



**Minutes of the meeting of the Finance and Administration Committee.
Held at Colden Common Community Centre, St Vigor Way, Colden Common, SO21 1UU
on Tuesday, 3rd May 2022 at 7.00pm**

Present: Cllr Hazel Crosthwaite (Chair)
Cllr Shaun Byrne (at item 43/21)
Cllr Richard Izard
Cllr Maggie Hill
Cllr Alex Loughran

Apologies: Cllr Rob Veck
Sophie Thorogood (Asst Clerk)

In attendance Debbie Harding (Clerk)

F38/21 To receive any apologies for absence.
Cllr Veck sent his apologies as unable to attend the meeting.

F39/21 To receive any Councillor declarations of pecuniary or non-pecuniary interests, in relation to any items on the agenda.
No declarations of interest were made.

F40/21 To approve and sign the minutes of the meeting of the Finance Committee held on 28th March 2021.
The minutes of the Finance Meeting held on 28th March 2022 having been circulated, were considered.

The minutes were agreed as an accurate record of the meeting, proposed by Cllr Alex Loughran, seconded by Cllr Hazel Crosthwaite and carried.

F41/21 Update on minutes, correspondence and other relevant matters not included elsewhere on the agenda (for information only)

The Clerk will be moving the accounting package from Scribe accounts to Edge as from 1st April 2022. This is because of the comprised functionality for Councils who operate Income and Expenditure accounts. Scribe works on a receipt and payment basis which then converts the accounts to income and expenditure at year end. This means that the reports produced are not real time and any yearend adjustments have to be manually changed in reports the following year. Manual changes defeat the object of having a bespoke Parish Council accounting package.

The Clerk has asked Scribe for a part refund of last year's license fee.

F42/21 To receive any questions from members of the public

No members of the public were present.

F43/21 To receive the internal auditor's opinion on the audit of the accounts for the year ending 31st March 2022

The internal auditor has signed the AGAR and by doing so is satisfied that during the financial year ending 31st March 2022, the Parish Council has complied with the relevant procedures and controls in operation and has obtained appropriate evidence.

The internal audit report will be received by Full Council at the next meeting.

F44/21 To resolve to recommend to Full Council to approve, sign, date the Income and Expenditure for Colden Common Parish Council prepared in accordance with proper practices by the Proper Officer of the Parish Council for the financial year 2021-221

The Clerk gave a summary of the income and expenditure against budget for the financial year ending 31st March 2022 as detailed below

¹ The Accounts and Audit Regulations 2015, Part 4, Reg 11&12

Year end summary document

Income	Year end 2020-21	Actual 2021-22	Budgeted 2021-22	Variance to budget
Finance Committee	£215,704.26	£203,526.98	£203,290.28	£236.70
Recreation Committee	£11,614.65	£79,835.04	£6,200.00	£73,635.04
Planning Committee	£0.00	£10,000.00	£20,000.00	-£10,000.00
lengthsman		£15,084.00	£0.00	£15,084.00
Total Income	£227,318.91	£308,446.02	£229,490.28	£78,955.74

Expenditure	Year end 2020-21	Actual 2021-22	Budgeted 2021-22	Variance to budget
Finance Committee	£79,658.66	£82,685.40	£97,669.00	-£14,983.60
Recreation Committee	£138,886.34	£127,707.69	£133,244.00	-£5,536.31
Planning Committee	£13,305.51	£23,037.43	£44,600.00	-£21,562.57
Lengthsman	£0.00	£14,791.90	£0.00	£14,791.90
Total Expenditure	£231,850.51	£248,222.42	£275,513.00	-£27,290.58

It was resolved to recommend to Full Council to approve, sign and date the income and expenditure for Colden Common Parish Council for the financial year 2021-22. Proposed by Cllr Hazel Crosthwaite, seconded by Cllr Shaun Byrne and carried.

