

CHURCH CROOKHAM PARISH COUNCIL

Finance and Policy Committee

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

Date and Time: 8.15 pm Monday 10th January 2022
Place: Oak Hall, Church Crookham Community Centre, Boyce Road, Church Crookham
Present:
Councillors: Gareth Saunders (GSa) (Chair), Bruce Bulgin (BB), Cristina Harris (CH), Debbie Moss (DM)
Also: Sally du Gay (Clerk)
Cllr J Ford

There were no members of the public present.

22/01	Apologies for absence No apologies had been received	
22/02	Approval of minutes To approve the minutes of the meeting held on 11 th October 2021 The minutes were approved signed as a true record of the meeting Proposed GS, seconded BB all in favour	
22/03	Dispensations To receive any written requests for disclosable pecuniary interest dispensations from members. No requests had been received	
22/04	Declaration of interest relating to any item on the agenda No declarations were made	
22/05	Chairman's Announcements: The Chair had no announcements to make	
22/06	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	
22/07	Actual vs budget To review the updated actual vs. budget figures for April to December 2021. Circulated	

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REVENUE - Summary Totals 2021-2022	Annual Budget	Actual year to date 9 months	Forecast 3 months	Likely out- turn	Variance
Total income	£ 313,476	£ 330,338	£ 35,076	£ 365,414	£ 51,938
Expenditure	£ 283,476	£ 203,370	£ 103,584	£ 306,954	£ 23,478
Projects	£ 11,000	£ 188,563	£ 6,000	£ 194,563	£ 183,563
EMR movements	£ 19,000	£ 161,057	£ 2,000	£ 159,057	£ 178,057
Income/ Expenditure	0	£ 99,462	£ 76,508	£ 22,954	£ 22,954

Currently forecasting a surplus of income over expenditure of c£23k

Revenue income: budgets had been set low due to potential impact of Covid pandemic, however all hireable facilities are now being fully utilised and income from these has risen accordingly. A business support grant of £9500 was received from Hart DC – CCPC approved this to be re-distribute to the wider community via the community grants budget.

Revenue expenditure:

employment costs forecast to be slightly under budget,
 admin costs forecast to be slightly over budget due to increase in audit fees, overspend on computer maintenance due to proposed purchase of two new laptops for clerk & community centre officer,
 community support budget forecast is an overspend of £9500 offset by Hart DC grant as above, grounds maintenance overspend of £12k due to necessary tree works following tree survey,
 projects not yet completed – resurfacing Lynwood footpath (may be postponed to 22/23 via EMR) and planting in the parish. Remainder of variance is offset by movements from EMRs.

S106 - Summary Totals 2021-2022	Annual Budget	Actual year to date 9 months	Forecast 3 months	Likely out- turn	Variance
Total income	£ 5,000	£ 2,261	£ 30,074	£32, 335	£27,335
Expenditure	£ 77,950	£ 46,663	£ 38,909	£ 85,572	£ 7,622
Projects	£ 8,000	0	£ 8,000	£ 8,000	0

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	EMR movements	£ 5,000	£ 509	£ 600	£ 1,109	£ 3,891
	Income/ Expenditure	£85,950	£ 44,911	£ 17,435	£ 62,346	£ 23,604
	<u>S106 income:</u> budget income is interest on S106 funds, interest rates currently low, forecast includes outstanding developer funds for LEAP yet to be installed. <u>S106 expenditure:</u> open space maintenance overspend due to play equipment installations in 5 LAPS and tree works following tree survey, plus new hygiene contract for washroom at allotments. Projects – planting not yet started. EMRS – movement to EMR bank interest received forecast to be under budget as per income, £1,752 moved from EMR tennis court drainage to cover expenditure on installation of a French drain. Remainder of this EMR should be moved back to EMR Open Space as it was originally created from an unspent budget in 19/20 (Tweseldown School pathway resurfacing – not required so renamed tennis court draining at F&P Oct 20).					
22/08	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. It was resolved that • General reserve to be maintained at £ 115,170 (50% of precept) i.e., an increase of £5,553. Any surplus in excess of this to be added to: ○ £15000 to Azalea Park CCTV project to cover installation, connection and ducting ○ Move £2500 to new EMR for environmental impact assessment of CCPC, (£2500 budgeted in 22/23) ○ New EMR Peter Driver information board £5K to be installed 23/24 following pavilion refurbishment ○ any further surplus to be added to EMR tree works. • The EMR S106 Tennis court Drainage should be transferred to EMR S106 Open Spaces Proposed GS, seconded BB all in favour.					

