



## CRANLEIGH PARISH COUNCIL

Tel: 01483 272311  
Fax: 01483 277573  
Website: [www.cranleigh-pc.gov.uk](http://www.cranleigh-pc.gov.uk)

Village Way  
Cranleigh  
Surrey  
GU6 8AF

31 October 2022

### NOTICE OF A MEETING OF THE FINANCE COMMITTEE

Members of the Finance Committee are respectfully summoned to a Meeting to be held on  
**Monday 07 November 2022 at 7.00pm** in the Council Chamber

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:

Join Zoom Meeting

<https://us06web.zoom.us/j/83620775056?pwd=bn1VWktPWVBpNHNTVHFFL2dpdlZUZz09>

Meeting ID: 836 2077 5056

Passcode: 432285

One tap mobile

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Meeting ID: 836 2077 5056

Passcode: 432285

Beverley Bell FSLCC  
**PARISH CLERK**

To:- The Finance Committee

Cllr P Chapman           Chairman

Cllr D Nicholas

Cllr N Sanctuary

Cllr M Scully

Cllr E Townsend

Cllr R Tyler

Cllr C Walker           Vice Chairman

## 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 August 2022 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 30 September 2022 and to approve cost centre overspends in accordance with Financial Regulation 4.2.

**Recommendation:**

- To review the income and expenditure budget report to 30 September 2022 and to approve the cost centre overspends.

8. INTERNAL AUDIT REPORT 01/04/22 – 31/03/23

- Mid Year Audit Report
- Scope & Effectiveness of Internal Audit

**Recommendation:**

- To recommend the Internal Audit Report mid year recommendations to the full Council.
- To recommend the report by Cllrs P Chapman and N Sanctuary on the scope and effectiveness of the Internal Audit to the full Council.

9. FIDELITY GUARANTEE

To review the level of fidelity guarantee insurance cover

**Recommendation:**

- To make a recommendation to the full Council on fidelity guarantee insurance cover.

10. LONG TERM INVESTMENT PLAN

**Recommendation:**

- To consider the current investment approach and to make recommendations to full Council.
- To review and recommend the Request for Proposal to the full Council.

11. UTILITY CONTRACTS

To consider quotations for gas and electricity contracts for Council properties.

**Recommendation:**

- **To select a supplier and contract for the supply of gas and electricity for Council properties.**

12. FOOTBALL CLUB FEES

The Committee AGREED to recommend the following fees to the Finance Committee:

- Snoxhall Pavilion Football Storage Room fee £800 per annum.
- Changing room use fee £25 per session, a session is Saturday or Sunday morning or mid week evening.
- Floodlights £30 + VAT per game.
- Pitch fee per football club £1,500: youth, adults, vets, girls, womens. Total £7,500 per annum.

**Recommendation:**

- **To approve the Property & Asset Committee recommendation and recommend to Council for adoption for the 2022 – 2023 season.**

13. DEBTORS

Report on debtors to 30 September 2022.

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

**Recommendation:**

- **To note the report.**

14. FORWARD MAINTENANCE PLAN 2022 REVIEW

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

**Recommendation:**

- **To review the Forward Maintenance Plan 2022 and its associated budget request.**
- **To recommend the Forward Maintenance Plan 2022 and budget to the Council for adoption.**

15. STAFF SALARY BUDGET 01/04/23 – 31/03/24

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

**Recommendation:**

- **To review the Personnel Committee's Staff Salary Budget recommendation.**

16. BUDGET 01/04/23 – 31/03/24

**Recommendation:**

- **To review scale of fees for services from 01 April 2023.**
- **To undertake the mid year fee review for long term hirers.**
- **To make a recommendation to the Council for the 01/04/23 – 31/03/24 budget.**

17. DATE OF NEXT MEETING

06 February 2023.

Please note that the agenda and all associated papers can be found on the Parish Council website [www.cranleigh-pc.gov.uk](http://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.