



CRANLEIGH PARISH COUNCIL
MINUTES OF THE FINANCE COMMITTEE MEETING
ON THURSDAY 22 JANUARY 2026 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)

PRESENT*

ALSO PRESENT: Cllr J Doyle, Parish Clerk B. Bell FSLCC.

1. APOLOGIES FOR ABSENCE

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

2. DECLARATIONS OF INTEREST

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

3. PUBLIC SESSION

There were no members of the public present.

4. MINUTES OF THE MEETING HELD ON 11 DECEMBER 2025.

The Minutes of the Meeting of the Finance Committee held on 11 December 2025, having previously been circulated, were AGREED and signed by the Chairman as a true record.

5. CHAIRMAN'S REPORT

The Chairman said he would review the copies of the ACRE and WBC hire agreements against the Council's own hire agreements and standard terms and conditions of hire and report back to this Committee.

6. CLERK'S REPORT

- The year-end internal audit is on Wednesday 08 April 2026.
- The Clerk reported that WBC predict election costs for parish elections in Cranleigh in May 2027 will be £123,984 – which equates to an increase of 20% on our current precept. The Clerk said the previous Parish Council election in 2023 cost £10,112. Other Town and Parish Councils are writing to WBC and the Secretary of State to object. The Clerk added that the correspondence about this increase arrived 10 days after the deadline to submit the 2026/27 precept claim to WBC, thus giving the Parish Council only one precept claim to raise this huge increase in costs. Haslemere Town Council has already written to WBC. WBC said this matter arose because several parish clerks requested a 2027 budget figure. WBC does understand that the £12 per elector figure is appropriate for parishes with few electors but there may be some economy of scale for larger Councils.

For budget setting purposes WBC will look later this or early next week at the possibility of another formula to recommend to parish councils with large electorates. WBC said the high cost of the 2027 elections is a consequence of LGR. Previously, Parish Council elections were alongside Borough elections so certain costs like venues and staff were shared 50:50 and in 2015 it was three-way split with a UK General Election. The Borough & County councils will be dissolved on 1st April 2027 so the Parish Council elections in May 2027 may be standalone, and if so, the full cost will have to be recharged where elections are contested. From 2031 onward the Parish Council elections will again be held alongside the Unitary Authority elections and every four years after that, enabling cost sharing again. WBC said 2027 supplier costs are not known at this time but they will work with suppliers to keep costs as low as possible. The Committee AGREED to recommend to full Council to write to WBC with the Council's concerns and copy in the Council's MP.

7. BUDGET REPORT 01/10/25 – 31/12/25

Budget Report to 31 December 2025					
		EXPENDITURE	Overspend Amount	%	
101	4020	Miscellaneous expenses	208	19.8	Cranleigh in Bloom £318 - journal to 201 4039
101	4036	Property maintenance	802	53.4	£1,910 for new consumer unit for fire risk
101	4059	Professional fees	180	3.6	£1,787 HR support
102	4020	Misellaneous expenses	441	7.17	£850 War Memorial Report
201	4012	Water	124	59	Dry summer
201	4040	Play equipment repairs	65	1.3	£2,413 large equipment repairs
201	4042	Tree management	1395	5.81	£5,541 ecology surveys
201	4043	Tractor maintenance	877	19.5	£2,282 Grillo repair
201	4048	Equipment purchase	1111	44.4	Engine pack £315 and line marker £973
204	4020	Miscellaneous expenses	3.6		Incorrect postage by client
301	4014	Electricity	828	25	Increased usage
301	4018	Health & safety	78	1.6	Water main repair £96
301	4019	Security	32	1.6	Keyholding callout £45
301	4020	Miscellaneous expenses	550		Refund £259, ladder £228, Film Bank £150
301	4036	Property maintenance	5301	53	New NVr £1,485, Racking £1,822, Accident repair £972, Electrical repairs £618
401	4008	Training	115	23	
401	4018	Health & safety	555	85.4	New stopcocks for taps £255, new fire extinguisher £116, electrical repairs £124
401	4036	Property maintenance	100	20	RCD test £100
401	4048	Equipment purchase	684	52	New grave markers £1,165

