CHURCH CROOKHAM PARISH COUNCIL

Finance & Policy Committee Meeting Minutes

Date: 13/04/2026
Place: Acorn Hall
In attendance: Cllr Bruce Bulgin, Cllr Gareth Saunders, Cllr Gill Thomas, Cllr Annette Whibley
Also: Clerk & Responsible Finance Officer

Meeting commenced at 19:45

26/017	**Apologies for absence** Apologies were received from Cllr Moss
26/018	**Dispensations** None received
26/019	**Declaration of interest relating to any item on the agenda.** None received
26/020	**Chair's announcements** None
26/021	**Public Session** None
26/022	**Actual vs Budget** To review the actual vs. budget figures for financial year ending 31st March 2026 with balance sheet and recommend for approval at Full Council **Precept** The year end position prior to approved EMR movements [£2k Lengthsman to Highways; Balancing figure to CCLA Mitigation EMR £12,170] was £14k better than budgeted. Please note below. <u>Income</u> *Facility* Income performed well against budget £16.8k better than budget *Sundry* Income of £9k was grant from HDC £5k and Insurance payment £4k *Interest/ Dividend* received was £14k better than budget <u>Expenditure</u> *Employment* costs £6k adverse due to changes to staff profile post budget *Admin* costs overall on budget with overspend on Parish Events (approved),

	Decorations (EMR released); TDSI software migration £3k. *Facility* costs (Peter Driver, Allotments, Tennis) £6k less than budgeted *Grounds Maintenance*costs £14k adverse of note: £5k new goals on 5-a-side; £15k Tree work completed and accrued; £7k Open Space maint which has been offset by height barrier insurance claim, Azalea slide partly offset HDC S106 funds; £6k playground maintenance now a budget line outcome of ROSPA inspections. *Community Support* as per original budget and £4k additional allocated Community Grants not called upon *Planting* overspent budget on Wildflower project (approved) due to overall underspent budget in year £8.7k *Community Centre* costs £6k adverse against budget overall. Of note: £7.5k Cleaning overspend due to new contract implemented post budget £7k Rates underspend due to HDC tapered relief £9k overspend on Maintenance and equipment reduced by EMR release relating to replacement artificial grass in Acorn outside space and installation of cupboards in Acorn to enable additional income generation. <u>S106</u> The S106 budget was overspent by 2 projects from the Playground EMR (to date behind 20 year run rate); namely £45.5k Small play area refurbishments £30k Scooter track (actually budgeted 26/27 but contractor availability brought forward) Otherwise expenditure as budgeted with Tree budget overspend offset by underspend on Open Space maint In addition net £100k cash investment to Flagstone made. Total S106 expenditure in year to be reimbursed to Precept bank account totals £195, 150.12. £123,922 has been reimbursed by the matured Aldermore Flagstone investment (£120k remains invested on Flagstone as cash not required) Recommendation proposed to allocate £71,228.12 of £85k S106 cash investment on Flagstone held with Hampshire Trust Bank Instant Access to be earmarked as Precept cash and make the necessary cashbook movement. **It was proposed to accept the allocation of £71,228.12 from the £85,000 Section 106 (S106) cash investment held in the Flagstone account with Hampshire Trust Bank (Instant Access), to be earmarked as Precept cash, and to make the necessary cashbook movement.** **Proposed GS, seconded AW and all in favour** **Balance Sheet** shows total assets less liabilities of £950k represented by: Debtors <£1k at year end VAT £15.5k claim due to be submitted Bank accounts £969k cash held *mainly offset by* Accruals £47k works carried out not yet invoiced largely tree work.
26/023	**Ear Marked Reserves** To review Ear Marked Reserves and confirm General Reserves as at year end 31st March 2026

	Ear Marked Reserves at year end total £950k split across Precept EMRs £862k S106 EMRs £1,381k to cover expenditure to 2041, currently held as longer-term investments (£900k with CCLA, £549k in fixed term cash deposits via Flagstone platform) General Reserve is held at a level in line with the Treasury & Investment Policy at £156k Movements in the year relate to budgeted EMR uplift of £83k across most Precept EMRs, additionally at year end the surplus was allocated to Highways EMR £2k and CCLA mitigation EMR £12k closing gap on CCLA investment shortfall to approx £20k. Additionally EMR consolidation took place and the now zero EMRs are no longer shown but notes detail what movements have taken place. S106 EMR released as per expenditure in year of £195k Potential utilisation of EMRs anticipated in 26/27 to be considered Precept EMRs Open Space Projects: Basketball at Peter Driver and discussions with Athletics Club. Northfield noticeboard Peter Driver Improvements: Project budget may include Info board and additional CCTV Allotment Shed: May need 10 year maintenance CCTV: To expand at Comm Centre Play Equipment replacement: Subject to ROSPA inspection outcomes IT: Poss new laptop Peter Driver MUGA: LED lights Crookham Park MUGA: Repaint Comm Centre: Kitchen, Water tank
26/024	**Year End Debtors and Creditors** To review year end reports and recommend for approval at Full Council Nil Year end Creditors as all invoices received paid on 31st March, otherwise completed work accrued for at year end Year end Debtors at a very low level due to good customer debt management by team £419 of which £360 received on 1st April. No concerns over debt outstanding at year end.
26/025	**Asset Register** To confirm final Asset Register as at 31st March 2026 and approve any additions/disposals in April 2026 The Asset Register as at year end 31st March totalled £4,355,924.38 and the register approved at Full Council March was duly signed including approved additions and disposals Assets not realised as at 31.03.2026 (paid and prepayment in 26/27) 1) Allotment Height Barrier (delivered in April 26) to be installed and added to asset register £1,923.37 + install. Associated disposal YES. A000106 Value £800 2) Park Benches outside Orchard play park (delivered in April 26) to be installed and added to asset register £1,180 + install. Associated disposal NO. 3) Memorial Bench donated by Lions but to be added at Replacement cost (TBC) + install £938.00

