



**CRANLEIGH PARISH COUNCIL**  
**MINUTES OF THE FINANCE COMMITTEE MEETING**  
**ON THURSDAY 13 FEBRUARY 2025 AT 7.00PM**  
**IN THE COUNCIL CHAMBER**

Councillors

Cllr D Nicholas\*

Cllr M Scully\*

Cllr E Townsend\*

Cllr R Tyler

Cllr C Walker\* (Chairman of the Committee)

Cllr M West\*

Cllr G Worthington

PRESENT\*

ALSO PRESENT: Parish Clerk B. Bell FSLCC.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

Cllr E Townsend declared she is a Surrey County Councillor and Waverley Borough Councillor.

3. PUBLIC SESSION

There were no members of the public present.

4. MINUTES OF THE MEETING HELD ON 14 NOVEMBER 2024.

The Minutes of the Meeting of the Finance Committee held on 14 November 2024, 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 Council is currently reviewing the Scheme of Delegation and will be considering increasing the limit for emergency expenditure from £2,000 to £5,000 and reducing the Property and Asset Committee's revenue budget expenditure from £50,000 to £25,000.

7. BUDGET REPORT 01/10/24 – 31/12/24

Budget Report to 31 December 2024					
		<b>EXPENDITURE</b>	Overspend Amount	%	
101	4025	Insurance	410	23	Increased cost of cover
101	4036	Property maintenance	1013	96.5	Replacement guttering £1,644
105	4018	Health & safety	211	7	Asbestos report £500
105	4025	Insurance	26	6.6	Increased cost of cover
201	4021	Telephone	54	5.7	Mobile contract price increase
201	4038	Contracts	70	0.06	Journal should be 4014
203	4025	Insurance	9	0.6	Increased cost of cover
205	4018	Health & safety	1507	30.1	Toilet heat detector £788, legionella repairs £827
301	4018	Health & safety	543	13.9	Heating repairs £711
301	4025	Insurance	683	17.1	Increased cost of cover for refurbishment
401	4018	Health & safety	224	35.6	Asbestos report £250
		<b>INCOME</b>	Amount Over Budget		
101	1030	Letting income	58		Council Chamber hire
101	1089	Miscellaneous income	317070		CAB refuse, £307,754 VH COF, Henry Smith £8,300
101	1090	Interest	2923	17.2	
201	1020	Pitch income	5,462	54	
201	1089	Miscellaneous income	42070		FF grant £6,612, Betty Riseley grant £26,515, GACT grant £2,000, PIC £4,552, SCC grant £1,101, grounds income
202	1200	Car park income	8970		Oct - Dec not yet invoiced
203	1051	Hire income	17649	102.4	Pickle ball
204	1030	Rent received	11392	213.9	Accrual
205	1010	Hire income	12477	98.2	Bridge Club use during VH works
301	1030	Hire income	19363	181.8	Alpher Coffee
401	1040	Burial Fees	12281	106.6	
401	1041	Memorial Fees	8966	77.8	
401	1042	Grant of Rights	9046	126.9	
401	1043	Transfer of Rights	1432	118.7	

The Committee NOTED the budget report and AGREED the journals in accordance with Financial Regulation 4.10.

## 8. UPDATE ON EARMARKED RESERVES, S106 AND CIL

### Earmarked Reserves

The Committee REVIEWED the report on the earmarked reserves and NOTED EMR 372 VH Phase 1 contains the 2.5% retention under the building works contract payable later this year.

	Account	Closing Balance
321	EMR WAR MEMORIAL	882
342	EMR TOWN TWINNING	224.62
343	EMR CAPITAL RESERVE FUND	18,516.22
344	EMR FORWARD MAINT PLAN	0
345	EMR ELECTIONS	4,347.91
346	EMR CIL	68.07
347	EMR BID	0
350	EMR AED	40
351	EMR REC MUGA	44,500.67
354	EMR REC TRACTOR	450
356	EMR SNOXHALL CAR PARK	2,539.64
358	EMR REC ROAD AND PATHS	0
360	EMR SNOXHALL PITCHES	4,052.70
363	EMR REC SIGNS	366
365	EMR GROUNDS MAINTENANCE	6,451.86
366	EMR REC PLAYGROUND EQUIPMENT	0
369	EMR S'HALL FIELD PARKING CONTR	0
370	EMR CENTENARY GARDEN PROJECT	5,210.49
372	EMR VH PHASE 1	3,177.51
373	EMR VH PHASE 2	76,827.50
394	EMR PUBLIC CONVENIENCES	865.52
396	EMR D-DAY	86.58
398	EMR SNOXHALL PAVILLION	27,280.98
401	EMR - BINS PIC - SERA	251
402	EMR - YOUTH COUNCIL	116.67
		197,565.94

### General Reserve

The Clerk advised:

- 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. 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.
- Current NRE is £539,388 so General Reserve should be circa £134,847

	General Reserve Movements				
01/04/2024	Opening Balance				£189,786
24/04/2024	Village Hall contingency	4992	372	37660	£152,126
24/04/2024	Football Foundation	4992	360	6612	£145,514
21/10/2024	Correct EMR	4992	362	£147	£145,366
29/11/2024	VH	4992	372	£33,093	£112,273
29/11/2024	VH	4992	372	£2,490	£109,783
29/11/2024	Footpath	4992	344	£420	£109,363
12/12/2024	VH	4992	372	£67	£109,297
23/12/2024	Dave Ford	4992	355	£7,864	£101,433
23/12/2024	Dave Ford	4992	355	£1,485	£99,948
23/12/2024	Dave Ford	4992	355	£450	£99,498
23/12/2024	SWT	4992	355	£3,070	£96,428
16/01/2025	Dave Ford BMF	4992	355	£3,280	£93,148
21/01/2025	Dave Ford - 298, 847	4992	355	£2,400	£90,748
24/01/2025	SCCE VH	4992	372	£538	£90,210
29/01/2025	VH retention	4992	372	£3,178	£87,033
06/02/2025	SWT	4992	355	£1,310	£85,723

The Committee NOTED that the current estimated balance of the general reserve falls below the recommendation of the Local Governance and Accountability Practitioners guide, but NOTED Council approval for expenditure of the general reserve on the Village Hall refurbishment and tree surgery with ecology supervision.

#### Neighbourhood CIL

Neighbourhood CIL						
Date	Amount	Received	Spend By	Spent	Date	Balance
01/04/20 - 30/09/20	£1,970.27	10/05/2021	31/03/2026	£1,485.00	20/08/2024	£485.27
01/10/20 - 31/03/21	£16,907.44	23/04/2021	31/03/2026	VH EMR		
01/04/21 - 30/09/21	£26,002.58	08/11/2021	30/09/2026	VH EMR		
01/10/21 - 31/03/22	£345.28	09/05/2022	31/03/2027	VH EMR		
01/04/22 - 30/09/22	£12,031.40	24/10/2022	30/09/2027	VH EMR		
01/10/22 - 31/03/23	£10,480.50	20/04/2023	31/03/2028	VH EMR		
01/04/23 - 30/09/23	£10,639.71	27/10/2023	30/09/2028	VH EMR		
01/10/23 - 31/03/24	£0.00					
01/04/24 - 30/09/24	£68.07	30/10/2024	30/09/2029			
	<b>£78,445.25</b>					

The Committee NOTED the Neighbourhood CIL update.

## S106

s106 Remaining Funds						
Developer	Planning Application	Prescribed Use	Amount	Spend deadline	CPC EMR	Amount Remaining
Thakeham Homes	WA/2016/1921	Snoxhall pitch and pavilion	£33,075	20/11/2027	398	£27,281
Crest Nicholson	WA/2017/1396	MUGA at Snoxhall Fields or Cranleigh Leisure Centre	£47,417	26/05/2029	351	£44,500
CALA Homes	WA/2020/0646	Village Hall	£40,000			

- WBC has confirmed that the s106 funds for the MUGA can be spent on general recreation facilities of the Council. The Council's Property & Asset Committee will be considering ideas for using these funds.
- Cllr E Townsend offered to contact WBC to find out if the funds under WA/2020/0646 are available yet.
- The Committee NOTED the s106 and spend deadlines..

### 9. FIXED ASSET REGISTER

The Internal Auditor has recommended that Councillors physically vouch for the presence of fixed assets. The Clerk and Grounds Manager have also undertaken a review of the Fixed Asset Register and added detail to identify the location of assets. Mowers and Machinery, General Contents and Sports Equipment sections have all been REVIEWED and assets vouched by Councillors. Work continues on the remaining sections.

Asset	Councillor
Land and Buildings	
General Contents	AM
Street Furniture	RB
Gates and Fences	RB
Playground Equipment	GW
CCTV	MS
War Memorials	GW
Other Surfaces	GW
Mowers & Machinery	MS & CW
Sports Equipment	DN
Regalia	BB

### 10. VARIABLE DIRECT DEBITS

The Committee REVIEWED the list of variable direct debits and NOTED the addition of the TV licence for the Village Hall.

### 11. CRANLEIGH FOOTBALL CUB

The Clerk advised the Committee that the Council had set the fee increase for the coming season, so the review of Football Club income and expenditure would inform the Council's budget for financial year 01/04/26 – 31/03/27. The purpose of reviewing the fees for the Football Club is to ensure that the income covers contractors and materials expenditure specifically related to the Football Club. The Council's grounds staff salaries can be funded from within its budgets and provided as a service to the football community, as the Council provides other services for the community including the Village Hall and allotments.

The Committee AGREED:

- To ask the Clerk and Grounds Manager to prepare a report on contractors and materials expenditure over the last three financial years specifically related to the Football Club.
- To meet with the Football Club to discuss fee increase for financial year 01/04/26 – 31/03/27 to cover the contractors and materials expenditure specifically related to the Football Club. Cllr M Scully left the meeting.

12. BUILDINGS INSURANCE QUOTATION

This item was considered in private and confidential session: reason – commercial in confidence. The Committee AGREED to appoint Oxborough Surveyors to undertake the three yearly buildings insurance valuation in May 2025 due to their knowledge of the Council's properties. The Committee AGREED to add Oxborough Surveyors to the Council's Approved Contractors List.

13. PRE-APPROVED CONTRACTORS LIST

This item was considered in private and confidential session: reason – commercial in confidence. The Committee AGREED the Pre-Approved Contractors List for financial year 01/04/25 – 31/03/26 with the following amendments:

- Arboriculturalist – AFA Consulting
- Tree Surgeons – Dave Ford Treecare
- Buildings Insurance Surveyor – Oxborough
- Asbestos –Surrey Asbestos
- Village Hall theatre equipment - Creative Spark
- Village Hall kitchen equipment - South Coast Catering
- Structural Engineer - Hockley & Dawson
- Architect - Robin Nugent

The Committee asked the Clerk to update the Pre-Approved Contractors List with the criteria for their selection to the list and AGREED to recommend to full Council to update its Financial Regulations as follows:

*5.12 v 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.*

14. DEBTORS

This item was considered in private and confidential session: reason – commercial in confidence. The Clerk gave an update on debtors to the Committee and confirmed the debtor list is under monthly review.

15. APPOINTMENT OF INTERNAL AUDITOR FOR FINANCIAL YEAR 01/04/25 – 31/03/26

The Committee AGREED to recommend to full Council to appoint Mike Platten as Internal Auditor for financial year 01/04/25 – 31/03/26.

16. DATE OF NEXT MEETING

Tuesday 06 May 2025. The meeting closed at 8.02pm.

Signature.....

Date.....