



CRANLEIGH PARISH COUNCIL
MINUTES OF THE FINANCE COMMITTEE MEETING
ON MONDAY 07 NOVEMBER 2022 AT 7.00PM
IN THE COUNCIL CHAMBER

Councillors

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

PRESENT*

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

1. APOLOGIES FOR ABSENCE

The work 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 E Townsend declared she is a Surrey County Councillor and Waverley Borough Councillor.
- Cllr P Chapman declared he is a member of Cranleigh Cricket Club.

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

4. MINUTES OF THE MEETING HELD ON 18 AUGUST 2022.

The Minutes of the Meeting of the Finance Committee held on 18 August 2022, 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 01/07/22 – 30/09/22

Budget Report to 30 Sept 2022				
EXPENDITURE				
101	4025	Insurance	-43	Buildings insurance valuation
101	4026	Computer	-1167	New computer equipment £3,869 from General Reserve
101	4036	Property maintenance	-2232	Leak outside Band Room £2,922
105	4025	Insurance	-30	Buildings insurance valuation

201	4012	Water	-3446	Castle Water had not been charging for water for the High Street flowe
201	4040	Play Equip Maint	-617	Aerial runway service £1,478, £1,138 sand top up
202	4014	Electricity	-344	Electricity unit price has increased from 1.68 to 51.7
203	4025	Insurance	-48	Buildings insurance valuation
205	4018	Health & safety	-493	Blocked drain £135, ant treatment £245, leak £80, plumbing work £45
205	4036	Property maintenance	-1629	Electrical works bar & public toilet £1,320, CCTV bar outside £1,151, H £985
301	4019	Security	-114	Monitoring for new alarm £164
301	4025	Insurance	-418	Buildings insurance valuation
		INCOME		
101	1030	Misc income	30	Hire income
101	1089	Interest	6886	CIL £345, donation £100, Apprentice grant £500, Welcome Back £5,94
201	1020	Pitch income	1375	One third of income budget
201	1089	Misc income	1045	Hire income, grant for One Stop noticeboard
202	1200	Car Park	5810	Waiting figures for income Jul - Sep
203	1051	YC hire	9621	Half of budget
204	1010	Allotments hire	8151	Year end adjustment £2,636 for pre-payment
205	1010	SP hire	10183	Three quarters of budget income
301	1010	Village hall hire	9399	Over budget due to new hirer
401	1040	Burial Fees	5625	Half of budget
401	1041	Memorial Fees	3054	One third of income budget
401	1042	Grant of Rights	3431	Half of budget
401	1043	Transfer Fees	1013	Full year income budget

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

The Committee asked the Clerk to find out if the cost of the Snoxhall street lighting can be reduced.

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

Cllr N Sanctuary said the Internal Audit had been very thorough and concentrated more on the financial elements than the process elements of the previous Internal Audits.

The Committee NOTED the Internal Audit report recommendations:

- To move over to making online payments, which is already in process.
- To ask customers to pay by BACS whether possible.
- To review the fidelity guarantee, which is the next item on the agenda.

The Committee NOTED the report on the scope and effectiveness of the Internal Audit by Cllrs P Chapman and N Sanctuary, in which it was noted that the Internal Auditor did not mention the Financial Services Compensation Scheme limit of £85,000 per financial institution.

9. FIDELITY GUARANTEE

The Committee discussed the current level of cash holding which is just over the fidelity guarantee with some large expenditure expected this month. The Committee AGREED to review the level of fidelity guarantee again at renewal of the insurance policy.

10. LONG TERM INVESTMENT PLAN

- The Committee AGREED to recommend the Request for Proposal to full Council for issue.
- The Committee AGREED to place £100,000 on six month investment with Treasury Reserve in the interim as the interest rates have increased.

11. UTILITY CONTRACTS

The Admin Clerk for Finance and Property had sought three quotations for the renewal of the gas and electricity contracts and provided a spreadsheet. The Clerk had researched the Energy Relief Bill which estimates most businesses will pay 40% of their renewal quote.

The Committee AGREED:

- To ask the Clerk to research the Crown Energy Fund.
- To delegate authority to the Clerk to select the cheapest energy contract and renew for one year from 01 December 2022.
- To ask energy suppliers to provide smart meters.

12. FOOTBALL CLUB FEES

Cllr M Scully explained the background to the Football Club fee review. He said the Football Club has increased from three to five teams using Snoxhall Fields intensifying the use of the pitches. The Council had decreased the fee per team for pitch use, but is now charging for all five teams. The Council is also now proposing to charge for storage at the pavilion to be fair and equitable to all users, and for use of the changing rooms.

The Committee AGREED to recommend the fee structure below to the Council for adoption for the 2022/23 season with an appeals process for the Football Club:

- 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.

13. DEBTORS

This item was considered in private and confidential session: reason – commercial in confidence. The Council had no long term debtors as at 30 September 2022.

14. FORWARD MAINTENANCE PLAN 2022 REVIEW

This item was considered in private and confidential session: reason – commercial in confidence.

The Clerk and Grounds Manager had prepared the annual Forward Maintenance Plan, which had been reviewed by the Property & Asset Committee and budget proposal reduced from £79,918 to £67,718. The Finance Committee further reduced this sum to £64,518 by placing the Elmbridge Road drop kerb and parking area into the right column as a future project rather than maintenance.

The Committee AGREED to recommend the Forward Maintenance Plan to Council for consideration in the 2023/24 budget with the amendment to increase the budget spend by 5% for financial years 2024/25 and 2025/26 and by 2% for financial years 2026/27 and 2027/28.

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

This item was considered in private and confidential session: reason – staff in confidence.

The Finance Committee AGREED the Personnel Committee recommendation to budget for pension contributions of 21% and staff inflationary pay increase of 2% for financial year 01/04/23 – 31/03/24.

16. BUDGET 01/04/23 – 31/03/24

The Clerk had prepared draft budgets for the Council's income and expenditure which had been circulated to all Councillors with their agenda. The Clerk gave a presentation of the Council's budget and precept.

The Finance Committee AGREED:

- To ask the Clerk to investigate the use of bio fuels for grounds maintenance equipment to reduce the Council's white diesel costs.
- To recommend to Council to adjust the budget and precept to keep the precept increase to a maximum of 5%.
- To recommend to Council to adjust the revenue expenditure budget to limit the increase to 5%.
- To recommend to Council to increase all fees and charges by 3%.

17. DATE OF NEXT MEETING

Provisional date of Tuesday 29 November 2022 if the Council requires more work on the budgets.

Monday 06 February 2023. The meeting closed at 8.40pm.

Signature.....

Date.....

DRAFT