



CRANLEIGH PARISH COUNCIL

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27 January 2022

NOTICE OF A MEETING OF THE FINANCE COMMITTEE

Members of the Finance Committee are respectfully summoned to a Meeting to be held on **Thursday 03 February 2022 at 8.00pm** at the Snoxhall Community Centre.

Members of the public and press are entitled to attend this meeting in person but are encouraged to join the meeting via zoom using this link:

To join the meeting:

Topic: Finance Committee
Time: Feb 3, 2022 08:00 PM Greenwich Mean Time

Join Zoom Meeting
<https://us06web.zoom.us/j/81554804449?pwd=Z0tkcUYvWG41N3RhM2ZiZUhaS3I5dz09>

Meeting ID: 815 5480 4449
Passcode: 168405
One tap mobile
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Beverley Bell FSLCC
PARISH CLERK

To:- The Finance Committee

Cllr P Chapman Chairman
Cllr R Denton Vice Chairman
Cllr D Nicholas
Cllr N Sanctuary
Cllr E Townsend
Cllr R Tyler
Cllr C Walker

AGENDA

1. APOLOGIES FOR ABSENCE
Recommendation:
 - **To accept apologies and reasons for absence.**
2. DECLARATIONS OF INTEREST
Recommendation:
 - **To receive any declarations of interest from Members in respect of any item to be considered at the meeting and notification of any changes to Members' Interests.**
3. PUBLIC SESSION
Recommendation:
 - **To note comments by members of the public.**
4. MINUTES OF THE FINANCE COMMITTEE
Recommendation:
 - **The Committee to approve the Minutes of the Meeting of the Finance Committee held on 18 October 2021 as a correct record and the Committee Chairman to sign.**
5. CHAIRMAN'S REPORT
Recommendation:
 - **To note the report.**
6. CLERK'S REPORT
Recommendation:
 - **To note the report.**
7. BUDGET REPORT
Review income and expenditure budget report to 31 December 2021 and to approve virements to cost centre overspends in accordance with Financial Regulation 4.2.
Recommendation:
 - **To review the income and expenditure budget report to 31 December 2021 and to approve the virements to cost centre overspends.**
8. UPDATE ON EARMARKED RESERVES AND CIL
Recommendation:
 - **To review future expenditure from Earmarked Reserves and Neighbourhood CIL and to make a recommendation to Council.**
9. YOUTH MUSIC CLUB FUNDING
Recommendation:
 - **To allocate revenue budget for the Youth Music Club**

10. PROPERTY & ASSET COMMITTEE FUNDING REQUESTS

Recommendation:

- To order a new John Deere machine to be funded from the Snoxhall Fields Charity Reserve
- To order a front loader for the tractor to be funded from the Snoxhall Fields Charity Reserve
- To order a new storage container to be funded from the 2022/23 Forward Maintenance Plan reserve.
- To order groundworks and fencing for storage compound to be funded from the 2022/23 Forward Maintenance Plan.
- To order a new fuel bund for the storage compound to be funded from the 2022/23 Forward Maintenance Plan.
- To order drainage works in the summer to be funded from the 2022/23 Forward Maintenance Plan.
- To proceed with the electrical safety work in the summer holidays and to ask the Council to release the funding from the Snoxhall Fields Charity Reserve.
- To produce a specification for the upgrade of the pavilion toilets including converting a redundant store room to ladies toilets adjacent to the changing rooms, to consult with the Recreation Users Group and to seek three quotations for the work and ask the Council to release funding from the Snoxhall Pavilion earmarked reserve.

11. PARK MEAD SCHOOL GRANT APPLICATION

Recommendation:

- To make a recommendation to Council.

12. CRANLEIGH BUSINESS IMPROVEMENT DISTRICT (BID)

Update from Council nominated representative Cllr N Sanctuary

Recommendation:

- To make a recommendation to Council on whether to support the BID.

13. COUNCIL PROPERTY LEASES

Recommendation:

- To review the leases
- To consider a commercial hire request from Girl Guiding

14. LONG TERM INVESTMENT PLAN

Update from Cllrs P Chapman and C Walker

Recommendation:

- To note the update.

15. VARIABLE DIRECT DEBITS

Details of variable direct debits for financial year 2022 – 23 to be authorized by the Council in accordance with Financial Regulation 6.7, as attached.

Recommendation:

- To approve the variable direct debits for financial year 2022 – 2023.

16. UTILITY SUPPLIERS

Recommendation:

- To seek an alternative water supplier

17. PRE-APPROVAL OF CONTRACTORS

To recommend to Council to update its Financial Regulations and adopt a list of pre-approved contractors for the supply of routine services and essential maintenance.

(This item may be considered in private and confidential session: Reason - commercial in confidence).

Recommendation:

- **To recommend to full Council to update its Financial Regulations.**
- **To recommend to full Council to adopt a list of pre-approved contractors.**

18. DEBTORS

Report on debtors to 31 December 2021.

(This item may be considered in private and confidential session: Reason - commercial in confidence).

Recommendation:

- **To note the report.**

19. FEES AND CHARGES

(This item may be considered in private and confidential session: Reason - commercial in confidence).

Recommendation:

- **To recommend the fees and charges for financial year 01/04/2022 – 31/03/23.**

20. COMMUNITY BUILDINGS

(This item may be considered in private and confidential session: Reason - commercial in confidence).

Recommendation:

- **To consider usage of community buildings.**

21. DATE OF NEXT MEETING

Monday 09 May 2022

Please note that the agenda and all associated papers can be found on the Parish Council website www.cranleigh-pc.gov.uk

Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees, and not seated in the designated no-filming area, will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.