



CRANLEIGH PARISH COUNCIL
MINUTES OF THE FINANCE COMMITTEE MEETING
ON THURSDAY 28 FEBRUARY 2019
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: Cllr S Jeacock, Parish Clerk B. Bell FSLCC.

1. APOLOGIES FOR ABSENCE

The Committee AGREED the prior commitment apology of Cllr J Betts.

2. DECLARATIONS OF INTEREST

Cllr E Townsend declared that she is a Waverley Borough Councillor.

3. MINUTES OF THE MEETING HELD ON 29 NOVEMBER 2018

The Minutes of the Meeting of the Finance Committee held on 29 NOVEMBER 2018 were APPROVED as a correct record and were signed by the Committee Chairman.

4. PUBLIC SESSION

There were no members of the public present.

5. CHAIRMAN'S REPORT

The Chairman had no report.

6. CLERK'S REPORT

- The Committee asked the Clerk to clarify the requirement for a TV licence for public buildings. The Clerk has supplied a link to Councillors for the TV licensing website. The Council has a TV Licence for the Village Hall, Snoxhall Pavilion and Youth Centre.
- The Clerk had contacted the refuse contractor who has advised that they will be increasing their fees by 2.5% from 01 April 2019 due to increased treatment, disposal, insurance, environmental monitoring and compliance costs. The contractor is also concerned about a potential no deal Brexit and impact on their future costs. The Clerk explained that the Council had sought quotations for the contract last year and only received one response, so it was AGREED to roll over this contract for one further year.

7. BUDGET REPORT

The Clerk provided the third 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:

		EXPENDITURE		
101	4018	Health & Safety	-86	£250 for electrical work for new sockets in Chamber and fault repairs
101	4019	Security	-307	Intruder alarm repair £105, Shield Security £250 new key holding service, two call outs at £35 each
101	4021	Telephone/fax	-1449	Combined telephone/broadband for Office, VH and SP - new supplier will split out cost centres. Reversal of journal £234 and credit from previous supplier of £114 in month 10
101	4023	Stationery/printing	-123	Need to journal x £136 lease cost to 4038
101	4024	Subscriptions	-1752	Accrual - invoices for SSALC subscription 2017/18 & 2018/19
101	4025	Insurance	-93	Allotments insurance £178 - needs new code
101	4059	Other Prof Fees	-2863	Legal fees for Deed of Dedications, Parishes Online £450, HR Support £345, CVHT legal advice
102	4020	Misc Expenses	-119	Incorrect coding, has been corrected in month 10, add £1000
102	4036	Property Maintenance	-119	Incorrect coding, has been corrected in month 10, add £1000
105	4036	Property Maintenance	-142	Electrical work for repairs, privacy screen work
107	4701	FGP Grants	-2650	£3000 grant to the Friday Night Project
201	4014	Electricity	-515	Electricity supply for Snoxhall street lights
201	4036	Property Maintenance	-18	Corrected in month 10
201	4038	Grounds Maintenance	-205	Extra digger hire to move sand by Downs Link and other grounds work
201	4040	Play Equipmt Maint	-708	Await second installment of Active Spaces Grant of £2,500
201	4043	Tractor	-7	£250 excess for vehicle claim
201	4044	Fuel & Oil	-80	Increased costs - Centenary Garden
201	4048	Equipment purchase	-111	Incorrect journal £244.75, should be 201 4037
203	4012	Water	-155	£389 bill 13/06/18 - 13/09/18 - Centenary Garden
203	4014	Electricity	-55	£177.04 x 2 incorrect journal to 4015
203	4018	Health & Safety	-66	Boiler repair £293
203	4019	Security	-257	Keyholding service £250
203	4059	Other Prof Fees	-151	TV licence
205	4012	Water	-111	Toilet has been leaking, now replaced
205	4018	Health & Safety	-363	Gas cooker repair £231, roller shutter service £155
205	4059	Other Prof Fees	-151	TV licence
301	4011	Rates	-582	Error in budget entered, should be £2,400
301	4012	Water	-378	
301	4019	Security	-235	Keyholding service £250

301	4025	Insurance	-52	Engineering insurance for VH boilers £140
401	4025	Insurance	-2	
401	4038	Eqpt Hire	-65	Plant more expensive to hire
		INCOME		
201	1020	Pitch income	232	
201	1021	Tennis income	-2083	
203	1051	Youth Centre income	-188	
204	1010	Allotments rent	1952	One and a half year income due to re-alignment of agreement date
205	1010	Pavilion income	-235	
301	1030	Village Hall income	-10922	Only half of budget
401	1040	Burial Fees	-3900	Two thirds of budget
401	1041	Memorial Fees	-3600	Two thirds of budget
401	1042	Grant of Rights	1784	
401	1043	Transfer of graves	1675	

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

Income for the tennis courts has reduced substantially since bookings have been made through the Council Office due to the opening hours and lack of weekend opening. The Committee AGREED to approach the Leisure Centre to ask if they would operate the tennis courts again.

8. DEBTORS

This item was considered in private and confidential session as it is commercial in confidence. The Committee NOTED the Clerk's Report.

9. VARIABLE DIRECT DEBITS

The Committee AGREED the variable direct debit list.

10. FIXED ASSET REGISTER 01/04/19 – 31/03/19

The Finance Committee AGREED for Cllrs A Richardson and E Townsend to undertake the stock check.

11. BUSINESS RATES VALUATION

- The Committee DELEGATED AUTHORITY to the Clerk to submit an application for business rates re-valuation for Council properties to the Valuation Office Agency.
- The Committee AGREED for the Clerk to find out about Business Rates for Snoxhall Fields car park.

12. CLEANING CONTRACT 01/04/19 – 31/03/20

This item was considered in private and confidential session as it is commercial in confidence. The Clerk presented quotations A – I. The Finance Committee AGREED to accept the quotation from contractor G.

13. DATE OF NEXT MEETING

Tuesday 30 April 2019 The meeting closed at 7.48pm.

Signature.....

Date.....