	4) Marble Run (Pending) Associated disposal NO. It was agreed to feature the asset register quarterly on the Finance and Policy committee meeting agenda.
26/027	**Cash Flow** To receive a Cash Flow forecast for rolling 13 month period A cash flow forecast has been set up to monitor cash requirements during a rolling 13 month period to inform decisions relating to drawdowns from Flagstone. The closing available cash position at end of March was close to forecast. Note that the interest and cash drawdowns from Flagstone was a timing issue and is now available in April. Cash receipts were better than forecast and payments slightly less. The first tranche of Precept was received 10th April providing cash for the upcoming months.
26/026	**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 CCLA The Chair and Finance office had a video call with CCLA, to receive a update on investments, with little change reported. Current investment of £900,000 with a unit holding of 276,314. As at 31st March the current mid-market valuation was 2.8233pper unit thus a valuation of **£**780,122. Therefore, the amount to mitigate is static at £119k, with an EMR currently held of £96.8k to mitigate. The total dividend paid out since investment has been £224k net of fees. Dividend for January to March is due to be paid at the end of April and has been accrued for at £8,500. 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 drawdowns should not be required until 32/33. Flagstone Cash Deposits During March Precept maturities included: £153k matured on UBL rolled a further 3 months on Standard Chartered bank (approx General reserve) S106 maturities included: £223k Aldermore which was rolled over as - £100k 4yr cash investment / £60k Precept Cash 6months / £60k Precept Cash 12months balance drawn down with interest upon maturity. Recommendations for approval Based on cashflow predictions may be a requirement for cash boost in Sept before 2nd tranche of Precept. **Propose roll Aldermore £90k maturing May for 3 months and review at July**

	F&P **Propose roll Std Chartered £153k maturing June for a further 3 months.** **It was agreed to roll the Aldermore £90k for 3months and Standard Chartered £153k maturing in June for a further 3 months.** **Proposed GS, seconded GT and all in favour.**
26/028	**Annual Governance Statement** To review and recommend for Full Council approval the Annual Governance statement for 2025/26 - Section 1 of the Annual Governance and Accountability Return (AGAR) Upon review of the assertions covered under Section 1 of the Annual Governance Statement 2025/26 CCPC agree that: 1) Yes - arrangements for effective financial management during the year were in place for the preparation of the accounting statements 2) Yes - an adequate system of Internal controls was maintained and reviewed in January 2026. CCPC further confirm that they agree the effectiveness of these reviewed controls. 3) Yes - Whilst the procurement of Cleaning Services had the potential to exceed the requirement for a larger contract CCPC do not believe that this oversight had a significant financial effect on its ability to conduct business or manage its finances. This is due to the careful management of the contract to ensure value for money through an improved service, monitored closely in the first year before considering an extension still to be considered in June 2026. 4) Yes - Proper notice was made to provide electors with the opportunity to exercise their rights to inspect the financial records 5) Yes - Risk was assessed in May 2026 and insurance was in place 6) Yes - an adequate and effective internal audit was performed and CCPC confirm that this was by an independent and competent person. 7) Yes - Appropriate action has been and will be taken on all audit matters raised. 8) Yes - CCPC disclosed everything it should have about its business activity during the year. 9) N/a - CCPC confirm that Trust funds are not applicable. 10) Yes - CCPC reviewed its compliance with Assertion 10 at its meeting in January 2026. **It was recommended to propose approval at Full Council of Section 1 of the Annual Governance Statement2025/26 as per responses set out above** **Proposed GS, seconded , all in favour.**
26/029	**Statement of Accounts** To review and approve the Statement of Accounts 2025/26 - Section 2 of the Annual Governance and Accountability Return (AGAR) Section 2 of the Annual Governance Statement is a representation of the accounts to be audited by the Internal auditor. Please refer to the summary balance sheet to confirm the Reserves figure £950,128 Value of cash at bank £989,452 Assets as per reconciliation £4,355,924

	It was recommended to propose approval at Full Council of Section2 of the Annual Governance Statement of Accounts **Proposed GS, seconded AW all in favour**
26/030	**Review of policies** To review and approve policy on Councillor recruitment through co-option Following the election process CCPC garnered interest from a resident that whilst a resident of Church Crookham (postal address) and on the electoral roll did not meet the qualifications to join CCPC as the address was on the outside of the CCPC boundary. CCPC did not have a policy on co-option so to ensure that CCPC can recruit eager, community focussed residents the policy has been written to allow consideration of Church Crookham residents. See Policy and application form for Adoption **It was resolved to approve the policy on co-option as proposed.** **Proposed GS, Seconded GT all in favour.**
26/031	**Next Finance & Policy Committee meeting** Monday 13th July Meeting Closed:20.08 Signed___________________ Date_____________________