

CHANDLER'S FORD PARISH COUNCIL – POLICY AND FINANCE COMMITTEE

17 FEBRUARY 2020

Fryern Pavilion, Fryern Recreation Ground

COUNCILLORS PRESENT: Chairman Cllr Holden-Brown; Councillors Atkinson, Broadhurst, Child, Duguid and Ricketts

In Attendance: Duncan Murray (Parish Clerk).

Public Participation:

There were no members of the public present.

1. APOLOGIES

Cllrs Bicknell, Bourne, Dolbear and Johnson had sent their apologies.

2. DECLARATIONS OF INTEREST

There were none.

3. TO ACCEPT THE MINUTES OF THE POLICY AND FINANCE COMMITTEE'S MEETING OF 18 NOVEMBER 2020 PREVIOUSLY AGREED AT FULL COUNCIL 16 DECEMBER 2019.

These were ACCEPTED.

4. MATTERS FOR RESOLUTION

a. To note the Internal Auditors' report from their visit of 10 February 2020 covering the third quarter to 31 December 2019.

Members had a couple of queries, mainly on the matching up of VAT quarters and the VAT error caused by the importing of information from Sports-Booker and the macro-dependent spreadsheet having an error in one of its fields.

The report was noted.

b. To receive an update on the financial handling in the parish office.

Members were updated on the current situation and how matters were being progressed. Book-keeping services from Humphry's were priced at £25p.h. A move across to BACS payments was agreed with a target of June, and it was acknowledged that the input of the council's accountants and Internal Audit would be required to ensure a robust system.

c. To note the CF First Responders' report and agree the request for release of the funds of £1,500 that are included in the 2019-20 budget for the CF First Responders.

Comment was made by Members to congratulate the First Responders on their achievements and support for their community. The funding was confirmed as being in the budget and that a proforma grant application form would be completed for audit trail purposes to enable the release of the grant. Following proposal, seconding and on a show of hands the grant of £1,500 was approved.

d. To discuss and agree a methodology for introducing councillor specific email addresses for CFPC communications and public contact.

The Clerk reported on the costs for Members to be linked through the Microsoft account at some £2k p.a. for all 18 Members. It was agreed that the Clerk should look into alternatives, in conjunction with the council's IT contractor and report back.

e. To discuss and agree the setting up of a Working Group to do preliminary updating of policies prior to P&F review.

It was agreed that the reviews were necessary, Members commented on the need for a policy on updating policies to clarify version numbers, and balancing reviewing

the oldest policies against the most important. It was also mentioned that an Environmental/Carbon Neutral Policy would be required and that could be undertaken by the proposed Climate Change Working Group (as a sub-committee of this committee).

f. To receive reports from Working Groups

The Cycle Path group had not progressed very far but had contacted Lord Lifford and discussion was taking place at the LAC.

The Christmas in Chandler's Ford group needed additional volunteers

g. To suggest items for the newsletter.

Climate change, Precept, Funtasia 75VE-Day, trees, wildflower meadow, grants, Get Active 50+ group, First Responders, and 'Meet the Team' of grounds staff were suggested.

5. TO NOTE THE FINANCIAL REPORTS:

i. To note the bank reconciliations.

These reconciled and were noted.

ii. To note the third quarter's financial statements including P&L, Balance Sheet and Budget to Actual reports.

From the P&L account it was noted that: - if the capital expenditure is taken out of the year to date figures, as it is paid for by Reserves to hand and PWLB financing, the apparent loss of £422,099.32 becomes an operating surplus of (-£422,099.32+ £593,050.48 =) £170,951.16 as at 31 December 2019.

From the Budget to Actual report the main variances for the 3rd quarter were: -

Income: Precept – 2nd half paid 30 Sept, Fryern Pavilion income up £0.5k, Hiltingbury down £10.6k to budget

Expenditure:

StreetScene invoiced Jan £8.3k, Hiltingbury and Fryern Pavilion running costs down on anticipated (£2.7k) Fryern up on year only item that would account was the non-domestic rates, Salary costs down by 3.2k – offsets increase professional fees £2.2k up, Pavilion Extension delays to Sports Hall – Acheson's construction costs – delayed invoices/costs, covered from capital funding, Maintenance up £1.5k – mis-posting cleaning, Training up £379 Tori's Powered platform training (maintenance/lights sports hall @ 9m high) Sundry Expenses £473 Xmas lights Fryern Arcade

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

These were noted, and following proposal, seconding and on a show of hands the payments due were AGREED.

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

An update on the emails for Cllrs, Velmore Report and from Working Groups.

9. DATE AND TIME OF NEXT MEETING

The date was confirmed as Monday 27 April 2020 at Fryern Pavilion, Greenways.

That being all the business the meeting closed at 8.30p.m.

Chairman.....