



CRANLEIGH PARISH COUNCIL
MINUTES OF THE FINANCE COMMITTEE MEETING
ON THURSDAY 05 MAY 2022 AT 7.00PM
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

The prior commitment apology of Cllr D Nicholas was AGREED.

2. DECLARATIONS OF INTEREST

- Cllr N Sanctuary declared that he is Chairman of Glebelands School Governors.
- Cllr P Chapman declared he is a member of Cranleigh Cricket Club.
- Cllr R Denton declared he is a member of the Football Club.
- 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 03 FEBRUARY 2022.

The Minutes of the Meeting of the Finance Committee held on 03 February 2022, having previously been circulated, were AGREED and signed by the Chairman as a true record.

5. CHAIRMAN'S REPORT

The Chairman reported:

- He proposed an accounting line in the next edition of the Business Plan to promote the village for activities with our twinned towns and villages. He said there should be an agreed value, details of the activities and value to Cranleigh residents.
- In relation to the Jubilee Dinner Dance Cllr P Chapman noted that the Council had agreed at the March full Council meeting, under bullet 19, to cover the shortfall in funding if necessary. However the Council had imposed a new deadline at the April full Council meeting which he did not believe is required and ticket sales should continue to ensure the dinner is a success. He suggested that consideration should be given as to the best way to distribute the remaining tickets and asked for the next Council meeting to make recommendations.

6. CLERK'S REPORT

The Clerk had no report. Cllr R Denton arrived.

7. **BUDGET REPORT 01/01/22 – 31/03/22**

Budget Report to 31 March 2022				
EXPENDITURE				
101	4023	Stationery	-57	New office chair
101	4025	Insurance	-353	Cover for new purchases
101	4026	Computer	-3291	Office 365 now invoiced annually
101	4059	Prof Fees	-3157	AONB planning consultancy
102	4008	Training	-34	Youth Music Club safeguarding training
102	4020	Misc Expenses	-14071	Henry Smith £5,900, ERDF payment £5,940 awaiting refund
105	4018	Health and Safety	-685	£589 on minor repairs and blockage clearance
105	4036	Property maintenance	-372	Roof repair £960
20	4021	Telephone	-85	Price increase in contract
201	4025	Insurance	-38	Insurance cover for new equipment
201	4037	Grounds maintenance	-1743	Tree surgery £2,220
201	4038	Eqpt Hire	-465	Bulk purchase of chemical in advance of price rise in new financial year
201	4044	Fuel & Oil	-789	Rising fuel costs
202	4011	Rates	-69	Increased bill
202	4014	Electricity	-88	Rising energy costs
203	4016	Cleaning	-970	Extra mid week clean charged to client
203	4018	Health and Safety	-37	Plumbing repairs
205	4014	Electricity	-947	Rising energy costs
205	4018	Health and Safety	-1935	£778 plumbing/heating repairs, £700 5 yrly electrical insp, Legionella, asbestos and thermistor inspection
301	4014	Electricity	-151	Rising energy costs
301	4018	Health and Safety	-1048	£800 5 yrly electrical insp, Alarm comms upgrade £290
INCOME				
101	1089	Misc income	9044	CALA legal fees refund £2,543, Apprenticeship grants £6,500
101	1090	Interest	-93	Below budget
201	1020	Pitch Hire income	1160	Extra matches played
201	1089	Misc income	113258	CIL £50,176 AED grant 1815 s106 43,381 Coffee 620, ERDF £7,929, Henry Smith £5,900
202	1200	Car Park	10688	Waiting figures for Jan - Mar
203	1051	YC hire	13457	Business support grant £8,000
204	1010	Allotments hire	3153	Third site opened in Oct 2021
205	1010	SP hire	9677	Business support grant £8,000
301	1010	Village hall hire	10871	Vaccination centre
401	1040	Burial Fees	6700	More interments
401	1041	Memorial Fees	-65	Memorials one year after interments
401	1042	Grant of Rights	7700	More interments
401	1043	Transfer Fees	1560	More interments

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

8. BUDGET REPORT 01/04/21 – 31/03/22

The Committee NOTED the Clerk's narrative for the surplus over budget at financial year end of £57,343:

