95-day saver in March 2021. Proposed GSa seconded RM all in favour.</p>																						
15/21	<p>Direct debits and standing orders. To review direct debits, standing orders, BACS & CHAPS payments and recommend to Full Council for approval. Circulated.</p> <p>No standing orders Current direct debits (excluding VAT):</p> <table border="0" style="width: 100%;"> <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>Total Gas</td> <td>Gas usage at community centre</td> <td>Monthly – variable</td> </tr> <tr> <td>Castle Water</td> <td>Payment on account for water usage at community centre</td> <td>£ 27.58 per month</td> </tr> <tr> <td>Grundon</td> <td>Waste collection from community centre and removal of waste collected from all open space sites.</td> <td>Monthly – variable approx. £350</td> </tr> <tr> <td>Initial</td> <td>Hygiene collection from community centre</td> <td>£ 30.31</td> </tr> <tr> <td>Ridgewall Communications t/as 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> </table>	British Gas	Gas usage at Peter Driver	Monthly - variable	Total Gas	Gas usage at community centre	Monthly – variable	Castle Water	Payment on account for water usage at community centre	£ 27.58 per month	Grundon	Waste collection from community centre and removal of waste collected from all open space sites.	Monthly – variable approx. £350	Initial	Hygiene collection from community centre	£ 30.31	Ridgewall Communications t/as Nomis Connections	Telephone & broadband provision at community centre	Monthly - variable	Plusnet	Broadband for CCTV at Crookham Park	£32 per month	
British Gas	Gas usage at Peter Driver	Monthly - variable																					
Total Gas	Gas usage at community centre	Monthly – variable																					
Castle Water	Payment on account for water usage at community centre	£ 27.58 per month																					
Grundon	Waste collection from community centre and removal of waste collected from all open space sites.	Monthly – variable approx. £350																					
Initial	Hygiene collection from community centre	£ 30.31																					
Ridgewall Communications t/as Nomis Connections	Telephone & broadband provision at community centre	Monthly - variable																					
Plusnet	Broadband for CCTV at Crookham Park	£32 per month																					

Sally du Gay (RFO), 4th January 2021.

CHURCH CROOKHAM PARISH COUNCIL

Finance and Policy Committee

	<p>Lloyds Credit card Balance of credit card + £3 fee Monthly variable</p> <p>Unity Trust Bank Bank charges Quarterly variable</p> <p>HSBC Bank Bank charges Monthly variable</p> <p>Lloyds Bank Bank charges Monthly variable</p>	
16/21	<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. - 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 the internal audit is effective, and no changes are required. Proposed GSa seconded RM all in favour.</p>	
17/21	<p>Health & Safety Policy To review the policy and recommend any amendments to be considered by Full Council.</p> <p>The policy was reviewed.</p> <p>It was resolved that no amendments are required. Proposed DM seconded CH all in favour.</p>	
18/21	Date of next meeting – Monday 12 th July 2021	

The meeting closed at 8.28 pm.

Signed:

Date:

Sally du Gay (RFO), 4th January 2021.

Church Crookham Community Centre, Boyce Road, Church Crookham GU52 8AQ Tel: 01252 626793
deputyclerk@churchcrookham.org.uk