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22/09	Debtors' report To review and agree the debtors report. Circulated Total debtors as at 31.12.2021 £ 5,220.51 The variance of £1,842 is due to invoices issued in January 2022 Aged debt over 3 months £1931.63 - £1650 balance of grass pitch hire seasonal hire (paid by early January) £250 five-a-side hire being chased, team will not be able to re-book until balance cleared. Remainder is allotment rent (paid early January). It was resolved to approve the debtors' reports Proposed GS seconded DM, all in favour	
22/10	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. Postponed to Full Council 24th January.	
22/11	Draft 3-year forecast budget To review the 3-year forecast budget spreadsheet Circulated The forecast was reviewed with precept adjusted to £ 230, 339 to absorb the deficit of £8,569. No changes were required to projects or EMR movements	
22/12	Draft Budget and Precept for 2022-2023 To agree a draft budget for 2022-2023 and a recommendation for the precept request to be taken to Full Council. It was resolved to recommend to Full Council that the precept request should be increased to £230,339, this would raise the Band D equivalent to £55.88, an increase of £2.08 per household (3.86% increase). Proposed GS, seconded DM all in favour	

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22/13	S106 funds To approve a recommendation to Full Council to formalise the 20-year period of the S106 funds paid in mitigation of Crookham Park. The S106 agreement between Taylor Wimpey and CCPC states: ○ that the commuted sums for formal and informal open space maintenance and management are for a period of twenty years from the date of their completion. ○ That unspent commuted sums are not required to be returned to the developer at the end of the twenty-year period. <table><tr><th rowspan="2"></th><th rowspan="2">Sums due £</th><th colspan="6">Year paid:</th><th rowspan="2">Total:</th></tr><tr><th>2015</th><th>2016</th><th>2017</th><th>2018</th><th>2019</th><th>2020</th></tr><tr><td>Informal open space</td><td>379,040</td><td>84,345</td><td></td><td>22,539</td><td>33,139</td><td>237,596</td><td>1,424</td><td>379,043</td></tr><tr><td>Formal open space</td><td>989,940</td><td></td><td>150,000</td><td></td><td>433,867</td><td></td><td>406,073</td><td>989,940</td></tr></table> Sums due had been received by 2020/2021 and all land transfers completed in 2021, therefore the 20-year period will end 2040/41. It was resolved to recommend the following proposal to Full Council: CCPC formally recognises that the 20-year period relating to the use of funds as stated in the S106 agreement between CCPC, Hart DC and Taylor Wimpey (November 2011) will end 2040/41 and from that point there be no distinction between CCPCs S106 and revenue funds. Proposed GS, seconded CH all in favour		Sums due £	Year paid:						Total:	2015	2016	2017	2018	2019	2020	Informal open space	379,040	84,345		22,539	33,139	237,596	1,424	379,043	Formal open space	989,940		150,000		433,867		406,073	989,940	
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22/14	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 No action was recommended																																		
22/15	Investment quarterly review To review the performance of the council’s investments Circulated Based on net asset valuation, which has improved since March 2021 from 293.64p to 329.95p, the current mid-market valuation of the CCLA investment has increased by £ 100,357 to £ 911,698. Original investment was £900,000. Dividend for October to December tbc.																																		

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22/16	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 GS, seconded DM all in favour	
22/17	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. - 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 have carried out an interim audit on 1st November 2021. Also provides GDPR audit. No changes were required.	
22/18	Food Outlet Policy To review the policy and recommend any amendments to be considered by Full Council Circulated Proposed changes: 1. From – <i>Traders will be charged at £2.50 per hour to Traders will be charged as per the Schedule of Charges.</i> 2. Remove - <i>No more than one trader will be permitted on site at any time, including during setting up and closing down.</i> 3. Add – <i>Trading may take place during the hours of 8am to 8:30pm Mondays to Saturdays and 8am to 4pm Sundays.</i> It was resolved to approve the change of wording Proposed GS, seconded BB all in favour	
22/19	Date of next meeting – Monday 11 th July 2022	

The meeting closed at 8:50pm

Signed:

Date: