

CHANDLER'S FORD PARISH COUNCIL – POLICY AND FINANCE COMMITTEE

16 January 2017

Fryern Pavilion, Fryern Recreation Ground

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

In Attendance: Duncan Murray (Parish Clerk) and Cllr Foulds.

Public Participation:

There were no members of the public present.

1. APOLOGIES

There were apologies from Cllr Boyes, and the committee sent the Council's best wishes for a speedy recovery.

2. DECLARATIONS OF INTEREST

None were declared.

3. TO NOTE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE'S MEETING OF 21 NOVEMBER 2016 PREVIOUSLY AGREED AT THE FULL COUNCIL MEETING OF 12 DECEMBER 2016.

These were noted.

4. MATTERS FOR RESOLUTION

- a) **To discuss the final draft budget for 2017-18 and agree any material changes that need to be made to it before it is taken to Full Council in January**

Following an explanation of the variations to the previous draft budget and Precept figures the Clerk/RFO reported that there had been a very minor shift in the net tax base (an increase in the number of properties in it of 85.20) to 9100.61 which meant that the figures added up as follows maintaining a Band D Council Tax of £50.27 representing a zero increase in Council Tax.

Precept:	£457,487.66
CTSG:	£ 22,916.09
Total:	<u>£480,403.75</u>
Increase:	£ 1,522.54

The Clerk reported that this £1,500 had been put to the staff training budget reflecting the potential training requirements for grounds staff.

The Clerk was also able to report the costs of insuring the new grounds activities and equipment/store had come within the anticipated budget increase of £2,000 and that the insurers had commented by email in the following terms "have noted on the policy the excellent security you have or are putting in place". The Chairman asked for the Members congratulations on the staff's work in creating a secure unit.

Members enquired about the potential transfer of additional play areas and it was mentioned that if that occurred in the following year special expenses

from EBC would need to be transferred, and that there would be no precept impact until 2018-2019 municipal year's budget.

Reserve levels were questioned and the Clerk responded that the General (unrestricted reserve) was just above the lower recommended tolerance of a quarter's expenses, that the Asset Improvement reserve (restricted) was relatively small and for a specific potential project and that the Election reserve would be at its desired level as per earlier EBC recommendations, so would not be further increased. It was reported that no adverse comments on reserve levels were received from Internal Auditors.

Following proposal and seconding and on a show of hands it was unanimously AGREED to recommend the final draft budget to Full Council.

- b) To discuss and agree to make a recommendation that the draft Drugs Paraphernalia and Residuals Disposal Policy is adopted by Full Council, and**
The draft policy and risk assessment were gone through with minor changes being made. The risk assessment for the Collecting drugs & related paraphernalia section of the assessment was questioned as being at Medium after the steps taken in mitigation or before the steps in column 5. The Clerk responded that he felt sure it was before, but would check with the author. It was noted that the police were happy with the draft policy and risk assessment.

Following proposal, seconding and on a show of hands it was unanimously AGREED to progress the amended policy to full council as a RECOMMENDATION for adoption.

- c) To receive an update on the Xelabus peak service funding.**
Members received the updated report on funding and had an off-agenda discussion on the bus service and how important it was felt to be for the parish. The Clerk was asked to keep Members informed and to revert to the EBC Officer for Xelabus' figures of usage and the officer's own survey results. Discussion was requested at a future meeting to plan what steps could be taken and potential financial implications.

5. TO NOTE THE FINANCIAL REPORTS:

- i. SAGE current account reconciliations from Barclays A/C 19 October 2016 to 18 November 2016 and 19 November to 19 December 2016, HSBC to 25 December 2016, and EBC Deposit to 31 October (interest received),**
- ii. to receive the 3rd quarter and year to date P&L, Balance Sheet, and Expenditure (actual to budget and variance) report, and**
- iii. to agree the payments made from the SAGE payment summary and to authorise payments due, to sign cheques.**

The SAGE reconciliations were received by the committee. It was enquired as to whether some of the cash balance in the current account was going to be transferred to the deposit account. The Clerk confirmed that would be the case when final anticipated costs for the year were able to be extrapolated.

The Clerk went through the 3rd quarter accounts and pointed out that rental income was up on budget expectations, a grant was outstanding and that salary and other costs were slightly lower than anticipated, and that the large items of expenditure were still due to be invoiced by suppliers. Therefore, expectations for reserve movements anticipated in the draft budget were broadly in-line with actual funds.

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

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

Monitoring and reporting of Xelabus peak usage and future actions for consideration March or April meeting.

7. DATE AND TIME OF NEXT MEETING

Agreed as 7.00pm 13 February 2017, Fryern Pavilion, Greenways.

That being all the business the meeting closed at 8.02 pm.

Chairman.....