



**CRANLEIGH PARISH COUNCIL**  
**MINUTES OF THE FINANCE COMMITTEE MEETING**  
**ON THURSDAY 27 SEPTEMBER 2018**  
**AT 7.00PM IN THE COUNCIL CHAMBER, VILLAGE WAY, CRANLEIGH**

Councillors

Cllr J Betts\*  
Cllr R Cole\* (Vice Chairman of the Committee)  
Cllr B Freeston  
Cllr D Nicholas  
Cllr A Richardson\* (Chairman of the Committee)  
Cllr E Townsend\*

PRESENT\*

ALSO PRESENT

Parish Clerk B. Bell FSLCC.

1. ELECTION OF CHAIRMAN

Cllr E Townsend nominated Cllr A Richardson as Chairman of the Committee, which was AGREED.

2. ELECTION OF VICE CHAIRMAN

Cllr E Townsend nominated Cllr R Cole as Vice Chairman of the Committee, which was AGREED.

3. APOLOGIES FOR ABSENCE

The Committee AGREED the prior commitment apologies of Cllrs B Freeston and D Nicholas.

4. DECLARATIONS OF INTEREST

There were no declarations of interests and changes to Registers of Members interests notified.

5. MINUTES OF THE MEETING HELD ON 10 MAY 2018.

The Minutes of the Meeting of the Finance Committee held on 10 May 2018 were APPROVED as a correct record and were signed by the Committee Chairman.

6. PUBLIC SESSION

There were no members of the public present.

7. CHAIRMAN'S REPORT

The Chairman thanked Cllr R Cole for his work on this Committee over the last year.

8. CLERK'S REPORT

- The Clerk, Cllrs R Cole and A Richardson have been invited to a meeting at Godalming Town Council with CCLA investments to find out more about their financial products on 22 October 2018.

- The Ministry of Housing, Communities and Local Government has reported that the average parish precept 2018/19 at Band D is £64.05. The Cranleigh parish precept is £66.68.
- The Committee asked at the last meeting for the Clerk to check that the Council's insurance cover includes the storage of chemicals in the Snoxhall Fields machine shed. The insurer's advise that provided the chemicals are stored in accordance with the manufacturer's guidelines and the storage complies with any legislation relating to them there is no issue from an insurance perspective.
- The Clerk had attended the SSALC Legal and Finance Day today and reported that HMRC are Making Tax Digital from 01 April 2019 which will impact on how the Council submits its VAT return. It will be sent automatically from the accounting software, but work may be needed on the partial exemption calculations.
- The Clerk sought advice on the handling of VAT for the Snoxhall Fields charity and Mark Mulberry confirmed that the Council could operate under the one VAT registration with the service level agreement between the Council and charity to be discussed at the October Council meeting.

## 8. BUDGET REPORT

The Clerk provided first quarter budget report for income and expenditure for the financial year 01/04/18 – 31/03/19. The Clerk gave an explanation for all budget overspends as the table below:

		<b>EXPENDITURE</b>		
101	4024	Subscriptions	-1298	Accrual - invoices for SSALC subscription 2017/18 & 2018/19
101	4059	Other Prof Fees	-990	Legal fees for Deed of Dedications
102	4036	Property Maintenance	-791	SCC grant now applied, balance now £211.71
105	4036	Property Maintenance	-142	New privacy screen at the Common Public Conveniences
201	4014	Electricity	-3	Electricity supply for Snoxhall street lights
201	4036	Property Maintenance	-138	Incorrect coding, should be 205
203	4059	Other Prof Fees	-151	TV licence
204	4003	Temporary workers	-30	Incorrect coding, should be 4037
205	4059	Other Prof Fees	-151	TV licence
401	4037	Grounds Maintenance	-360	Incorrect coding, should be 4003
401	4038	Eqpt Hire	-65	Plant more expensive to hire
		<b>INCOME</b>		
201	1020	Pitch income	-3003	Start of season
201	1021	Tennis income	-2488	Start of season
203	1051	Youth Centre income	-3060	Income one quarter of budget
204	1010	Allotments rent	-1988	Invoiced for half the year for new licence agreement
205	1010	Pavilion income	-1714	Income one half of budget
			-	
301	1030	Village Hall income	19276	Income one fifth of budget
401	1040	Burial Fees	-9325	
401	1041	Memorial Fees	-8700	
401	1042	Grant of Rights	-3191	

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

The Clerk was asked to check if the TV licence is necessary or whether it can be controlled by condition in the hire agreement.

The Committee AGREED to ask the Council to discuss the role of the Council in planning consultations.

9. DEBTORS

The Committee NOTED the Clerk's Report and asked the Clerk to look at the hire agreement to find out if the Council can charge interest on outstanding debts.

10. RISK MANAGEMENT POLICY

The Committee RECOMMENDED the Risk Management Policy to full Council for approval. The Committee asked the Clerk to provide a matrix of Risk Assessments and staff responsibility to ensure that all staff sign annually to confirm that they have read the appropriate risk assessments for their role.

11. CASHFLOW

The Finance Committee AGREED to recommend to full Council to invest £100,000 for three months.

12. CRANLEIGH VILLAGE HALL HIRE

This item was considered in private and confidential session as it is commercial in confidence.

The Committee AGREED to adjust the number of hours hired for a regular hirer.

The Committee asked the Clerk to find out more about the operation of the Cranleigh market.

13. STAFF SALARY BUDGET 01/04/19 – 31/03/20

This item was considered in private and confidential session as it is staff in confidence.

The Finance Committee accepted the recommendation of the Personnel Committee and AGREED for the Staff Salary Budget prepared by the Clerk to be used in the preparation of the Council Budget 01/04/19 – 31/03/20 with the adjustments for the allocation of staff time across the cost centres.

14. BUDGET 01/04/19 – 31/03/20

The Finance Committee NOTED that the Clerk has started work on the preparation of the budget 01/04/19 – 31/03/20 and has incorporated the requirements of the Council's adopted Business Plan into the budget.

The Committee AGREED for the Business Plan to be submitted to Waverley Borough Council for section 106 and PIC funding opportunities.

15. DATE OF NEXT MEETING

Thursday 29 November 2018.

The meeting closed at 8.30pm.

Signature.....

Date.....