

CHURCH CROOKHAM PARISH COUNCIL

Finance and Policy Committee

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

Date and Time: 8.11 pm Monday 12th July 2021

Place: Oak Hall, Church Crookham Community Centre, Boyce Road, Church Crookham

Present:

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

Also: Sally du Gay (Deputy clerk)

There were no members of the public present.

21/19	Apologies for absence No apologies had been received	
21/20	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members. No requests had been received	
21/21	Declaration of interest relating to any item on the agenda No declarations were made	
21/22	Chairman's Announcements: The chair had no announcements to make	
21/23	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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21/24

Actual vs budget

To review the updated actual vs. budget figures for April to June 2021
Circulated

The actuals versus budget were reviewed.

Revenue

REVENUE - Summary Totals 2021-2022	Annual Budget	Actual year to date 3 months	Forecast 9 months	Likely out-turn	Variance
Total income	£ 313,476	£ 132,030	£ 193,509	£ 325,539	£ 12,063
Expenditure	£ 283,476	£ 54,559	£ 228,927	£ 283,486	£ 10
Projects	£ 11,000	£ 51,351	£ 11,000	£ 62,351	£ 51,351
EMR movements	£ 19,000	£ 32,877		£ 32,877	£ 51,877
Income/ Expenditure	0	£ 58,996	£ 46,418	£ 12,578	£ 12,579

Income:

forecast to be over budget - community centre income slightly ahead, football income forecast to exceed budget as football bookings return to pre-pandemic levels. Income budget set was cautious due to COVID lockdowns in 2020/21.

Expenditure:

Forecast to be in line with budget.

Projects:

Projects not yet started. Variance due to expenditure to date on athletics track improvements and improved signage both of which are funded from EMRs and not budget.

Ear marked reserves:

Movements are those agreed in the budget plus expenditure on athletics track and improved signage.

S106

S106 - Summary Totals 2021-2022	Annual Budget	Actual year to date 3 months	Forecast 9 months	Likely out-turn	Variance

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	Total income	£ 5,000	£ 692	£ 4,308	£ 5,000	£ 0
	Expenditure	£ 77,950	£ 600	£ 77,350	£ 77,950	£ 0
	Projects	£ 8,000	£ 4,050	£ 8,000	£ 3,950	£ 4,050
	EMR movements	£ 5,000	£ 692	£ 4,308	£ 5,000	£ 0
	Income/ Expenditure	£85,950	£ 3,450	£ 85,350	£ 81,900	£ 4,050
	<p><u>Income:</u> S106 income - interest earned on bank deposits and investments. Following reduction in interest rates in 2020 budgeted interest income has been kept low. Also £29k due from Taylor Wimpey in payment of last LEAP which is still subject to planning dispute.</p> <p><u>Expenditure:</u> Actual expenditure figure also includes accruals of £13284 for the anti-climb fencing to be installed on the MUGAs and open space works agreed in 2020/21. Fencing is being installed in July so next quarter's expenditure will be actual.</p> <p><u>Projects:</u> Actuals to date is an accrual for artwork agreed in 2020/21.</p> <p><u>EMRs:</u> Represents bank interest received to date moved to the ear marked reserve.</p>					
21/25	<p>Debtors' report To review and agree the debtors report. Circulated</p> <p>Total debt owed at 30th June 2021: £8391.45</p> <p>Aged debt of £1371.5 has since been paid, remaining allotment rents are being chased.</p>					
21/26	<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>					

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	Postponed to Full Council 26 th July 2021	
21/27	<p>Treasury & Investment Policy To review the Treasury and Investment Policy and recommend any changes to Full Council Circulated The policy was reviewed.</p> <p>It was proposed to recommend the following changes to Full Council for approval:</p> <ol style="list-style-type: none"> 1. Delete the line as irrelevant: <i>In November 2020, the parish contains 4245 dwellings.</i> 2. Add: <i>For clarification, the term general reserves in this instance refers to the total of the General Reserve plus Revenue Ear Marked Reserves.</i> <p>Proposed GS, seconded DM all in favour</p>	
21/28	<p>Bank accounts To consider the number of bank accounts held by the parish council and to recommend any changes to Full Council. Circulated</p> <p>It was resolved to accept the report's recommendations:</p> <ul style="list-style-type: none"> • In September, on receipt of the £100, 000 in the HSBC account, transfer £107,830 to Unity deposit account to cover S106 re-imburement of expenditure. • In November, the Lloyds 12-month fixed term deposit matures, return this deposit to HSBC account to be used for S106 expenditure in 2021/2022 and 2022/2023. <p>Proposed GS, seconded DM all in favour</p>	
21/29	<p>Investment quarterly review To agree to realign the quarterly review of investments with the quarterly Finance & Policy meetings</p> <p>It was resolved to review investments at F&Ps October meeting to realign the review with the F&Ps quarterly meetings.</p> <p>Proposed GS seconded BB all in favour</p>	
21/30	<p>Policy reviews – To review the following policies and recommend any changes to Full Council</p> <ul style="list-style-type: none"> • Privacy Notice • Data Protection Policy • Freedom of Information policy • Policy for prevention and detection of fraud and corruption • Sickness Absence policy 	

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	<p>It was resolved to recommend the following changes to policies to Full Council for approval:</p> <ul style="list-style-type: none"> • Privacy Notice V1 – no changes required • Data Protection Policy V2 – no changes required • Freedom of Information Policy, Publication Scheme V3: the following additions: <ul style="list-style-type: none"> • To make this publication scheme available to the public. ▪ To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act s19. The term 'dataset' is defined in s11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined on s19(8) of that Act. • Where it is within the capability of a public authority, information will be provided on a website. Information will be made available on the parish council website www.churchcrookham.org.uk Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, the information can be obtained by contacting the Clerk. • In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, please contact the Clerk. An appointment will be arranged within a reasonable timescale. • Information will be provided in the language in which it is held or in such other language that is legally required. • Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme. <p>Material which is published and accessed on a website will be provided free of charge.</p> <ul style="list-style-type: none"> • Policy for the detection and prevention of fraud – updated to The Anti-fraud, Corruption and Theft Policy V1 • Sickness Absence Policy V1 – no changes <p>Proposed GS, seconded BB all in favour</p>	
21/31	Date of next meeting: Monday 11th October 8.00pm	

The meeting closed at 8:32pm.

Signed:

Date: