

CHURCH CROOKHAM PARISH COUNCIL

Finance and Policy Committee

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

Date and Time: 8.10pm Monday 9th January, 2023

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

Present:

Councillors: Gareth Saunders (GS) (Chair), Bruce Bulgin (BB), Debbie Moss (DM), Nick Basket (NB).

Also: Sally du Gay (Clerk)

There were no members of the public present.

23/01	Apologies for absence Apologies had been received from Cllr Thorne.																																									
23/02	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members. No requests had been received.																																									
23/03	Declaration of interest relating to any item on the agenda No declarations were made.																																									
23/04	Chairman’s Announcements: The chair had no announcements to make.																																									
23/05	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.																																									
23/06	Actual vs budget To review the updated actual vs. budget figures for April to December 2022. Circulated <table><tr><th>REVENUE -Summary Totals 2022-2023</th><th>Annual Budget</th><th>Actual year to date 9 months</th><th>Forecast 3 months</th><th>Likely out-turn</th><th>Variance</th></tr><tr><td>Total income</td><td>£ 356,748</td><td>£ 321,933</td><td>£ 47,904</td><td>£ 369,837</td><td>£ 13,088</td></tr><tr><td>Expenditure</td><td>£ 331,179</td><td>£ 211,346</td><td>£ 108,449</td><td>£ 319,795</td><td>£ 11,384</td></tr><tr><td>Projects</td><td>£ 3,500</td><td>£ 73,204</td><td>£ 6,500</td><td>£ 79,704</td><td>£ 76,204</td></tr><tr><td>EMR movements</td><td>£ 22,000</td><td>£ 53,179</td><td>£ 16,000</td><td>£ 37,179</td><td>£ 59,179</td></tr><tr><td>Income/Expenditure</td><td>£ 69</td><td>£ 90,562</td><td>£ 83,045</td><td>£ 7,518</td><td>£ 7,448</td></tr></table>						REVENUE -Summary Totals 2022-2023	Annual Budget	Actual year to date 9 months	Forecast 3 months	Likely out-turn	Variance	Total income	£ 356,748	£ 321,933	£ 47,904	£ 369,837	£ 13,088	Expenditure	£ 331,179	£ 211,346	£ 108,449	£ 319,795	£ 11,384	Projects	£ 3,500	£ 73,204	£ 6,500	£ 79,704	£ 76,204	EMR movements	£ 22,000	£ 53,179	£ 16,000	£ 37,179	£ 59,179	Income/Expenditure	£ 69	£ 90,562	£ 83,045	£ 7,518	£ 7,448
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Sally du Gay (RFO) 4TH January 2023

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Currently forecasting a surplus of income over expenditure of c£7.5k

Revenue income: budgeted income returned to pre-Covid levels, community centre expected to exceed budget, although concession income has been drastically reduced due to the loss of three of the traders. Pitch hire income has been reduced due to the ESSO SLP pipeline works, however the forecast income for the remainder of the year includes a claim to ESSO for loss of pitch hire earnings. The increase in bank interest rates should result in considerable increase over budgeted income.

Revenue expenditure:

employment costs forecast to be just over budget,
admin costs forecast to be under budget due to savings on elections costs - £7500 budgeted to cover election costs but as no election was required it is proposed to put £2k into an EMR and to add to this each year to cover elections costs in 4 years' time. This will spread the cost of an election over 4 years rather than increase the budget every fourth year. Parish events budget also forecast to be largely unspent this year, c £5k to be returned to general reserves.
projects variance distorted by athletics track improvements c£49k, parish maps c£3k, and Azalea Park CCTV project c £17k – all offset by movements from EMRs. Only other project worked on this year is installation of new defib at Northfield Road parade of shops. – not included in 22/23 budget at £4k. EMRS – additional £10k added to Peter Driver Sports Ground MUGA budget to cover cost of installing new locking system and fencing and gates.

S106 -Summary Totals 2022-2023	Annual Budget	Actual year to date 9 months	Forecast 3 months	Likely out- turn	Variance
Total income (interest received on S106 funds)	£ 2,500	£ 6,135	£ 4,428	£ 10,563	£ 8,063

Expenditure (funded from S106 monies held in reserves)	£ 84,155	£ 41,580	£ 43,188	£ 84,767	£ 612
Projects	£ 8,000		£ 8,000	£ 8,000	
Total Expenditure	£ 92,155	£ 41,580	£ 51,188	£ 92,767	£612

S106 income: budget income is interest on S106 funds - interest rates have increased through the year.

S106 expenditure:

Total forecast expenditure is £ 92,767 compared to the budget of £ 92,155. This expenditure is covered by transfers from ear marked reserves. The majority is spent on open space maintenance including grounds maintenance contract, litter removal and tree works.

Projects – planting not yet started.

