

CHANDLER'S FORD PARISH COUNCIL – POLICY AND FINANCE COMMITTEE

22 OCTOBER 2018

Fryern Pavilion, Fryern Recreation Ground

COUNCILLORS PRESENT: Chairman Cllr Holden-Brown; Councillors Atkinson, Bicknell, Dolbear, Duguid, Evans and Ricketts.

In Attendance: Duncan Murray (Parish Clerk)

Public Participation:

There were no member of the public present.

1. APOLOGIES

There were apologies from Cllrs Bourne, Broadhurst and Johnson

2. DECLARATIONS OF INTEREST

There were none

3. TO ACCEPT THE MINUTES OF THE POLICY AND FINANCE COMMITTEE'S MEETING OF 16 JULY 2018 AS PREVIOUSLY AGREED AT THE PARISH COUNCIL MEETING OF 24 SEPTEMBER 2018.

These were accepted.

4. TO RECEIVE AN UPDATE ON MAKING TAX DIGITAL AND ACCOUNTANCY PACKAGE OPTIONS.

The Clerk briefed Members on the research so far commenting that QuickBooks seemed the most cost-effective cloud-based system of the two being looked at, coming in at less than half the price of Sage, but also said that the way software packages to interface with each other was going to be a deciding factor. The booking software that was to be needed would have to have a great deal more functionality and this would need to integrate seamlessly with the nominal ledger entries in the accounting software.

Following proposal seconding and on a show of hands it was AGREED that this should be looked at by Audit and Risk at an early stage and a Member said that they could pass on contact details of the local QuickBooks representative. If possible, it was asked that a presentation could be made at the next meeting of the committee, or an extraordinary meeting could be held in December in time for a recommendation to be taken to Full Council on the 17th.

5. MATTERS FOR RESOLUTION

- a) to note (as an interim measure as the next full council meeting is in a further 6 weeks' time) the External Auditor's report for the financial year ending 31 March 2018,**

It was NOTED that there had been a clean External Audit Report/ AGAR Part 3. Members asked that officers involved in the finances should be complemented on their efforts.

- b) to discuss and agree whether a recommendation should be made to Full Council to write off the debt accrued (£289.80) by Chris Byrne for room hire for his Tai Chi classes in 2017-18.**

The Clerk reported significant efforts had been put into chasing the debt, but the individual had moved, and there were no contact details on his trading websites. It was reported that there wasn't a Bad Debts Policy at present and that officers followed the guidance/regulations as they impacted on a Parish Council by statute. Following proposal, seconding and on a show of hands it was AGREED to make a RECOMMENDATION to Full Council that the bad debt should be written off.

c) to agree to move the October meeting from 15th to 22nd 2018.

This was agreed.

6. TO NOTE THE FINANCIAL REPORTS:

- i. to note the bank reconciliation Barclays Current Account 19 June 2018 to 18 August 2018 and the HSBC account 26 June 2018 to 25 August 2018,**
- ii. to note the reason for the £13k variance in Direct Costs from the 1st qtr and that as there were items that had no expenditure in the 1st qtr they therefore had zero budget allowance,**
- iii. to note the provisional 2nd quarter accounts P&L, Balance Sheet and Budget to Actual Variance Report, and**
- iv. to agree the payments made from the SAGE payment summary and to authorise payments due, to sign cheques.**

The reconciliations were noted, as was the reason for the variance on the 1st Quarter's budget to actual being that there was a £13k allowance for play equipment that was invoiced in August not June as had been expected.

The 2nd Quarter's budget to actual variances were due to the following factors: -

- Play Area updating came in at £46k not £50k
- Direct Costs up £15k on qtr, £2k on year-to-date - Items not in budget: - Benches - £6k, H/bury Rats £1.6k, Parking Set Up costs £2.2k, AV equipment £5k, Boom Sprayer £1.1k = £15k
- Fryern Costs – Additional £10k Water boiler replacement (s106 payment due)
- Grants Income – down £20k due to EBC retention of 5% (as per our contract retention with Acheson)

The following comment from the Clerk was noted (having checked the status with our accountants): -

That Parish Councils do not have 'fixed assets' in terms of depreciation, all council assets are required to be zeroed/written off financially at year end. Therefore, the Hiltngbury Capital expenditure is not shown on the balance sheet as an increasing fixed asset to counter the loan that was taken out. It is shown as expenditure on the P&L Account and the loan shows on the Balance Sheet as a long-term liability.

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

7. TO DISCUSS AND AGREE WHETHER THE PROPOSALS PUT FORWARDS BY CLLR PRAGNELL SHOULD BE AUTHORISED FOR NON-OFFICERS TO LOOK INTO THEIR FEASIBILITY AND REPORT BACK TO THIS COMMITTEE.

With the Chairman correctly omitting the 'and secure funding' by Members from the item put forwards for the agenda by Cllr Pragnell of policy/aspiration ideas for the council members had a brief discussion which included a question about why Members would need to be pre-authorised to undertake feasibility studies, and clarification that the resolution

would be clear about there being no ability to enter into obligations by the Member(s) undertaking this work.

Following proposal, seconding and on a show of hands was AGREED that Cllr Pragnell, along with others that might form Working Groups, could without entering into any obligations, or even creating perceived contractual arrangements (agreed framework to be decided), undertake the feasibility studies into:

“Creating a cycle event using recreation grounds and cycle paths (and possibly outside the parish as a larger event), investigating if the PC can organise the building of a quality hard path through Ramalley Woods to connect Valley Park with Chandlers Ford, investigating marking the connection with Rev Audrey, providing HCC with details of houses that have allowed hedges to obstruct footpaths, bringing Christmas the C/Ford and establishing a team to track down grants available to the Parish Council (**specifically omitting** ‘securing grants’ by Members).”

Members asked the Clerk to create a framework for the limitations of Working Groups, for consideration at the next meeting of the committee, to ensure the limitations of those groups are clearly stated.

8. TO MATTERS TO BE TAKEN TO THE COMMITTEE’S NEXT AGENDA.

Velmore Youth Service, Lantern Parade (Clerk to establish expected uptake levels before the next meeting), Draft Bad Debt Policy, and the Working Group Framework.

9. DATE AND TIME OF NEXT MEETING

Agreed as 7.00pm Monday 19 November 2018, Fryern Pavilion, Greenways.
That being all the business the meeting closed at 8.20p.m.

Chairman.....