Church Crookham Parish Council

Finance and Policy Meeting Minutes

Date: 12/01/2026
Place: Acorn Hall
In attendance: Cllr Bruce Bulgin, Cllr Debbie Moss, Cllr Gareth Saunders, Cllr Gill Thomas, Cllr Annette Whibley
Also: Clerk and Deputy Clerk, HDC Cllr Axam

Meeting commenced at 19:45

26/001	**Apologies for absence** Meeting commenced at 7.55pm All members in attendance
26/002	**Dispensations** None received
26/003	**Declaration of interest relating to any item on the agenda.** None received
26/004	**Chairman's announcements** Chair passed his thanks to the Finance Officer and Clerk for their hard work in advance of this meeting
26/005	**Public Session** No comments from those present
26/006	**Actual vs Budget** To review the actual vs. budget figures for current financial year and balance sheet and recommend for approval at Full Council **Summary Actual v's Budget 2025/2026** April 2025 - December 2025 **Precept**

Inc or Exp	Type	Values Sum of Budget 25/26	Sum of Actuals year to date	Sum of Forecast year to date
Income		462,039	413,022	492,35
Exp		-374,023	-325,765	-442,09
Project		-5,000	-71	-8,67
To EMR		-83,016	-83,016	-83,01
From EMR		0	42,822	42,82
Grand Total		**-0**	**46,992**	**1,39**

<u>Income</u>
Facility income - (football bookings and Community centre bookings) likely to be £10k better than budget, due to a regular meeting room hire and increase capacity in Acorn.
Interest received -10k above budget relating to cash holdings on Flagstone platform.
Sundry Income - S106 HDC funds claimed and insurance pay-out for height barrier.
<u>Expenditure</u>
Employment PAYE £8k above budget spend due to increase in staff hours.
Community Centre costs - 30k above budget spend. Easigrass for Acorn outside space and storage cabinets offset by release from EMR therefore NIL impact.
Grounds Maintenance - Tree costs higher due to dry summer watering, and .
Open Space - Higher due to the Azalea slide, this is offset by EMR release, therefore NIL impact.
<u>EMR movements</u>
Acorn Easigrass replacement and Acorn storage solution.

Likely outturn as per budget therefore no need for EMR releases will review at year end when year end position known.

Summary Actual v's Budget 2025/2026
April 2025 - December 2025
S106

Inc or Exp	Type	Values Sum of Budget 25/26	Sum of Actuals year to date	Sum of Forecast year to date
Income			100,000	100,00
Exp	Grounds Maintenance	-102,400	-94,820	-176,24
	Allotment	-14,100	-10,551	-14,06
	C Park Open Spaces	-408	-203	-35
	Investment		-200,000	-200,00
Exp Total		**-116,908**	**-305,574**	**-390,66**
To EMR		0	100,000	100,00
Grand Total		**-116,908**	**-105,574**	**-190,66**

<u>S106 Income</u>
Maturing investments in year shown but not budgeted (will be budgeted in future year)

	<u>Expenditure</u> Grounds maintenance Overspend vs budget is mostly explained by: Playground maintenance following ROSPA inspections approx. £10k plus £46k to be spent on small play park refurbishments. Tree works overspent due to dry summer watering and Channer Copse ash dieback major works £11k due before March 26. Likely outturn is significantly over budget due to above expenditure items. The play parks item is a one-off project in the year to be drawn from the yet under utilised Playground S106 EMR.
26/007	**Ear Marked Reserves** To review ear marked reserves an approve any recommendations for movements at year end and confirm level of general reserves held end of quarter 3 Total Ear Marked Reserves currently held £975k Precept EMRs £848K S106 £127K (net of £900k CCLA and £550k Flagstone held in cash or property investments) Precept EMR movements in year £42k annual budgeted EMR offset by precept expenditure on Acorn storage system and outside Easigrass, replacement slide and Christmas decorations. Councillors also agreed that the current General Reserve held is appropriate and in line with the Treasury & Investment Policy.
26/008	**Debtors & Creditors report** To review debtors and creditors at end of quarter 3 Creditors report shows balance £2.4k represented by balance of tree lights, to be paid in January and GK Creative play park signs, which is work in progress due for completion soon. Debtors balance total outstanding £5.2k in outstanding invoices. £4.5k is older debt mainly £4.2k represents second half of grass pitch season payments now due. Remaining invoices of £743 has been chased. Councillors agreed there were no concerns over debt outstanding.
26/009	**Draft Budget and Precept 2026/27** To consider a Draft Budget To review the 3-year budget forecast, and to agree a draft budget for 2026-2027 and a recommendation for the precept request, both to be taken to Full Council. **Precept Budget** Proposing a Precept 26/27 balanced budget of: Income £474,331 split across Facility income of £116k (up on prior year due to Acorn capacity); Bank interest of £71k (down on prior year due to Flagstone maturities and use of cash); Sundry Income is Football foundation grant which will be offset by greater expenditure to improve pitches. Expenditure of £474,331 split across: Employment costs - £169k budget includes maternity cover required in year. Admin costs - £68k to include insurance costs uplift and licences for accounting software moving to cloud based solutions. Community Support - £37k holding Grants pot at £20k (after uplift part way in

