

CHANDLER'S FORD PARISH COUNCIL – POLICY AND FINANCE COMMITTEE

10 October 2016

Fryern Pavilion, Fryern Recreation Ground

COUNCILLORS PRESENT: Councillors, Atkinson, Boyes, Cox, Duguid, Grajewski (Chairman), Johnson, Luffman and Pragnell.

In Attendance: Duncan Murray (Parish Clerk).

Public Participation:

There were no members of the public present.

1. APOLOGIES

There were apologies from Cllr Broadhurst.

2. DECLARATIONS OF INTEREST

No declarations of interest were made.

3. TO NOTE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE'S MEETING OF 12 SEPTEMBER 2016 PREVIOUSLY AGREED AT THE FULL COUNCIL MEETING OF 26 SEPTEMBER 2016.

These were noted.

4. MATTERS FOR RESOLUTION

- a) **To agree that there is a need for the £3,000 previously agreed grant for Chandler's Ford First Responders to be drawn in full and to authorise that payment.**

Following short discussion in which the desire for a business case was mentioned and it was clarified that only 'evidence of need' was required as per the approved minutes, following proposal, seconding and on a show of hands the full grant of £3,000 was AGREED.

- b) **To discuss and agree to refer the updating of Standing Orders and Financial Regulations to the Audit and Risk Committee for review and to report back in the new year.**

Following brief discussion, proposal, seconding and on a show of hands it was unanimously AGREED that a RECOMMENDATION be made to Full Council in the above terms.

- c) **To note the conclusion of the External Audit and to discuss and agree to make a recommendation to full council that the External Auditors' qualified report on the lack of formal minuting of the Council's Risk Assessment in 2015-2016 due to the Clerk's illness is accepted.**

The conclusion of the External Audit was noted, as was the reason for the qualification that although the Risk Assessment was undertaken and all the required actions taken, approved and minuted, the minuting of the Risk Assessment of the Council's activities had not been precisely minuted. Following proposal, seconding and on a show of hands the making of a RECOMMENDATION in the above terms was AGREED.

d) To note the Internal Auditors' first visit of the financial year is on 8 November 2016.

This was noted.

5. TO NOTE THE FINANCIAL REPORTS:

i. SAGE current account reconciliations from 19 July 2016 to 16 September 2016 (most recent bank statements).

These were noted.

ii. To note and discuss the half-year expenditure to budget report.

Members asked questions of the items and variances shown report in terms of:

- a) whether the Precept had been received, which the RFO was not able to confirm as no notification is sent out by EBC and the bank statement for September would be received on about the 20 October,
- b) that the £5k less in grants received was because there was no HCC contribution for 'Granted to You', the Clerk confirmed this was the case,
- c) direct cost savings of £15k (post meeting these were seen to be the capital costs of the play area improvements were accounted for elsewhere and less play area maintenance costs that expected),
- d) grants made these were Velmore's Belmont Hall, Groundworks (Youth Café), The Loft and PCSOs' first half-year,
- e) professional fees consisted of audit/accountancy and TKLA's feasibility study fees in which there was also a reversal of year end accruals, and
- f) savings on the Fryern Pavilion Extension were noted, with retentions not released due to the non-completion of Defects Period snagging and expected retention of monies from demolition waste removal and other outstanding issues.

It was suggested that notes be added to the report, for Full Council, to help those Members without financial training to understand the main variances to budget.

iii. to agree the payments made from the SAGE payment summary and to authorise payments due, to sign cheques,

Following proposal, seconding and on a show of hands the payments made and due were signed.

6. TO MATTERS TO BE TAKEN TO THE COMMITTEE'S NEXT AGENDA.

Monitoring and reporting of Xelabus peak funding via the EBC Officer with oversight, and issues the demise of the building contractor might cause for the Fryern Pavilion Extension for the AMC Agenda.

7. DATE AND TIME OF NEXT MEETING

Agreed as 7.00pm 21 November 2016, Fryern Pavilion, Greenways.

That being all the business the meeting closed at 7.40 pm.

Chairman.....