



CRANLEIGH PARISH COUNCIL
MINUTES OF THE FINANCE COMMITTEE MEETING
ON THURSDAY 29 APRIL 2021 AT 7.00PM
VIA ZOOM

Councillors

Cllr P Chapman*
Cllr R Denton (Vice Chairman of the Committee)
Cllr D Nicholas
Cllr N Sanctuary* (Chairman of the Committee)
Cllr E Townsend*
Cllr R Tyler*
Cllr G Worthington

PRESENT*

ALSO PRESENT: Parish Clerk B. Bell FSLCC, Admin Clerk R. Pass.

1. APOLOGIES FOR ABSENCE

The prior commitment apologies of Cllrs D Nicholas and G Worthington were AGREED.

2. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Waverley Borough Councillor.
- Cllr N Sanctuary declared that he is Chairman of Glebelands School Governors.

3. PUBLIC SESSION - There were no members of the public present.

4. MINUTES OF THE MEETING HELD ON 15 MARCH 2021

The Minutes of the Meeting of the Finance Committee held on 15 March 2021 were APPROVED as a correct record and will be signed by the Committee Chairman.

5. CHAIRMAN'S REPORT

- The Chairman reported his thanks to the Clerk for the intensive work at year-end and for the audit and noted the comment by the internal auditor about the detail provided.
- The Chairman said the Council had ended the year in a good financial position through new hirers, vaccination centre income and COVID-19 business support grants.
- The Chairman noted that the Council has significant expenditure coming up from ongoing projects and it should continue to review s106 held in reserves and limits on expenditure deadlines.

6. CLERK'S REPORT - The Clerk had no report.

7. BUDGET REPORT 01/01/21 – 31/03/21

		EXPENDITURE		
101	4014	Electricity	-462	Accrual £314
101	4026	Computer costs	-825	Survrey Monkey £384, Zoom £145, faulty hard drive £180, upgrade £200
105	4020	Misc expenses	-10	Should be 105 4036 - key cutting
201	4003	Temp workers	-4	Extra grass cutting due COVID demands elsewhere

201	4008	Training	-6	Additional training for aerial runway
201	4017	Refuse	-1545	Additional weekly bin collection due to excess litter during lockdown
201	4020	Misc expenses	-886	Shade sail expenditure from grant £649, litter banners £288
201	4036	Property maintenance	-26	Should be 201 4020 - key cutting
201	4037	Grounds maintenance	-1056	Tree surgery £380, fence pins £183, ecologist £695
201	4038	Equi/contracts	-410	£630 additional vert-draining - drain blocked
201	4042	Tree	-3095	Tree survey £3,220
203	4014	Electricity	-271	New supplier
203	4015	Gas	-1764	Accrual of £881 from previous year and new supplier
203	4016	Cleaning	-780	Additional mid week clean charged to hirer
203	4018	Health & safety	-2132	Gas safety £725 x 2, Ball net £768
203	4025	Insurance	-159	Accrual of £148 previous year
203	4036	Property maintenance	-360	New water heater £1,165
204	4036	Property maintenance	-136	No budget, water leak
204	4037	Grounds maintenance	-20	Tree surgery £380, fence pins £183, ecologist £695
205	4012	Water	-356	Accrual from previous year
205	4018	Health & safety	-249	Lux levels £185, asbestos re-inspection £195
205	4019	Security	-84	Alarm call-out for fault £206
205	4036	Property maintenance	-168	Roller shutter repair £203
301	4018	Health & safety	-1173	Fire alarm sensor replacement £493, lux levels £185, Boiler PCB £590
301	4036	Property maintenance	-442	Electrical repairs £459
401	4001	Staff	-564	Increase in costs over year
401	4011	Rates	-124	
401	4012	Water	-435	Accrual of £80 from previous year, plus additional drainage account
401	4014	Electricity	-1319	In dispute with EDF
401	4018	Health & safety	-147	Additional signs £153
401	4019	Security	-116	Locksmith
401	4020	Misc expenses	-45	Register of burials £645
401	4021	Telephone	-23	Increase in costs over year
401	4036	Property maintenance	-3083	£3,900 from general reserve for ground water RA
501	4001	Staff	-123	Increase in costs over year
		INCOME		
101	1090	Interest	-627	Low interest rates
201	1020	Pitch hire income	-3118	Reduced income due to lockdowns
201	1021	Tennis income	0	Grant funded
203	1051	Youth Centre income	9029	Over budget due to new hirer, excluding business support grants
204	1010	Allotments rent	-575	Gaps in hire due to turnover of plots