F45/21 To resolve to recommend to Full Council to approve, sign, date the statement of balances prepared in accordance with proper practices by the proper officer of the Parish Council for the financial year 2021-22

The statement of balances was circulated showing year end reserves of £260,951.30 balanced from last year as detailed below

Statement of reserves

Balance b/f 2020/21	£200,727.70
Income 2021/22	£308,446.02
Expenditure 2021/22	£248,222.42
Balance c/f 2021/23	£260,951.30

Earmarked at year end	
Restricted CIL funding	£16,679.16
Rec Pavilion refurbishment	£42,876.69
Footpath project	£10,000.00
Assets to be replaced 2022/23	£41,300.00
Asset to be replaced 2-4 yrs	£45,864.00
Lengthsmen Contract	£995.35
Free Reserves	£103,236.10
TOTAL RESERVES	£260,951.30

It was resolved to recommend to Full Council to approve, sign, date the statement of balances prepared in accordance with proper practices by the proper officer of the Parish Council for the financial year 2021-22, proposed by Cllr Shaun Byrne, seconded by Cllr Alex Loughran and carried.

F46/21 To resolve to recommend to Full Council that the Council approve section 1 of the Annual Governance and Accountability Statement) declaring it correct to the best knowledge and belief with respect to the accounting statements for the year ending 31st March 2022 for submission to the external auditor.

The Committee having read the statements contained in section 1 of the Annual Governance Statement 2021/22 resolved to recommend to Full Council to approve section 1 of the Annual Governance and Accountability Statement) declaring it correct to the best knowledge and belief with respect to the accounting statements for the year ending 31st March 2022 for submission to the external auditor, proposed by Cllr Hazel Crosthwaite, seconded by Cllr Maggie Hill and carried.

F47/21 To resolve to recommend to Full Council that the Council approve section 2 on the Annual Governance and Accountability return for the year ending 31st March 2022 approve and sign the statement, declaring it correct for submission to the external auditor

It was resolved to recommend to Full Council to approve and sign section 2 on the annual Governance and Accountability return for the year ending 31st March 2022 declaring it correct for submission to the external auditor, proposed by Cllr Hazel Crosthwaite, seconded by Cllr Shaun Byrne.

F48/21 To review a draft license for the Tennis Club to occupy a space in the Recreation Ground Pavilion and resolve to recommend it to Full Council

A draft license for Colden Common Tennis Club to occupy the social space adjacent to Recreation ground pavilion has been prepared by Hampshire Legal Services. The following changes were recommended to the 1st draft.

- 1.3 License fee amount to be a **peppercorn**
- 1.11 the clause **headings**
- 2.1 Subject to Clause 3 the Council now grants to the licensee the right for the **licensee**
- 3.3 Can children be defined as under 16's
- 3.4 without prior written permission **from** the
- 3.5 first obtaining the necessary **licences**
- 3.6 change month to **year**
- 3.8 Would it be best practice to specific an indemnified amount?
- 3.9 Change Licensees to **Licensee**
- 3.11 Not to alter nor add to the building **in any manner** nor to
- 6.1 after capable of remedy of any covenant and **/ or**
- 7.1.1 to **the** Council

It was resolved to instruct Hampshire Legal Services to make these changes and then forward a copy of the license to Colden Common Tennis Club for their comments, proposed by Cllr Shaun Byrne, seconded by Cllr Hazel Crosthwaite, and carried.

F49/21 To receive a copy of the Parish Council byelaws

The byelaws for the Recreation Ground, Colden Common Park and The Green were circulated. It was agreed to circulate the NALC legal topic on byelaws to members of the Finance Committee.

F50/21 To review the reserves policy in relation to commuted sums and resolve any recommendation (if required) to Full Council

The adopted reserves policy for Colden Common Parish Council was reviewed

It was resolved that there was no need to ring fence commuted sums. Asset life is reviewed each year and reserves are ear marked for potential replacement on a rolling 5-year period thus giving adequate time to consider financial provision for replacement.

Proposed by Cllr Maggie Hill, seconded by Cllr Hazel Crosthwaite and carried.

F51/21 To agree any matters for the next meeting
To consider grant applications