



CRANLEIGH PARISH COUNCIL

## NOTICE OF A MEETING OF THE FINANCE COMMITTEE

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Thursday 11 December 2025 at 7.00pm  
Council Chamber

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To ALL MEMBERS OF THE FINANCE COMMITTEE

Councillors are respectfully summoned to attend a meeting of the Finance Committee to be held at **7.00pm** on **Thursday 11 December 2025** at **the Council Chamber**.

Beverley Bell FSLCC  
**Parish Clerk**

04 December 2025.

Members of the public and press are entitled to attend this meeting in person and may also attend via zoom using this link:

Topic: Finance Committee  
Time: Dec 11, 2025 07:00 PM London  
Join Zoom Meeting  
<https://us06web.zoom.us/j/87079158316?pwd=XLCluSrQE58RTiHby22wtm1xqAMMSY.1>

Meeting ID: 870 7915 8316  
Passcode: 038952

One tap mobile  
+442080806591,,87079158316#,,, \*038952# United Kingdom  
+442080806592,,87079158316#,,, \*038952# United Kingdom

Please note that there is a maximum capacity of 25 persons in the Council Chamber including the Council.

### Members Questions

At the discretion of the Chairman, those members of the public, residing or working within the Council's boundary, will be invited to make representations or ask questions in respect of the business on the agenda, for a maximum of 3 minutes per person or 15 minutes overall.

## **AGENDA FOR THE FINANCE COMMITTEE MEETING**

### **To:- The Finance Committee**

Cllr T Cobby

Cllr D Nicholas     Vice Chairman of the Committee

Cllr M Scully

Cllr R Tyler

Cllr E Townsend

Cllr C Walker     Chairman of the Committee

### **1.     APOLOGIES FOR ABSENCE**

#### **Recommendation:**

- To receive 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 any comments from parishioners.

### **4.     FINANCE COMMITTEE MINUTES**

Distributed separately.

#### **Recommendation:**

- The Council to approve and the Chairman to sign as a correct record, the Minutes of the Finance Committee Meeting held on 07 July 2025.

### **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 2025 and to approve cost centre overspends in accordance with Financial Regulation 4.10.

#### **Recommendation:**

- To review the income and expenditure budget report to 30 September 2025 and to approve the cost centre overspends.

### **8.     RESERVES/CIL/S106 REVIEW**

- To review the level of Council reserves.
- To review the expenditure and deadlines for Neighbourhood CIL and S106.

#### **Recommendation:**

- To make a recommendation to the Council on the level of reserves held.
- To note the expenditure and deadlines for Neighbourhood CIL and S106.

9. UTILITY CONTRACTS

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

**Recommendation:**

- To delegate authority to the Clerk to renew the gas and electricity contracts.

10. INTERNAL AUDIT

**Recommendation:**

- To review the interim internal audit report and make a recommendation to the Council.
- To receive the report from Cllr D Nicholas on the scope and effectiveness of the internal audit and make a recommendation to the Council.

11. FOOTBALL CLUB FEES

To review expenditure and fees for 2026/7 season.

**Recommendation:**

- To make a recommendation for fees for 2026/7 season.

12. REGULAR CONTRACTS

*(This item may be considered in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence).*

To review all regular contracts for financial year 01/04/26 – 31/03/27:

**Recommendation:**

- To review regular contracts for financial year 01/04/26 – 31/03/27.

13. DEBTORS

*(This item may be considered in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence).*

**Recommendation:**

- To make a recommendation to the Council.

14. FORWARD MAINTENANCE PLAN 2025 REVIEW

*(This item may be considered in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – staff in confidence).*

**Recommendation:**

- To review the Forward Maintenance Plan 2025 and its associated budget request.
- To recommend the Forward Maintenance Plan 2025 and budget to the Council for adoption.

15. STAFF SALARY BUDGET 01/04/26 – 31/03/27

*(This item may be considered in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – staff in confidence).*

**Recommendation:**

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

16. BUDGET 01/04/26 – 31/03/27

*(This item may be considered in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – staff in confidence).*

**Recommendation:**

- To review scale of fees for services from 01 April 2026.
- To consider the requests for items for inclusion in the budget from the Property and Asset Committee.
- To make a recommendation to the Council for the 01/04/26 – 31/03/27 budget and precept.

17. DATE OF NEXT MEETING  
Thursday 22 January 2026.

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.

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