		INCOME	Amount Over Budget	
101	1089	Miscellaneous income	45913	CIL £35,168, Henry Smith £8,300, insurance claim £1,621, Xmas lunch donation £600
201	1020	Pitch income		£5,713 - one half of budget
201	1030	Hire income	1221	Ice cream van
201	1089	Miscellaneous income	6958	£6,612 Football Foundation
203	1051	Rent received		£13,899 almost three quarters of budget
204	1030	Rent received	11610	Accrual £5,827
205	1010	Hire income		£13,918 - almost whole year
301	1030	Hire income		£23,160- two thirds of budget
401	1040	Burial Fees		£11,637 - whole budget
401	1041	Memorial Fees		£6,464 - half of budget
401	1042	Grant of Rights		£7,926 - whole budget
401	1043	Transfer of Rights		£1,887 - whole budget

The Committee AGREED:

- To make one journal correction.
- To note the Clerk's report about potential Village Hall budget overspend.
- To discuss fair share of Village Hall utility costs under agenda item 12.
- To note 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 at 31 December 2025:

310	General Reserve		£161,921
321	War Memorial Fund		£882
342	Town Twinning		£225
343	Capital		£44,782
344	Forward Maintenance Plan		£4,526
345	Elections		£8,348
346	CIL		£0
350	AED		£0
351	MUGA		£0
352	Machine Shed		£93,001
354	Tractor		£450
356	Sinoxhall Fields parking income		£13,334
360	Pitches		£6,612
363	Signs		£0
365	Grounds maintenance		£3,989
368	Ecology		£0
370	Centenary Garden		£2,822
372	Village Hall architect fees		£0
394	Public Conveniences		£0
396	D-Day		£0
398	Pavilion		£71,782
401	SERA Bins		£251
402	Youth Council		£117
	Total EMR		£251,120

- 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 31 December 2025 is £161,921.
- The Council is awaiting the Sinoxhall car park data for August to December 2025 from WBC.

Neighbourhood CIL

The Committee NOTED the Neighbourhood CIL update.

Neighbourhood CIL				
Date	Amount	Received*	Spend By	Spent
01/04/20 - 30/09/20	£1,970.27	10/05/2021	31/03/2026	£1,485.00
				£485.27
01/10/20 - 31/03/21	£16,907.44	23/04/2021	31/03/2026	£144.73
				£1,176.00
				£625.00
				£6,048.00
				£383.00
				£720.00
				£210.00
				£3,178.00
				£1,600.00
				£875.00
				£1,947.71
01/04/21 - 30/09/21	£26,002.58	08/11/2021	30/09/2026	£287.29
				£1,825.00
				£1,000.00
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	06/05/2025	31/03/2030	
01/04/25 - 30/09/25	£13,274.49	23/10/2025	30/09/2030	
	£113,614.51			

The Clerk advised that £22,890.29 must be spent by 30 September 2026 – this is held in the Machine Shed EMR. The Council is working with the architect, structural engineer, drainage engineer and utility company whilst the Council awaits the outcome of the strategic CIL application. This could use some of this fund, if the Council is approaching the spend deadline, it could ask WBC for an extension or it could purchase the additional shipping container permitted as part of the planning consent.

