



**CRANLEIGH PARISH COUNCIL**  
**MINUTES OF THE FINANCE COMMITTEE MEETING**  
**ON TUESDAY 06 MAY 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\*

PRESENT\*

ALSO PRESENT: Parish Clerk B. Bell FSLCC.

1. APOLOGIES FOR ABSENCE

The Committee AGREED the work commitment apology for Cllr D Nicholas and prior commitment apology from Cllr E Townsend.

2. DECLARATIONS OF INTEREST

There were no declarations of interest or changes notified to members register of interests.

3. PUBLIC SESSION

There were no members of the public present.

4. MINUTES OF THE MEETING HELD ON 13 FEBRUARY 2025.

The Minutes of the Meeting of the Finance Committee held on 13 February 2025, having previously been circulated, were AGREED and signed by the Chairman as a true record.

5. CHAIRMAN'S REPORT

The Chairman said the Council is in a reasonable financial position within the limit of its reserves. The Chairman complimented the Clerks on the Internal Audit report and thanked Councillors for their co-operation with financial signing processes.

6. CLERK'S REPORT

The Clerk had no report.

7. BUDGET REPORT 01/01/25 – 31/03/25

Budget Report to 31 March 2025					
		EXPENDITURE	Overspend Amount	%	
101	4011	Rates	398	6.9	BID £250
101	4020	Misc. expenses	95	9	VH poster frames £100
101	4025	Insurance	410	23	Increased cost of cover
101	4036	Property maintenance	1013	96.5	Replacement guttering £1,644
101	4055	Accounting support	341	14.8	Increase in RBS fees
101	4059	Audit fees	549	26.1	Increase due to VH project
102	4009	Travelling expenses	56	53.5	Incorrect cost centre
105	4016	Cleaning	1509	14.3	Extra washroom service contract
105	4018	Health & safety	996	33.2	Asbestos report £500, repairs £705
105	4025	Insurance	26	6.6	Increased cost of cover
201	4009	Travelling expenses	170	69.6	Reducing delivery fees by collecting materials
201	4017	Refuse	188	2.4	Skip £513
201	4020	Misc. expenses	20	0.8	Keysafe for VH £28
201	4021	Telephone	380	40	Mobile contract price increase
201	4037	Grounds maintenance	15	0.2	New dog bin £266
201	4038	Contracts	29	0.2	
201	4040	Play equip maint	574	18.2	Baskey swing repair £568
203	4016	Cleaning	846	28.8	Mid week cleans recharged to SHR
203	4018	Health & safety	486	8.8	Legionella repairs £827
203	4025	Insurance	9	0.6	Increased cost of cover
203	4036	Property maintenance	468	22.3	Re-decoration £1,150
204	4042	Tree management	1		
205	4018	Health & safety	3246	64.9	Toilet heat detector £788, legionella repairs £1,034, plumbing £993, asbestos £500
205	4019	Security	857	57.1	CIA invoiced before year-end
301	4011	Rates	107	3.7	BID £194
301	4016	Cleaning	351	11.1	Builders clean
301	4017	Refuse	50	5	Price increase
301	4018	Health & safety	1783	45.7	Heating repairs £253, asbestos £500
301	4019	Security	502	62.8	Keys £228, CCTV call out £213
301	4025	Insurance	683	17.1	Increased cost of cover for refurbishment
301	4059	Prof Fees	2111	201	Website £595, TV Licence £169, PRS £1,941
401	4018	Health & safety	224	35.6	Asbestos report £250
401	4019	Security	9	4.5	Increased cost
401	4025	Insurance	161	80.7	New mower increased cost of cover

		<b>INCOME</b>	Amount Over Budget		
101	1030	Letting income	83		Council Chamber hire
101	1089	Miscellaneous income	317110		CAB refuse, £307,754 VH COF, Henry Smith £8,300
101	1090	Interest	8822	51.8	Interest on COF grant
201	1020	Pitch income	8,204	-20	£1,914 under budget
201	1030	Letting income	88		Hire of grounds
201	1089	Miscellaneous income	42311		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	12612		Jan - Mar not yet invoiced
203	1051	Hire income	22193	28.8	£4,961 over budget
204	1030	Rent received	5827	9.4	£502 over budget
205	1010	Hire income	15397	21.2	£2,696 over budget, Bridge Club use during VH works
301	1030	Hire income	25446	138.9	£14,794 over budget despite 6 week closure, Alpher Coffee started November
401	1040	Burial Fees	16175	40.4	
401	1041	Memorial Fees	10738	-6.8	£780 under budget
401	1042	Grant of Rights	12401	73.9	
401	1043	Transfer of Rights	1612	33.7	

The Committee NOTED the budget report.