- Public conveniences under budget by £7,269 due to revocation of non-domestic rates and cleaning underspend.
- Village Hall income over budget by £10,871 due to vaccination centre income
- Village Hall expenditure under budget by £4,647 due to reduced bills during closure period for building works.
- Cemetery income over budget by £20,895 due to more interments
- Cemetery expenditure under budget by £4,763 due to reduced staff costs and large utility bill refund
- Pavilion expenditure under budget by £2,939 due to COVID non-domestic rate relief and utility bill refund
- Community Centre expenditure under budget by £6,409 due to COVID non-domestic rate relief and utility bill refund

9. INTERNAL AUDIT

- Report from the Internal Auditor on the year-end Internal Audit for financial year 01/04/21 – 31/03/22.
The Internal Auditor had no comments to make. The Committee RECOMMENDED his report to the Council.
- Report from Councillors on the effectiveness of the Internal Audit.
Cllr N Sanctuary had provided a report circulated in advance of the meeting. The Committee RECOMMENDED his report to the Council.

10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 01/04/21 – 31/03/22

The Committee AGREED to recommend the approval of the Annual Governance and Accountability Return for financial year 01/04/21 – 31/03/22 to the full Council:

- Annual Governance Statement
- The Accounting Statements

The Committee NOTED the period of public rights to inspect the AGAR from Monday 13 June 2022 to Friday 22 July 2022. The Clerk confirmed that the public rights inspection notice will be displayed on Friday 10 June 2022.

11. EARMARKED RESERVES AND CIL

- The Committee NOTED the Clerk's Report on the closing Earmarked Reserves at 31 March 2022 and current balances as below.
- The Committee AGREED to recommend the re-allocation of £6,100 from Youth Service Agreement to a new Youth Shelter Earmarked Reserve. Cllr N Sanctuary left the meeting.

EMR	Balance at 01/04/22	Current Balance
321 War Memorial Fund	882	882
343 Capital	13343	33343
344 Forward Maintenance Plan	0	0
346 CIL	44880	44880
347 BID	4331	4331
350 AED	0	0
351 MUGA	47417	47417
355 Youth Service agreement	6100	6100
356 Snoxhall Fields parking income	32603	27283
358 Snoxhall Fields access road	81069	81069
359 Storage compound	10196	31476
360 Pitches	0	0
362 Bins	5238	6074
366 Play park extension	388	388
367 CCTV	0	0
369 Snoxhall Fields parking control	1082	1082
370 Centenary Garden	5210	5210
372 Village Hall architect fees	0	0
376 Village Hall Boilers	5725	5725
384 Cemetery drainage	0	0
394 Public conveniences	8008	8008
395 Neighbourhood Plan	0	0
396 Jubilee	5432	4802
398 Pavilion	29920	29920
399 Tree surgery	0	0
401 SERA Bins	251	251
402 Youth Council Music Club	1185	1013
Total EMR	303260	339254

General Reserve

The Clerk reported that the opening balance of the General Reserve at 01 April 2022 was £212,901. She referred to the Council's adopted General Reserves Policy, JPAG (March 2022 edition) advises:

5.33. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.34. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

The Clerk advised that the Net Revenue Expenditure 2022 – 2023 is £449,642 of which 25% is £112,410. Allowing for allocated expenditure from General Reserve, there is an excess of £85,000 in General Reserve above three months Net Revenue Expenditure.

The Committee AGREED to recommend to Council that £85,000 should be allocated to the Business Plan Earmarked Reserve.

12. LONG TERM INVESTMENT PLAN AND FUTURE PROJECTS

Cllr P Chapman advised that the Council is holding £400,000 in cash which is at inflationary risk of £20,000. He had provided a paper citing his own personal investment experience for information only. The Committee AGREED for Cllr C Walker to seek three quotations for independent financial advice and to find out where other Town Councils are investing. The Committee asked the Clerk to find out the latest treasury rates.

13. POLICIES REVIEW

- Grants and Donations Policy – The Committee AGREED to add a deadline to spend the grant.
- Investment Policy
- Risk Management Policy – The Committee asked the Clerk to check clause 2.2. The Committee AGREED to review the Risk Assessment plan.

14. DEBTORS

The Council has no long-term debtors.

15. DATE OF NEXT MEETING

To be arranged. The meeting closed at 8.12pm.

Signature.....

Date.....