Future Neighbourhood CIL

Ward	Parish	Select a filter to the left and enter your criteria here...					Reset 
Filtering: "Parish=Cranleigh"							
Allocation	Potential 	Due 	Collected 	Allocated 	Spent 	Available	
CIL Admin	320,008.60	199,322.35	41,529.97	N/A	N/A	N/A	
Neighbourhood CIL	1,143,606.49	988,286.99	132,018.33	113,614.51	0.00	18,403.82	
CIL Strategic	4,936,556.83	2,798,837.84	657,050.98	4,567,511.90	255,966.10	-4,166,427.02	
Total:	6,400,171.92	3,986,447.18	830,599.28	4,681,126.41	255,966.10	-4,148,023.20	

Neighbourhood CIL: Due

Application Number:	App No 	Neighbourhood Zone	Demand Date	Amount	Filter 	Reset 
WA/2025/00524	WA/2025/00524	Cranleigh	01 Mar 2026	244,184.32		
WA/2023/00140	WA/2023/00140	Cranleigh	16 Oct 2025	6,357.95		
WA/2021/01706	WA/2021/01706	Cranleigh	13 Jan 2026	5,191.77		
WA/2025/00524	WA/2025/00524	Cranleigh	26 Nov 2026	244,184.32		
WA/2025/00524	WA/2025/00524	Cranleigh	25 May 2027	244,184.32		
WA/2025/00524	WA/2025/00524	Cranleigh	21 Nov 2027	244,184.31		

There is £988,286.99 Neighbourhood CIL due by 21 November 2027.

S106

s106 Remaining Funds						
Developer	Planning Application	Prescribed Use	Amount	Spend deadline	CPC EMR	Amount Remaining
Thakeham Homes	WA/2016/1921	Sinoxhall pitch and pavilion	£33,075	20/11/2027	398	£27,281
Crest Nicholson	WA/2017/1396	Recreational facilities	£47,417	26/05/2029	398	£44,500

The Council has now amalgamated these two funds into one EMR for the pavilion which holds £71,782 and it should be noted that £27,281 should be spent by 20 November 2027.

9. VARIABLE DIRECT DEBITS

The Council NOTED the following variable direct debits under Financial Regulation 7.9:

Frequency	Payee	Description
Annual	GMA – Grounds Maintenance Association	Subscription
Annual	Information Commissioners Office	Data Protection registration
Annual	Wey & Arun Canal Trust	Subscription
Annual	TV Licence	VH subscription
Monthly	WBC	Business Rates
Monthly variable	EE	Mobile telephones
Monthly variable	Castle Water	Water supply
Monthly variable	Octopus	Electricity and Gas
Variable	Screwfix/Kingfisher	Misc Expense
Variable	Chipstead of Cranleigh	Fuel
Variable	SSE	Sinoxhall street lighting electricity

10. CRANLEIGH FOOTBALL CLUB

The Football Club are looking at a £7 – 8,000 deficit this financial year. They are struggling for volunteers, which impacts their ability to fundraise through other events and catering. The Grounds Manager had provided a comprehensive analysis of material and contractor costs for the maintenance of the football pitches. A conservative estimate of the overall cost of the service is £54,597 with core costs for materials and contractors of £17,891. The Grounds Manager has predicted he can make savings of around £7,000 in financial year 2026/27 adjusting materials used and reduction in some services without reducing the quality of the playing surface. This brings the core costs down to £10,891. The current annual pitch fee is £8,638. The fee gap is £2,253. The Committee AGREED to recommend to Council to increase fees by 4% from 01 April 2027 and to ask the Football Club for their proposal to close the shortfall gap over the next two years.

The Council has already set the venue hire fees so the storage hire, changing room and floodlights fee will increase by 4%. The Football Club has provided a fixture list so the Council will now invoice in advance for all building use and provide a credit note on notification of cancellations.

11. DEBTORS

This item was held in in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence.

The Committee NOTED the update.

12. VILLAGE HALL LONG TERM HIRER

This item was held in in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence.

The Committee AGREED to recommend to full Council to include the use of the caretaker's room in their hire agreement with an appropriate fee, and to apply a 4% increase.

13. DATE OF NEXT MEETING

Thursday 14 May 2026 - The meeting closed at 8.09pm.

Signature.....

Date.....