The Chairman asked the Clerk to review the cost of insurance cover for the 2026/27 budget.

8. **BUDGET REPORT 01/04/24 – 31/03/25**

The Committee NOTED the report by the Clerk on the surplus of £101,670 at the end of the financial year:

Income Surplus				
101	Interest	8822		
203		4961		
205		2696		
301		14796		
401		9553		
		40828		40828
Expenditure Surplus				
101		6890		
201		26649		
203		6625		
204		4338		
205		11117		
301		9818		
401		5062		
		70499		70499

9. INTERNAL AUDIT

- The Committee NOTED the Internal Audit report at the end of the financial year which contained no recommendations.
- Cllr C Walker reported on the scope and effectiveness of the Internal Audit based on section 4 of the guidance in the Practitioners Guide. He reported that the Internal Audit covered the scope of the Practitioners Guide and was very detailed.

10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 01/04/24 – 31/03/25

The Committee AGREED to recommend the Annual Governance and Accountability Return 01/04/25 – 31/03/25 to the Council for adoption in the following order:

- The Annual Governance Statement
- The Accounting Statements
- The period of public rights to inspect the accounts from Tuesday 03 June 2025 to Monday 14 July 2025, with the notice being displayed on Thursday 29 May 2025.

11. UPDATE ON EARMARKED RESERVES, S106 AND CIL

Earmarked Reserves

The Committee REVIEWED the report on the earmarked reserves at the end of the financial year.

321	War Memorial Fund	£882
342	Town Twinning	£225
343	Capital	£13,161
344	Forward Maintenance Plan	£0
345	Elections	£4,348
346	CIL	£68
347	BID	£0
350	AED	£40
351	MUGA	£44,501
354	EMR Tractor	£450
355	Trees	£0
356	Snoxhall Fields parking income	£2,540
358	Snoxhall Fields access road	£0
360	Pitches	£4,053
362	Bins	£0
363	Signs	£366
365	Grounds maintenance	£6,452
366	Play park extension	£0
368	Ecology	£1,803
370	Centenary Garden	£5,210
372	Village Hall architect fees	£3,178
373	Village Hall phase 2	£76,828
394	Public Conveniences	£866
396	D-Day	£87
398	Pavilion	£27,281
401	SERA Bins	£251
402	Youth Council Music Club	£117
	Total EMR	£192,707

- The Clerk advised that 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 £597,902 so General Reserve should be circa £149,476. The General Reserve at the end of the financial year was £201,503.
- The Committee AGREED to recommend to full Council to transfer the recreation budget surplus of £26,649 to the Grounds Maintenance Reserve.
- The Committee AGREED to recommend to full Council to transfer the Village Hall Phase 2 earmarked reserve to a new Machine Shed reserve to hold the funds as 25% match funding for a Strategic CIL application for the new machine shed later this year.

#### 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			
01/04/21 - 30/09/21	£26,002.58	08/11/2021	30/09/2026			
01/10/21 - 31/03/22	£345.28	09/05/2022	31/03/2027			
01/04/22 - 30/09/22	£12,031.40	24/10/2022	30/09/2027			
01/10/22 - 31/03/23	£10,480.50	20/04/2023	31/03/2028			
01/04/23 - 30/09/23	£10,639.71	27/10/2023	30/09/2028			
01/10/23 - 31/03/24	£0.00					
01/04/24 - 30/09/24	£68.07	30/10/2024	30/09/2029			
01/10/24 - 31/03/25	£21,894.77					
	<b>£100,340.02</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			

The Committee NOTED the s106 report and spend deadlines..

12. 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.

13. DATE OF NEXT MEETING

To be arranged. The meeting closed at 7.46pm.

Signature.....

Date.....