



CRANLEIGH PARISH COUNCIL
MINUTES OF THE FINANCE COMMITTEE MEETING
ON MONDAY 07 JULY 2025 AT 7.00PM
IN THE COUNCIL CHAMBER

Councillors

Cllr T Cobby
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

There were no apologies for absence.

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 06 MAY 2025.

The Minutes of the Meeting of the Finance Committee held on 06 May 2025, 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 reported that she had met with the Council's insurer for their annual review of the Council's insurance. The insurer has taken on board our previous complaint about poor service and has now appointed a dedicated contact.

This year, the Council is required to confirm that it meets the insurer's minimum standards of control for fidelity guarantee. The minimum standards of control include:

- Employees must change their password every 30 days
- Password reset must be carried out by an employee who does not have access to the fund transfer process
- Employees receiving cash or cheques must ensure that they are banked the same day or next day
- Statements of account to customers must be sent monthly by employee not involved in collecting or receiving money
- Petty cash must be checked independently of employees every six months without warning

- Physical check of stock at least every 12 months independent of employees
- Authorisation of transaction, processing of transaction and handling of output shall be handled by different employees.
- Every employee involved in money, goods, computer systems shall take an uninterrupted break of at least two weeks every year
- All supplier accounts shall be independently checked of the employee placed the order before settling the account.
- References must be obtained from the employee's three years preceding employers.
- All alarm codes and passwords should be changed when an employee leaves.

The Clerk explained that the Council does not have sufficient staff to confirm adoption of the minimum standards of control and the Committee AGREED that the Clerk should notify the insurer that the Council this seems disproportionate for the size of Council and to confirm that the Council has its own Financial Regulations and is subject to internal and external audit which have been completed with no recommendations. The Clerk also discussed the recent tree limb drop and tree removal with the insurer and he thanked the Clerk for taking decisive action on behalf of the Council.

7. BUDGET REPORT 01/04/25 – 30/06/25

Budget Report to 30 June 2025					
		EXPENDITURE	Overspend Amount	%	
101	4019	Security	44		Journal Fire alarm monitoring £476.12 to 4018
204	4020	Miscellaneous expenses	3.6		Incorrect postage by client
204	4040	Play Equip Maint	139		Journal to 201 4040
401	4018	Health & safety	144	22.2	New stopcocks for taps
401	4048	Equipment purchase	426	32.7	New grave markers £1,165
		INCOME	Amount Over Budget		
101	1089	Miscellaneous income	31014		CIL £21,894, Henry Smith £8,300
203	1051	Rent received			£5,374 - one quarter of budget
204	1030	Rent received	657	12.5	Accrual £5,827, 2025 not yet invoiced
205	1010	Hire income			£3,667 - one quarter of budget
301	1030	Hire income	25446	138.9	£9,926 - one quarter of budget
401	1040	Burial Fees			£4,718 - one third of budget
401	1041	Memorial Fees			£1,179 - one fifth of budget
401	1042	Grant of Rights			£3,585 - one half of budget
401	1043	Transfer of Rights			£566 - one half of budget

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

8. INVESTMENTS

The Committee AGREED to make the following recommendations to Council:

- To switch the Council's current account from Lloyds to Unity Trust as Unity Trust can provide a Corporate Multi-Pay Charge Card. Staff have experienced technical glitches at Lloyds and a recommendation from our internal auditor relative to a better service from Unity influenced the Committee's recommendation. The Council will need to complete its due diligence before it moves accounts.
- To invest £250,000 in Insignis for six months at an interest rate of 5.15%.

9. UPDATE ON EARMARKED RESERVES, S106 AND CIL

Earmarked Reserves

The Committee REVIEWED the report on the earmarked reserves at 30 June 2025:

310	General Reserve	£169,834
321	War Memorial Fund	£882
342	Town Twinning	£225
343	Capital	£58,655
344	Forward Maintenance Plan	£3,255
345	Elections	£8,348
346	CIL	£21,963
350	AED	£40
351	MUGA	£44,501
352	Machine Shed	£75,713
354	Tractor	£450
356	Snoxhall Fields parking income	£9,105
360	Pitches	£6,612
363	Signs	£366
365	Grounds maintenance	£39,739
368	Ecology	£1,803
370	Centenary Garden	£5,210
372	Village Hall architect fees	£3,178
394	Public Conveniences	£866
396	D-Day	£0
398	Pavilion	£27,281
401	SERA Bins	£251
402	Youth Council	£117
	Total EMR	£308,557

- 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 30 June 2025 is £169,834.

- The Committee AGREED to recommend to full Council to release an additional £750 from the Grounds Maintenance Reserve for the new tractor if needed for bespoke tyres to accommodate the tractor in the existing machine shed.

Neighbourhood CIL

The Committee NOTED the Neighbourhood CIL update.

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
				£485.27	22/04/2025	£0.00
01/10/20 - 31/03/21	£16,907.44	23/04/2021	31/03/2026	£144.73	22/04/2025	£16,762.71
				£1,176.00	16/06/2025	£15,586.71
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					
	£100,340.02					

- The Committee AGREED to recommend to full Council to allocate the Neighbourhood CIL received 01/04/24 – 30/09/24 and 01/10/24 – 31/03/25 to the Machine Shed project and earmarked reserve.
- The Committee NOTED the spend date for the Neighbourhood CIL for 01/10/20 – 31/03/21 and AGREED to recommend to full Council to use these funds for the architect fees for the machine shed tender and once planning permission is achieved to implement the machine shed storage container, field shelter and utility connections using this fund.

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.

The Committee AGREED to recommend to the Council to replace the Snoxhall Community Centre sports hall floor.

10. 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.

11. BUDGET 01/04/26 – 31/03/27
- The Committee AGREED for the Clerk to use the Personnel's Committee's staff salary budget recommendation of an increase of 2.5% from 01 April 2026.
 - The Committee advised the Clerk to prepare the Fees and Charges budget increase based on RPI currently at 4%.

12. DATE OF NEXT MEETING
Monday 10 November 2025.

The meeting closed at 7.42pm.

Signature.....

Date.....

DRAFT