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23/07	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. Circulated It was resolved to recommend to Full Council that any surplus at year end should be added to the EMR Community Capital Projects Proposed GS, seconded BB, all in favour
23/08	Debtors' report To review and agree the debtors report. Circulated. Total outstanding debt at 31.12.2022 £2805.22 It was resolved that no action was required Proposed GS, seconded DM, all in favour.
23/09	Draft Budget and Precept for 2023-2024 To review the 3-year budget forecast, and to agree a draft budget for 2023-2024 and a recommendation for the precept request, both to be taken to Full Council 3-year forecast – deficits to be offset by precept increases and prudent investment of reserves. 2023-2024 budget – <u>Additions to budget:</u> - Contributions to Fleet Phoenix £4000 per annum, maintaining Community Support budget at £20,000 - Annual £1000 contribution to new EMR for maintenance and replacement of CCTV equipment - Higher than usual increase in utilities budgets. The budget is currently showing a deficit of £ 9,671. It was resolved to recommend to Full Council that: - the Community Support budget should be reduced to £16,000, - the Band D equivalent should be raised to £57.27, an increase of £1.39 per household (2.5% increase), and - that Full Council should increase the precept request to £234,768.63. Proposed GS, seconded DM, all in favour
23/10	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

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	It was resolved that no action was recommended Proposed GS, seconded BB, all in favour
23/11	Quarterly investment review Circulated To review the performance of the council's investments Based on net asset valuation, the current mid-market valuation of the CCLA investment has decreased by £ 148,767 to £ 812,225. Original investment was £900,000. Dividend for October to December tbc.
23/12	Direct debits and standing orders To review direct debits, standing orders, BACS & CHAPS payments and recommend to Full Council for approval. Circulated. It was resolved to recommend the direct debits and standing orders to Full Council for approval. Proposed DM, seconded BB, all in favour.
23/13	Internal audit To review the effectiveness of internal audit and to agree any changes. - Scope of internal audit – covers all financial records, parish council and committee minutes, policy documents. The audits are conducted using a standard Internal Audit checklist, which has been compiled with reference to the requirements of the Annual Internal Audit Report, the Practitioners Guide, and the Accounts and Audit Regulations. The checklist is subject to regular review to reflect any changes in requirements and consists of around 180 individuals checks, some of which will not be applicable in every circumstance. A response is made to every item on the checklist. If exceptions are identified, then these would be subject to more detailed review and may give rise to an Audit Observation and Recommendation. A summary of the Audit Observations is provided to the Council for the Clerks review and agreement. Once agreed, the Observations, Internal Audit Summary and cover letter are submitted for subsequent review by Council. - Independence of internal auditor – Totally independent no links to the Parish Council other than for internal audit. - Competence of internal auditor - Kevin Rose and his team at IAC Audit are well qualified. - Relationships – not related to any member of the Parish Council. - Audit planning and reporting – audit is conducted following advice originally set out by the audit commission. IAC have been appointed as internal auditors and have carried out an interim audit on 16th November 2022. No changes required.
23/14	Review of policies. To review the following policies and recommend any changes to Full Council: Additional text Removed text

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	It was resolved to approve and recommend to Full Council the changes as shown below: ○ Food Outlet Policy no change required ○ Fee Charging Schedule no change required ○ Treasury & Investment Policy – ○ added to Annual Investment Strategy, Maximum Deposit: <i>The council's general reserves (excluding Ear Marked Reserves) will equate to a minimum of 4 months and a maximum of 6 months net revenue expenditure (as recommended by Internal audit report 22/23)</i> ○ Added: Interest earned <i>With effect from 1st April 2023 any interest earned on S106 funds will be no longer be added to the Ear Marked Reserve S106 Interest Received. This EMR is to continue to be used as required by the council until depleted. Any interest received on S106 funds from 1st April 2023 onwards is to be added to the council's general reserves to be used for revenue expenditure.</i> ○ Changed: All payments are made from the revenue bank account, an annual transfer, equivalent to that of the S106 budgeted expenditure is to be made from an S106 bank account to a revenue account to cover that expenditure, <i>retrospectively</i> ○ Changed: Church Crookham Parish Council <u>will be receiving to</u> <i>has received the majority of</i> S106 funds for the maintenance and management of the open spaces at Crookham Park. ○ Removed: <i>Sufficient S106 deposit accounts may be opened to meet the maximum deposits limits stated above.</i> ○ Removed: <i>The remainder of the funds should be deposited as detailed above.</i> ○ Grants Policy – following change added to point 8 Amount Requested: <i>(Amount requested is to be no more than 25% of the CCPC approved annual budget. No more than one application per organisation in a financial year.)</i> Proposed GS, seconded BB, all in favour
23/15	Date of next meeting – 10 th July 2023

The meeting closed at 8.50pm

Signed:

Date:

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