205	1010	Pavilion income	-3321	Lost income due to lockdowns, excluding business support grants
301	1013	CVH cupboard hire	-1300	No cupboard hirers since March 2020
301	1030	Village Hall income	-1193	Vaccination centre hire started 01 December 2020
401	1040	Burial Fees	-750	Fewer full burials
401	1041	Memorial Fees	-4965	Fewer full burial memorials
401	1042	Grant of Rights	2150	
401	1043	Transfer Fees	450	
401	1089	Misc income	-700	Move to 401 1043

- The Committee NOTED the budget report and AGREED the budget overspends in accordance with Financial Regulation 4.2.
- Councillors NOTED that the increased use of the Council's recreation grounds had led to increased litter and refuse collection costs. The volunteer litter pickers would be thanked for their assistance.
- Councillors NOTED that the Council's costs in relation to tree survey and associated surgery and ecology assessment had increased following the Witley judgement recommendations.

8. BUDGET REPORT 01/04/20 – 31/03/21

The Clerk reported the reserve allocations for the start of the financial year 01/04/21 – 31/03/22 as below. She advised that the general reserve as at 31 March 2021 was £102,343 but increased to £177,472 on 01 April 2021 due to underspends in the budget which can be apportioned to:

- Reduced cleaning contract due to lockdowns: public toilets for 3 months, Village Hall all year, office all year
- Reduced printing and stationary costs
- Reduced legal fees
- Reduced training and mileage costs
- Refund non-domestic rates for Snoxhall Pavilion and Youth Centre

310	General Reserve	£177,472
321	War Memorial Fund	£882
343	Capital	£15,000
344	Forward Maintenance Plan	£37,861
351	MUGA	£47,417
355	Youth Service agreement	£6,100
356	Snoxhall Fields parking income	£55,718
358	Snoxhall Fields access road	£42,926
360	Pitches	£33,418
366	Play park extension	£388
367	CCTV	£2,000
369	Snoxhall Fields parking control	£1,082
370	Centenary Garden	£5,165
372	Village Hall architect fees	£56,234
384	Cemetery drainage	£30,000

394	Public Conveniences	£949
395	Neighbourhood Plan	£1,667
398	Pavilion	£44,017
399	Tree surgery	£0
401	SERA Bins	£251
402	Youth Council Music Club	£3,659
	Total EMR	£562,206

The Committee NOTED the budget report.

9. FINANCE DATABASE PRESENTATION

- The Vice Chairman gave a presentation on the finance database he has created which analyses and enables the Council to interrogate the output of the Omega programme.
- The Chairman of the Council recorded her thanks to Cllr N Sanctuary for his hard work on this project.

10. INTERNAL AUDIT

- The Committee AGREED to recommend the approval of the Internal Audit report for financial year 01/04/20 – 31/03/21 to the Council for approval.
- The Committee AGREED to recommend the approval of the report on the scope and effectiveness of the Internal Audit for financial year 01/04/20 – 31/03/21 to the Council for approval with the following amendments:
Councillors noted that the appointment of the Internal Auditor to the Council had been kept under review and due to the pandemic and social distancing requirements, the Council had re-appointed Peter Frost for financial year 01/04/21 – 31/03/22 as he is familiar with the Council's systems.

11. ANNUAL RETURN 01/04/20 – 31/03/21

The Committee AGREED to recommend the approval of the annual return for financial year 01/04/20 – 31/03/21 to the full Council:

- Annual Governance Statement
- The Accounting Statements

12. INVESTMENT PLAN

The Committee AGREED to exclude the press and public from the meeting, reason commercial in confidence.

The Committee considered three quotations for investment advice. On closer inspection, one proposal was from a private bank detailing their investment opportunities. The Committee considered the investment advice quotations and investment opportunities in detail, but felt they needed more time to search the market for investment advice.

The Committee AGREED to recommend to the full Council:

- To place short term investments with Arbutnot, subject to their due diligence of our investment principles.
- To appoint a Working Party to investigate longer term investment opportunities.

13. DATE OF NEXT MEETING

To be arranged. The meeting closed at 8.50pm.

Signature.....

Date.....