

CHURCH CROOKHAM PARISH COUNCIL

Finance and Policy Committee

Initial:
Date:

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

Date and Time: 8.00pm Monday 13th January 2020
Place: Church Crookham Community Centre, Boyce Road, Crookham Park, Church Crookham, GU52 8AQ

Present:
Councillors: Richard Martin (RM) (Chair), Gareth Saunders (GSa), Debbie Moss (DM), Jenny Radley (JR), Cristina Harris (CH)

Also: Sally du Gay (Deputy clerk)

There were no members of the public present

01/20	Apologies for absence Apologies had been received from Cllr Thomas	
02/20	Approval of minutes To approve the minutes of the meeting held on 21 st October 2019 The minutes were signed as a true record of the meeting Proposed RM seconded DM 4 in favour 1 abstention	
03/20	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members. No dispensations had been received	
04/20	Declaration of interest relating to any item on the agenda No declarations were made	
05/20	Chairman's Announcements: The Chair had no announcements to make	
06/20	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	

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07/20

Actual vs budget

To review the updated actual vs. budget figures for April to December 2019.
Circulated

REVENUE - Summary Totals 2019 – 2020	Annual Budget	Actual year to date	Forecast	Likely out- turn	Variance
Total income	£ 311,124	£ 307,014	£ 31,802	£ 338,816	£ 27,692
Expenditure	£ 259,489	£ 187,021	£ 74,282	£ 261,303	£ 1,814
Projects	£ 33,400	£ 12,355	£ 29,000	£ 41,355	£ 7,955
EMRs	£ 18,000	£ 4,976	£ 12,313	£ 17,289	£ 711
Income/ Expenditure	£ 235	£ 102,661	£ 83,793	£ 18,868	£ 18,633

Income:

£ 13k variance in income is due to increased bookings at the community centre - specifically one dance school which started regular bookings after budget setting last year, plus income from ESSO Southampton to London Pipeline project
£13k increase in interest received due to CCLA investment generating approx. £6k per quarter

Expenditure:

variance due to:

- overspend on running costs of community centre, grounds maintenance & supplies i.e. new goal posts for Peter Driver Sports Ground

Projects:

variance due to:

- overspend on community plan project
- un-budgeted expenditure on replacement of pre-school play area surface

EMRS: variance due to movement transfer from EMR to cover costs of pre-school play area surface, community speedwatch equipment and defib.

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S106 - Summary Totals 2019 – 2020	Annual Budget	Actual year to date	Forecast	Likely out-turn	Variance
Total income	£ 10,000	£ 391,577	£ 468,005	£ 859,582	£ 849,582
Expenditure	£ 62,505	£ 620,884	£ 39,797	£ 660,681	£ 598,176
Projects	£ 38,000	£ 22,267	£ 19,033	£ 41,300	£ 3,300
EMRs	£ 10,000	£ 209,948	£ 1,560	£ 208,388	£ 218,388
Income/ Expenditure	£ 100,505	£ 41,626	£ 407,615	£ 365,989	£ 466,494

Income:
£849,860 variance in income due to S106 developer funds not included in budget as timing of payment dependent on delivery of assets. £ 383,415 received December 2019

Expenditure: variance due to:

- £600,000 investment in CCLA LAPF (treated as an expenditure item and recorded on the asset register) offset against corresponding EMR movement
The reserves reconciliation shows a negative reserve a to more easily track the investment made.
- Underspend on Refuse collection/Litter picking - budget allowed for potential contract with Hart DC for litter picking - not put in place. Litter picking at all parish sites is accounted for under precept expenditure but the cost of additional weekly emptying of bins at the community centre due to litter picking at all sites is paid from S106 funds.
- £2k forecast to be spent on path surfacing at allotment site

Projects: variance due to:

- receipt of S106 grant from Hart DC of £4,350 for allotment toilet project

EMRs: variance due to:
movement from Public Art to cover cost of weathervane (£750 moved from EMR in 2018 to cover payment on account)
S106 receipts moved to playgrounds and open spaces EMRS