	current year). Comm Centre Costs - £63k includes full year impact of cleaning contract. Peter Driver premises - £11k Grounds Maintenance - £75k up on prior year due to need to move floodlights to LED solution £13k but note release from EMR to create nil impact on costs. Other facilities - £8k Budgeted EMRs - £43k offset by release from EMR as mentioned above. **S106 Budget** Current year likely outfall is high due to above mentioned Actual vs Budget items. Play park refurbishments is a one-off cost of £46k in the current year from the under-utilised Playground EMR held of approx £680k. Once current survey tree works are completed a contingency for emergency works and watering is required only as next survey round due in 2028. Proposed budget in 26/27 including a further one-off expenditure on the scooter track installation £30k. Tree works budget in 26/27 includes tree planting moved from current year due to receipt of 15 free Elms to be planted. **Therefore propose a recommendation to Full Council of a PRECEPT of £277,006 a 7.85% uplift to generate a balanced budget. (Current band D £62.22 will move to £67.10 representing less than 10p per week uplift)** **Proposed 26/27 S106 budget expenditure of £155,940 which will be released from S106 EMRs held for purpose of Crookham Park expenditure.** **Proposed GS, seconded and all in favour.**
26/010	**Financial institution credit ratings** To confirm credit ratings of financial institutions used Finance Officer provided a report to confirm the most up to date credit ratings for financial institutions utilised by the Parish Council. In summary - The current ratings indicate that the financial institutions used comply with the requirements of the Treasury and Investment policy. These include HSBC Bank, Unity Trust Bank, Flagstone Platform. The Council has a long-term investment with the CCLA which is a fund manager. The LAPF cannot achieve a credit rating. It is recommended that no action is required.
26/011	**Investment quarterly review** To review the performance of the councils investments, deposits and instant access accounts and make recommendations to Full Council for any actions required **<u>CCLA</u>** Current investment of £900,000 with a unit holding of 276,314. As at 31st December the current mid-market valuation was 2.8277p per unit thus a valuation of £781,334. Therefore, the amount to mitigate is static at £119k, with an EMR currently held of £85k to mitigate. The total dividend payout since investment has been £215k net of fees. Dividend for October to December is due to be paid at the end of January. The dividend to date has been added to the general reserves for expenditure as per minute ref 08/20 in 2020. CCPC continues to view the CCLA as a long-term investment of at least 10 years since investment in 2019, based on the annual expenditure of management and maintenance of Crookham Park, currently estimated at approx. £100k per annum. Investments with Flagstone have been structured to release £100k per annum until

