



**CRANLEIGH PARISH COUNCIL**  
**MINUTES OF THE FINANCE COMMITTEE MEETING**  
**ON THURSDAY 03 FEBRUARY 2022 AT 8.00PM**  
**IN THE COUNCIL CHAMBER**

Councillors

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

PRESENT\*

ALSO PRESENT: Parish Clerk B. Bell FSLCC.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

- Cllr N Sanctuary declared that he is Chairman of Glebelands School Governors.
- Cllr D Nicholas declared he is a member of Cranleigh Football Club.
- Cllr P Chapman declared he is a member of Cranleigh Cricket Club.
- Cllr R Denton declared he is a member of the Cranleigh Cricket and Football Clubs.
- Cllr E Townsend declared she is a Waverley Borough Councillor and Surrey County Councillor.

3. PUBLIC SESSION

There were no members of the public present.

4. MINUTES OF THE MEETING HELD ON 18 October 2021.

The Minutes of the Meeting of the Finance Committee held on 18 October 2021, having previously been circulated, were AGREED and signed by the Chairman as a true record.

5. CHAIRMAN'S REPORT

The Chairman had no report.

6. CLERK'S REPORT

The Clerk had no report.

7. BUDGET REPORT 01/10/21 – 31/12/21

		<b>EXPENDITURE</b>		
101	4026	Computer	-1018	Office 365 now invoiced annually
102	4020	Misc Expenses	-6274	Henry Smith £5,900, ERDF payment £465 awaiting refund
105	4018	Health and Safety	-285	£347.50 to clear blockages/plumbing work
105	4036	Property maintenance	-192	Defib cabinet installation £336

201	4025	Insurance	-38	Insurance cover for new equipment
201	4044	Fuel & Oil	-693	Rising fuel costs
203	4016	Cleaning	-162	Extra mid week clean charged to client
203	4036	Property maintenance	-256	Plastering work £850 – journal from Snoxhall Charity EMR
205	4014	Electricity	-306	Rising energy costs
205	4018	Health and Safety	-1403	£778 plumbing/heating repairs, £700 5 yrly electrical insp
301	4018	Health and Safety	-48	£800 5 yrly electrical insp
		<b>INCOME</b>		
101	1089	Misc income	2544	CALA legal fees refund – journal to 101 4059
101	1090	Interest	-93	Below budget
201	1089	Misc income	9646 0	CIL £50,176 AED grant 1815 s106 43,381 Coffee 620
202	1200	Car Park	8042	Waiting figures for Oct - Dec.
203	1051	YC hire	8240	Exceeded budget
204	1010	Allotments hire	5667	Exceeded budget, accrual £3175
205	1010	SP hire	6523	Exceeded budget
301	1010	Village hall hire	9884	Exceeded budget
401	1040	Burial Fees	3200	Exceeded budget
401	1041	Memorial Fees	-2440	Three quarters of budget received
401	1042	Grant of Rights	4550	Exceeded budget

The Committee NOTED the budget report and AGREED the journals in accordance with Financial Regulation 4.2.

#### 8. EARMARKED RESERVES AND CIL

The Clerk gave an update on earmarked reserves and CIL including projects agreed but not yet completed.

The Committee NOTED the report and asked the Clerk to copy her spreadsheet to Cllrs P Chapman and N Sanctuary.

#### 9. PROPERTY & ASSET COMMITTEE RECOMMENDATIONS

- The Finance Committee AGREED to recommend to full Council to release £10,816.57 from the Snoxhall Fields Charity Reserve for the purchase of either a John Deere or Grillo machine.
- The Finance Committee AGREED to recommend to full Council to release £11,400 from the Snoxhall Fields Charity Reserve for the purchase of a front loader for the tractor.
- The Finance Committee DECLINED the request from the Property & Asset Committee to recommend the release of £8,025 from the Forward Maintenance Plan Reserve 2022/23 for a new green storage container. The Finance Committee questioned why the Council is not charging the Football Club for storage space in the pavilion and asked the Property & Asset Committee to address this issue with the Football Club. When considering the future improvements to the pavilion, the Finance Committee AGREED to ask the full Council to set up a Working Party to look at the re-development of the Pavilion and Youth Centre and include this in the Business Plan consultation. The Finance Committee also asked the Working Party to discuss the future plans with the Football Club.
- The Finance Committee AGREED to recommend to full Council the release of £30,332.17 from the following reserves for the installation of a storage compound at Snoxhall Fields:

- Forward Maintenance Plan 22/23 £20,135.01
  - Forward Maintenance Plan 21/22 £1,656
  - Cemetery EMR £8,309
  - Business Plan 21/22 EMR £232.16
- The Finance Committee asked the Clerk to consult the Designing Out Crime Officer about security for the storage compound.
  - The Finance Committee AGREED to recommend to full Council to release £1,965 from the Forward Maintenance Plan Reserve 2022/23 for a fuel bund.
  - The Finance Committee AGREED to recommend to full Council to release £3,399.99 from the Forward Maintenance Plan Reserve 2022/23 for the purchase of a pedestrian trencher and materials.
  - The Finance Committee AGREED to recommend to full Council to release £5,320 from the Snoxhall Fields Charity Reserve for the installation of surge protection at Snoxhall Pavilion, and to ask the Football Club to make a donation.

Cllr D Nicholas left the meeting.

10. YOUTH MUSIC CLUB

The Finance Committee AGREED to create a revenue budget of £450 for the hire of the Band Room for the Youth Music Club from the Chairman's Allowance in the Civic revenue budget.

11. PARK MEAD GRANT APPLICATION

The Finance Committee were supportive of the project by the Park Mead Primary School for a Multi Use Games Area but were unable to provide any funding from the Council's funds. The Committee is aware that the School has made other funding applications and AGREED to recommend to full Council to update the Council's grant application form to establish if alternatives sources of funding have been sought by grant funding applicants.

12. BUSINESS IMPROVEMENT DISTRICT (BID)

Cllr E Townsend declared an interest as the BID is part of her portfolio at WBC. As the Council's nominated representative, Cllr N Sanctuary had circulated a report on the BID to date. The Finance Committee AGREED to recommend to full Council to be included in BID.

13. LEASES

The Finance Committee AGREED to ask the Council's solicitor to provide advice on the Council's leases with the Band Room, CAB, Guides and Scouts to be funded from the professional fees revenue budget.

The Finance Committee AGREED to permit the commercial hire requested by the Guide Hall and to advise the Guides that the Council will be reviewing their lease.

14. LONG TERM INVESTMENT PLAN

Cllrs P Chapman, N Sanctuary and C Walker are working on the long term investment plan.

15. VARIABLE DIRECT DEBITS

The Finance Committee AGREED the following variable direct debits and asked the Clerk to check if the Council is still a member of the Wey & Arun Canal Trust.

Frequency	Payee	Description
Annual	IOG - Institute of Groundsman	Subscription
Annual	Information Commissioners Office	Data Protection registration
Annual	Wey & Arun Canal Trust	Subscription
Monthly	WBC	Building Rates
Monthly variable	Babble	Telephone and broadband

Monthly variable	EE	Mobile telephones
Monthly variable	Castle Water	Water supply
Monthly variable	Initial Washrooms	Sanitary services
Monthly variable	Ecotricity	Gas
Monthly variable	Octopus	Electricity
Variable	Screwfix	Misc Expense
Variable	Chipstead of Cranleigh	Fuel
Variable	Butler Fuels (Certas Energy UK)	Fuel
Variable	Telepay	Salaries
Variable	SSE	Snoxhall street lighting electricity

16. UTILITY SUPPLIERS

The Clerk reported on the issues with the Council's current water supplier and formal complaint submitted. The Committee AGREED for the Clerk to seek an alternative water supplier.

17. PRE-APPROVED CONTRACTORS LIST

The Clerk provided a background paper to the agenda on the creation of a pre-approved contractor's list.

The Finance Committee AGREED to recommend to Full Council to amend the Council's adopted Financial Regulations with the addition of the following clause 11.1 vii and to appoint a list of pre-approved contractors:

The Council will have access to a list of pre-approved contractors (preferred suppliers) which can be used to supply routine services or can be contacted to provide essential maintenance and servicing or emergency services.

18. DEBTORS

The Council has no long-term debtors.

19. FEES AND CHARGES

The Committee AGREED to Cllrs P Chapman and N Sanctuary to review the list of fees and charges and make a recommendation to full Council.

20. COMMUNITY BUILDINGS

Cllr R Denton left the meeting.

The Committee DELEGATED AUTHORITY to Cllrs P Chapman and N Sanctuary and the Clerk to meet with one of the Council's hirers and report back to the Council in February.

21. DATE OF NEXT MEETING

09 May 2022. The meeting closed at 9.51pm.

Signature.....

Date.....