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08/20	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 and/or any new ear marked reserves to be created at year end if funds are available. It was resolved to: 1) Move the following unspent budgets at year-end to EMRS: ○ Website & email budget (4132) approx. £1,800 ○ Christmas decorations budget (4819) £ 2,000 ○ Exterior Seating and Patio (4807) £ 15,000 ○ Highways & Transport Services (4811) £1,000 ○ Surfacing for pathway from Tweseldown Infants School £ 5,000 ○ Overflow Car Park (4833) £14,033 – to be moved to EMR Community Centre Construction & EMR name changed to Community Centre Capital Expenditure 2) Move Basketball Hoop EMR to Play Equipment Replacement EMR 3) Move unspent Bus Shelter budget to an EMR 4) General reserve - any surplus in excess of £ 114,000 to be moved as follows: ○ Improved parish signage and gateways to a maximum of £25K ○ Peter Driver Improvements to add remainder. 5) CCLA dividend this year to be moved to EMR website development and in future years to be added to general reserves. Proposed RM, seconded GSa all in favour	RFO
09/20	Debtors report To review and agree the debtors report. Circulated Total debtors at 31st December 2019: £ 7,217.46 It was resolved to approve the debtors report Proposed RM, seconded DM all in favour	
10/20	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. The statements have been checked and signed by Cllr Radley	
11/20	Draft 3-year forecast budget To review the 3-year forecast budget spreadsheet	

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	Circulated The draft 3-year forecast was reviewed. - It was noted that a new expense code has been added to separate tree works from general open space maintenance - to better monitor amount spent on tree works and to enable clearer budgeting for both codes. It was suggested that in future years any unspent budget at year end in tree works should be moved to new EMRs so that those funds could be used for future years tree works either planned or emergency. - A new expense code should be created for the website update project to separate it from running costs.	RFO RFO									
12/20	Draft Budget and Precept for 2020-2021 To agree a draft budget for 2020-2021 and a recommendation for the precept request to be taken to Full Council. 2019/20 precept is £222,274 and the current tax base is 4131.49 giving a band D household precept of £53.80. The precept has remained at £53.80 since 2010. Hart DC has proposed a tax base of 4172.45 In 2020/2021 which is slight increase of 40.96 on 19/20, if the band D remained the same at 53.80 the precept would increase to £224,477.81 It was resolved to recommend that Full Council approve the budget and request a precept of £ 224,477.81 from Hart DC and that the Band D rate remains the same at £ 53.80 for 2020/2021 Proposed RM seconded GSa all in favour	RFO/Clerk									
13/20	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 It is was resolved that no action is required. Proposed RM, seconded GSa all in favour										
14/20	S106 deposits To decide where to deposit S106 funds received in December 2019 S106 funds received in December 2019 £ 383,415 Further £ 466,445 due S106 funds at 31.12.2019: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th><th></th><th>Interest rate</th></tr> </thead> <tbody> <tr> <td>HSBC current account</td><td>£ 227.20</td><td></td></tr> <tr> <td>HSBC deposit account</td><td>£ 443,407.11</td><td>.26%</td></tr> </tbody> </table>			Interest rate	HSBC current account	£ 227.20		HSBC deposit account	£ 443,407.11	.26%	
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15/20	Direct debits and standing orders To review direct debits, standing orders, BACS & CHAPS payments and recommend to Full Council for approval. Circulated. No standing orders Current direct debits (excluding VAT): <table> <tr> <td>British Gas</td><td>Gas usage at Peter Driver</td><td>Monthly - variable</td></tr> <tr> <td>Castle Water</td><td>Payment on account for water usage at community centre</td><td>£ 31.05 per month</td></tr> <tr> <td>Grundon</td><td>Waste collection from community centre</td><td>£137 variable</td></tr> <tr> <td>Initial</td><td>Hygiene collection from community centre</td><td>£ 30.31</td></tr> <tr> <td>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> <tr> <td>Lloyds Credit card</td><td>Balance of credit card + £3 fee</td><td>Monthly variable</td></tr> <tr> <td>Unity Trust Bank</td><td>Bank charges</td><td>Quarterly variable</td></tr> <tr> <td>HSBC Bank</td><td>Bank charges</td><td>Monthly variable</td></tr> <tr> <td>Lloyds Bank</td><td>Bank charges</td><td>Monthly variable</td></tr> </table>	British Gas	Gas usage at Peter Driver	Monthly - variable	Castle Water	Payment on account for water usage at community centre	£ 31.05 per month	Grundon	Waste collection from community centre	£137 variable	Initial	Hygiene collection from community centre	£ 30.31	Nomis Connections	Telephone & broadband provision at community centre	Monthly - variable	Plusnet	Broadband for CCTV at Crookham Park	£32 per month	Lloyds Credit card	Balance of credit card + £3 fee	Monthly variable	Unity Trust Bank	Bank charges	Quarterly variable	HSBC Bank	Bank charges	Monthly variable	Lloyds Bank	Bank charges	Monthly variable	
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16/20	Internal audit To review the effectiveness of internal audit and to agree any changes. The effectiveness of internal audit was reviewed:																															

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	- 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 October 2019. Also provides GDPR audit.	
17/20	Date of next meeting – Tuesday 14th April	

The meeting closed at 21:01

Signed:

Date: