



**Minutes of the meeting of the Finance and Administration Committee.  
Held at Colden Common Community Centre, St Vigor Way, Colden Common, SO21 1UU  
on Monday, 6<sup>th</sup> December 2021 at 7.00pm**

**Present:** Cllr Hazel Crosthwaite (Chair)  
Cllr Shaun Byrne  
Cllr Richard Izard  
Cllr Maggie Hill  
Cllr Alex Loughran  
Cllr Rob Veck  
Cllr Laurence Wilks

**Apologies:**

**In attendance** Debbie Harding (Clerk)  
Sophie Thorogood (Asst Clerk)  
1 member of the public

**F14/21 To receive any apologies for absence.**  
No members of the Committee were absent

**F15/21 To receive any Councillor declarations of pecuniary or non-pecuniary interests, in relation to any items on the agenda.**

Cllr Loughran declared he is a Trustee and Treasurer of Colden Common Community Association and will not take part in the meeting when the grant application is discussed and determined. Cllr Loughran also stated at under item F20/21, in respect of the Centre the Trustees of the Colden Common Community Centre are responsible for the premium.

**F16/21 To approve and sign the minutes of the meeting of the Finance Committee held on 2<sup>nd</sup> August 2021.**

The minutes of the Finance Meeting held on 2<sup>nd</sup> August 2021 having been circulated, were considered.

***The minutes were agreed as an accurate record of the meeting, proposed by Cllr Maggie Hill, seconded by Cllr Richard Izard and carried. Cllr's Veck and Wilks abstained.***



**F17/21 To receive any updates regarding actions from the last meeting or any other general updates for information only**

The Clerk believes that a safe is no longer necessary, but this will be discussed under agenda item 24/21.

All other matters and updates from the last meeting are matters on the agenda for discussion this evening.

**F18/21 To receive any questions from members of the public**

No members of the public were present.

**F19/21 To receive a draft budget for the financial year 2022-23 and make a recommendation to the Full Council for the budget and resulting precept demand on Winchester City Council**

The Clerk prepared a draft budget which was distributed to the Committee for consideration prior to the meeting. The draft budget contained a year end forecasted position for reserves carried forward. It was noted that budgeted projects for 2021-22 may not take place in 2022-23, so reserves may increase on 1<sup>st</sup> April 2022, a deficit to income the following year. This will not affect setting a budget and a precept demand for 2022-23.

The draft budget was prepared on the assumption that an additional 40 houses will contribute towards the precept in the next financial year. It was prepared with an increase of 2% on a band D property.

The year end reserves and proposed draft budget and use of reserves for 2022-23 comply with the reserves policy of the Council.

The proposed budget for 2022-23 does not make an allowance for any election costs. If elections for Parish Council seats are contested next year, the Council may incur election costs of £7,000 which will need to be funded by reserves.

The budget has assumed that provision will be made for grant awards next year of upto £6,000 plus £5,000 of grants which are awarded on an annual basis.

After discussion by the Committee, it was resolved to include a provision of £4,500 for the purchase of an automatic number plate recognition camera (ANPR) to use for speedwatch in the village. This will record car numberplates and speed and reduce the number of volunteers required at speedwatch sessions from 3 to 2.

The proposed budget allows for the following projects in the financial year 2022-23, subject to funding / further approvals by the relevant Committee.

<b>Recreation Income</b>		
	Forecasted Grant Pump track	£65,000.00
	<b>Budgeted project Income</b>	<b>£65,000.00</b>
<b>Finance Expenditure</b>		
	New laptop	£1,000.00
<b>Recreation Expenditure</b>		
	Skateboard area repairs	£5,000.00
	Cricket nets extension	£5,000.00
	Pump Track installation	£65,000.00
<b>Planning Expenditure</b>		
	CCCC Car Park repairs	£13,000.00
	ANPR	£4,500.00
	Village gateways	£13,000.00
	<b>Budgeted project expenditure</b>	<b>£106,500.00</b>
		<b>-£41,500.00</b>

***The Committee resolved to recommend to the Full Council 2022-23 budgeted income of £74,828, expenditure of £ 308,198.77 and use of reserves of £23,109.25. This resulted in a recommendation to the Full Parish Council to increase the precept by 3%, which equates to an extra £3.60 per band D property per annum. This is based on an estimated additional 40 houses contributing to the precept, a precept demand to Winchester City Council of £210,262 (£10,922 increase year on year).***

***Should the tax base increase before the January meeting, the proposed 3% increase should be reduced and agreed at the January meeting of Full Council.***

***Proposed by Cllr Richard Izard, seconded by Cllr Rob Veck and carried.***

**F20/21 To review the independent valuation of the Parish Council's buildings and resolve any further actions or changes to the Parish Council insurance schedule**

At the last meeting of the Finance Committee, insurance for the Parish Council's sports pavilion was increased as follows

Main Road Pavilion from £250,000 to £750,000  
Colden Common Park Pavilion from £1,103,232 to £1,750,000

An independent desk top valuation of the buildings was commissioned by the Parish Council. This was conducted by a company recommended by our insurers, RebuildcostASSESSMENT.com. They are a company regulated by the Royal Institution of Chartered Surveyors (RICS). The detailed desktop assessment was circulated to Councillors prior to the meeting for review. A summary is contained on the follow page.

The rebuild valuations have indicated that the original insurance values for the Parish Council pavilions were sufficient. The valuation uses a Building Cost Information Service (BCIS) model on the building (for example sports building, community building) and a rate per square metre for re-build value. It is noted that the rate chosen to value the buildings are lower quartile or the medium range. The Clerk has reviewed the square meterage of the buildings and they appear to be correct.

The Clerk is concerned that increased costs in relation to building supplies and employment costs driven by both Brexit and the pandemic may have not yet filtered down to the cost per square metre of rebuild values. The inflation rate has also seen an increase.

The Clerk has asked the assessor to confirm the following information

- The date that the cost per square metre was last reviewed
- The figure per square metre for the medium quartile / higher rate.

Our insurance broker has been asked to confirm what would happen if the Parish Council reduced the insurance cover and the rebuild values were higher than the desk top survey recommended. Our insurers have replied as follows:-

*“Surveyors are specialists in this area and with this expertise, are able to take into account a number of factors that would lead to the values presented. In the event of there being a discrepancy in the figures, your insurers will take into account that a specialist was approached to provide these figures. Ideally, valuations should be undertaken every 3 years, so as to ensure that issues like these are few and far between.”*

If the rebuild values for the two pavilions were reduced as recommended by the surveyor, this would result in a refund on the insurance premium of £1,621.80 as from the 7<sup>th</sup> December. The refund amount decreases pro-rata to the end of the insurance period which is 1<sup>st</sup> October 2022.

It was agreed that the current insurance level should be maintained until the Council has received the information from the insurance broker on the higher rates per square metre and the date is that these rates were last reviewed.

Cllr Alex Loughran reported that the Community Association would implement any increase required to the Community Centre insurance cover, if professionally recommended

***It is recommended that once this information is received the Full Council resolves the insurance level required at the January 2022 meeting. Proposed by Cllr Laurence Wilks, seconded by Cllr Hazel Crosthwaite and carried.***

Building	Sq metres	BCIS model used	Rate chosen	Price per Sq mtr	Previous insured value	Current Insured value	Recommended value for insurance purposes (excl Vat)	Uplift by 20%	Recommended value versus current insurance
<b>Colden Common Park Pavilion</b>	374m2	Sport Pavilion, Club House (Brick)	Median	£1,802	£1,103,232	£1,750,000	£812,582	£975,098	£937,418
<b>Main Road, Recreation Ground</b>	115m2	General Purpose Hall/ Sports Pavilion	Lower quartile	£1,698	£250,000	£750,000	£251,266	£301,519	£498,734
<b>CCPC Subtotal</b>						<b>£2,500,000</b>	<b>£1,063,848</b>	<b>£1,276,618</b>	<b>£1,436,152</b>
<b>Community Centre</b>	744m2	Community Centre Brick	Lower quartile	£1,631		£2,005,863	£1,751,583	£2,101,900	£254,280
<b>Rebuild value for Community Centre includes VAT as unable to claim VAT back</b>									

**F21/21 To consider a grant application from the Colden Common Community Association for the installation of motorised doors to the main entrance of the building.**

The Trustees have resolved the supplier of automatic doors for the Community Centre at a total cost of £17,022.83 which includes electrical works.

It has been confirmed by the supplier, and Winchester City Council building control that fire doors are not required for the lobby doors and final entrance/exit doors.

The trustees have received a grant of £10,000 from the National Lottery and £2,000 has already been approved as a grant from the Parish Council\_ at the Full Council meeting on 6th September 2021 minute reference FPC 59/21

***It was resolved that the Finance Committee approve a further grant award of £5,000 towards this project, proposed by Cllr Hazel Crosthwaite, seconded by Cllr Shaun Byrne and carried. Cllr Alex Loughran abstained.***

Cllr Loughran, a Trustee of the Community Centre, thanked the Council for their support for this project.

**F23/21 To ratify the decision to reinvest £85,000 with Redwood Bank on a one-year fixed investment with annual interest of 1.15%**

***It was resolved to ratify the reinvestment of £85,000 with Redwood Bank on a one-year fixed investment with annual interest of 1.15%. proposed by Cllr Maggie Hill, seconded by Cllr Rob Veck and carried.***

**F24/21 To update on the registration of the areas of land owned by the Parish Council with the land registry.**

Land at Valley Close, Bluebell Wood and the Triangle on two conveyances are not registered with the land registry

After obtaining 3 quotes, Hampshire County Council Legal Services has been instructed to register this land with the Land Registry on behalf of the Parish Council. The Clerk will remove the documents at Shentons and take them straight to Hampshire County Councils offices for registration. Copies will be kept in the office. The estimated cost of £240.00 plus disbursements.

***It was resolved to authorise the Clerk to remove all the legal documents held by Shentons Solicitors, proposed by Cllr Hazel Crosthwaite, seconded by Cllr Rob Veck and carried.***

**F25/21 To agree any matters for the next meeting**

Review standing orders

Consider quotes versus risk for new alarm at Colden Common Park

Review Terms of Reference

Discuss any requirement and scope of CCTV in the village.