	end 31/32 so the CCLA investment should not be required until 32/33. **Flagstone Cash Deposits** During December two cash deposits matured: - £60k Standard Chartered Bank on the 3rd December, all monies have been drawn down total £60.6k and moved to Unity bank account. £152,970.34 Standard Charter Bank, rolled for another 3 months with UBL UK until 30th March 2026. **Recommendations for approval** **Bank balances as at 12th Jan** Unity Current £68k / Deposit 4.7k / Payroll £1.3k **S106 cash** **i) Aldermore £223,922 maturing on the 30/03/20026, split recommendation as below:** **a) Draw down £3,922 plus interest to reimburse Precept for S106 expenditure in year (See recommendation under Precept cash ref £120k drawdown)** **b) Roll balance of £100k for 4yrs.** **Precept cash** **ii) Draw down the £35k plus interest on instant access on Hampshire Trust Bank into Unity Trust Banking for cash flow purposes.** **iii) FCMB £295,324 maturing on the 23/02/2026, recommend Roll for a further 6mths to August 2026** **iv) Roll £60k of S106 Aldermore maturity(now precept cash) for 6 months** **v) Roll £60k of S106 Aldermore maturity (now precept cash) for 12 months** **Proposed GS, seconded and all in favour.**
26/012	**Policy Review** To review and consider updates and renewal of policies Polices due for review were circulated to Councillors with recommendations for update. All changes discussed were recommended for approval at Full Council as listed below:- Anti-Fraud, Corruption & Theft Charity rates for hire of all CCPC owned facilities for charitable and fundraising events Complaints Procedure Councillor Expenses Facilities & Open Spaces Policy & procedure FOI Publication Scheme (source ICO) Food Outlet Policy Grant and Donations Policy (& Application Form) ICO Data Privacy Impact Assessment CCTV v1 Internal Controls Publication Scheme FOI Treasury & Investment Policy
26/013	**Direct Debits and Standing orders** To review and approve direct debits and standing orders with banks The direct debits in place were reviewed and agreed for recommendation to Full Council In accordance with the Parish Council's Financial Regulations the approval of the use of variable Direct Debits and Standing Orders shall be renewed by resolution of the council at least every two years. **No standing orders in place** **Current direct debits as listed below**

	<u>Variable Monthly DDRs</u> Castle Water - Water usage at community centre Castle Water - Water usage at Peter Driver Grundon - Waste collection from community centre incl. collected from all open space sites Lloyds Corp Card - Credit card through Unity Bank Stripe - Commission on payments taken for use of tennis courts Total Gas - Gas usage at Peter Driver Unity Trust Bank - Bulk Faster payment fees HSBC Bank - Bank charges <u>Monthly Specific</u> Enreach - Community centre telephone service charge £56.82 PEAC - Community centre telephone system rental £70.76 <u>Quarterly variable</u> Unity Trust Bank - Bank charges <u>Annual specific</u> ICO - Data Protection Regulations for processing personal data £47.00 Docusign - Subscription £192.00 Capita - TV Licence £174.50 <u>As required</u> Go-Cardless - Commission on payments taken for annual membership of use of tennis courts Square - Commission on use of Card terminal (not utilised yet but available) **Still showing in Unity to be confirmed to cancel** **BRIT GAS BUSINESS last paid** 13 December 2019 / **SOUTH EAST WATER last paid** 07 October 2016 / **South East Water last paid** 23 July 2018
26/014	**Schedule of Charges** To review schedule of charges and approve any changes The schedule of charges was reviewed and the following was noted: Allotment rent increases were notified to tenants with a years' notice and will be implemented from April 2026 Community Centre charges are under review including charges for storage and a proposal is to be brought to council. Use of Athletics track and ground rent charges to be discussed as a working party to agree with regular users.
26/015	**Internal audit** To approve appointment of internal auditor **It was resolved to appoint Kevin Rose of IAC Ltd as Internal Auditor. Proposed GS, seconded BB, all in favour.** Town and Parish Councils in England, and Community Councils in Wales, are required to maintain an Internal Audit. This requirement is set out in the Accounts and Audit Regulations 2015 which states; "A relevant authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes" In England further Guidance on Internal Audit is contained within Part 4 of The Practitioners Guide issued by JPAG. - Scope of internal audit – covers all financial records, parish council and committee minutes, policy documents. The audits are carried out 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 carried out following advice originally set out by the audit commission. IAC have been appointed as internal auditors and will be carrying out an interim audit
26/016	**Date of next meeting** Next Finance & Policy Committee meeting to be held on Monday 13th April 2026 Meeting closed at 8.32pm Signed ________________________________ Dated _________________________________