



CRANLEIGH PARISH COUNCIL
MINUTES OF THE FINANCE COMMITTEE MEETING
ON THURSDAY 22 FEBRUARY 2018
AT 7.00PM IN THE COUNCIL CHAMBER, VILLAGE WAY, CRANLEIGH

Councillors

Cllr R Burbridge*
Cllr R Cole* (Chairman of the Committee)
Cllr. M Forszewski* (left the meeting at 7.05pm)
Cllr B Freeston*
Cllr A Richardson*
Cllr E Townsend*

PRESENT*

ALSO PRESENT

Parish Clerk B. Bell FSLCC, Cllr R Tyler.

1. ELECTION OF CHAIRMAN

Cllr R Burbridge nominated Cllr R Cole as Chairman of the Committee, was seconded by Cllr M Forszewski. Cllr E Townsend nominated Cllr A Richardson as Chairman of the Committee, was seconded by Cllr B Freeston. Cllr E Townsend withdrew her nomination and it was AGREED to elect Cllr R Cole to Chairman of the Committee. The Committee will elect a new Vice Chairman at their next meeting.

2. APOLOGIES FOR ABSENCE

Cllr M Forszewski left the meeting early as she had some urgent Parish Council business.

3. DECLARATIONS OF INTEREST

4. MINUTES OF THE MEETING HELD ON 14 SEPTEMBER 2017

The Minutes of the Meeting of the Finance Committee held on 14 September 2017 were APPROVED as a correct record and were signed by the Committee Chairman.

5. PUBLIC SESSION

There were no members of the public present who wished to speak.

6. CHAIRMAN'S REPORT

The Chairman reported that the Council had set the budget and precept at their December meeting.

7. CLERK'S REPORT

The Clerk had no report.

8. BUDGET REPORT

The Clerk provided budget reports for the first, second and third quarters. The Clerk gave an explanation for all budget overspends as the table below:

101	4009	Travelling expenses	-159	Budget insufficient for training needs
101	4023	Stationery/printing	-1252	Copier - £2,073 Stationery £647 Postage £671
101	4059	Other prof fees	-198	Surrey Hills Solicitors £1,012 advice on CVHT, first registration cemetery, tennis courts, advice on charitable status Snoxhall Fields, advice on status of allotments, deeds of dedication
102	4020	Misc Expenses	-459	£385 Display Flags, war memorial cleaning £430
201	4003	Temporary workers	-321	£546 should be moved to 401 4039 for High Street Flower Beds
201	4020	Misc Expenses	-97	£105 should be moved to 401 4039 for Childrens Area planting
201	4021	Telephone/fax	-84	£100 new phone
201	4025	Insurance	-843	Tractor vehicle insurance
201	4038	Eqpt Hire	-31	£251 to 201 4037
201	4043	Tractor maintenance	-299	Tractor needed repairs
203	4018	Health and Safety	-198	Asbestos Survey £226
203	4036	Property maintenance	-41	Gym net £625
205	4014	Electricity	-80	New contract increased costs
301	4018	Health and Safety	-992	Kave Theatre Services inspection £307, remedial works £347, Asbestos Survey £226, Boiler breakdowns £340
301	4036	Property maintenance	-402	Electrical work £1621
401	4018	Health and Safety	-38	Asbestos Survey £226
401	4021	Telephone/fax	-66	4 incorrect ledgers for Terry's phone
401	4044	Fuel & Oil	-48	Diesel £110 should go to 201 4044

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

The Clerk was asked to provide an income budget report for the next meeting so that members can compare income this year against last year since the hire fees were reduced to encourage more usage of Council properties.

9. DEBTORS

The Clerk said this would be a regular agenda item to keep members advised of any bad debtors. The Clerk reported that there are no bad debtors currently.

10. FINANCIAL POLICIES REVIEW

The Clerk reported that she is reviewing all Council policies and provided the following report on financial policies:

Policy	Model	Date Created	Reviewed	Review Due
Finance Policy		October 2015		October 2017
Financial Regulations	NALC	January 2017	May 2017	May 2018
Grants and Donations Policy	SSALC	November 2015		November 2017
Investment Policy	SSALC	June 2014		June 2017
Risk Management Policy	SSALC	April 2016		April 2017

It was AGREED to note the review.

11. REGULAR CONTRACTS

The Clerk provided a report on the Council's regular contracts in accordance with Financial Regulation 5.6. She reported that the grounds maintenance, cleaning, waste collection, fire alarms and publicity contracts had been put out to tender this year. It was AGREED that the Council will consider renewal of mobile telephone contracts in the future.

Cllr B Freeston questioned if the Council should be paying the SLCC membership for the Clerks. Cllr R Cole said the Council expects Clerks to be members of the SLCC, which is why the Council pays their membership fees. The Clerk said that Clerks are required to retain their professional membership through Continuous Professional Development which is of benefit to the Council, and the SLCC does provide advice to the Clerks. It was AGREED to continue to pay the Clerks SLCC membership fees.

12. VARIABLE DIRECT DEBITS

Members AGREED the variable direct debits in accordance with Financial Regulation 6.7. Members asked to see the utility contracts. The Clerk said that the Finance Assistant is currently preparing a spreadsheet with contract start and end dates and tariffs.

13. SALARIES BUDGET

The salaries budget for financial year 01/04/18 – 31/03/19 was considered in private and confidential session. It was AGREED by the Committee, and signed by the Chairman and Clerk in accordance with Financial Regulation 4.4

14. BANK MANDATE

Cllrs R Cole, K Fernandes, M Foryszewski, B Freeston, and E Townsend are bank signatories. It was AGREED to add Cllr A Richardson, leaving six members who are non-signatories able to sign the bank reconciliation in accordance with Financial Regulation 2.2

15. RISK ASSESSMENTS

Members AGREED the Generic Risk Assessment circulated with the agenda, and NOTED the Property Risk Assessments emailed with their agenda as they had not read them.

16. HEALTH AND SAFETY POLICY

Members AGREED the Health and Safety Policy with amendments to include the Asbestos Surveys and Fire Risk Assessments.

17. FIXED ASSET REGISTER 01/04/18 – 31/03/19

The Clerk advised that she has added the new bench at Snoxhall Fields donated to the Council and the new curtains and blinds at the Village Hall to the Fixed Asset Register and insurance schedule. Members AGREED the Fixed Asset Register 01/04/18 – 31/03/19.

18. INSURANCE

The Clerk reported that the Council will need to review the contract works cover of £100,000 when the Village Hall stage floor is replaced. She reported that the loss of revenue of £30,000 only covers one building, but members were not concerned as the likelihood of losing more than one building at different locations is minimal. The Clerk advised that the employee dishonesty cover of £350,000 is sufficient to cover peak cash flow as graph circulated with members' agenda. Members AGREED the insurance review.

19. EFFICIENCIES

The Council had asked the Finance Committee to consider efficiencies. The Clerk reported that many contracts had been re-tendered this year, and the Clerk is currently working on the telephone and broadband contract. The Clerk reported that whilst members had signed a disclaimer to have their agenda and minutes circulated by email, in fact only one member has agreed to receive them by email. The Clerk reported on the cost of printing, stationery, postage and staff time compiling paper agendas and minutes. Members AGREED to defer efficiencies to be reviewed when the budget for 01/04/19 – 31/03/20 is prepared.

20. DATE OF NEXT MEETING

Thursday 10 May 2018

The meeting closed at 8.20pm.