



CRANLEIGH PARISH COUNCIL
MINUTES OF THE FINANCE COMMITTEE MEETING
ON TUESDAY 30 APRIL 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 apologies of Cllrs J Betts and B Freeston.

2. DECLARATIONS OF INTEREST

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

3. MINUTES OF THE MEETING HELD ON 28 FEBRUARY 2019

The Minutes of the Meeting of the Finance Committee held on 28 FEBRUARY 2019 were APPROVED as a correct record and were signed by the Committee Chairman.

4. PUBLIC SESSION

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

5. CHAIRMAN'S REPORT

The Chairman had no report.

6. CLERK'S REPORT

The Clerk had no report.

7. BUDGET REPORT

The Clerk provided the final 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	4011	Rates	-460	
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	-630	Combined telephone/broadband for Office, VH and SP - new supplier will split out cost centres. Awaiting credit from BT following move of service
101	4023	Stationery/printing	-1168	Increased printing costs for Neighbourhood Plan
101	4024	Subscriptions	-1907	Accrual - invoices for SSALC subscription 2017/18 & 2018/19
101	4025	Insurance	-93	Allotments insurance £178 - needs new code
101	4026	Computer/IT	-72	WIFI booster in Council Chamber
101	4057	Audit	-36	Accrual at year-end
101	4059	Other Prof Fees	-5014	Legal fees for Deed of Dedications, Parishes Online £450, HR Support £345, CVHT legal advice
105	4014	Electricity	-70	
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	-1334	Electricity supply for Snoxhall street lights
201	4020	Miscellaneous	-24	
201	4025	Insurance	30	Accrual 2018 invoice - year-end figure
201	4038	Grounds Maintenance	-205	Extra digger hire to move sand by Downs Link and other grounds work
201	4040	Play Equipt Maint	-1152	Await second installment of Active Spaces Grant of £2,500
201	4044	Fuel & Oil	-926	Increased costs - Centenary Garden, early delivery needed 2019
203	4012	Water	-270	£389 bill 13/06/18 - 13/09/18 - Centenary Garden
203	4015	Gas	-90	
203	4018	Health & Safety	-359	Boiler repair £293
203	4019	Security	-257	Keyholding service £250
203	4036	Property Maintenance	-47	Roof tiles replacement
203	4059	Other Prof Fees	-151	TV licence
205	4012	Water	-216	Toilet has been leaking, now replaced
205	4015	Gas	-300	
205	4016	Cleaning	-255	
205	4018	Health & Safety	-438	Gas cooker repair £231, roller shutter service £155
205	4020	Miscellaneous	-261	Replacement toilet

205	4036	Property Maintenance	-329	Roof tiles replacement
205	4059	Other Prof Fees	-151	TV licence
301	4011	Rates	-1176	Error in budget entered, should be £2,400
301	4012	Water	-614	
301	4018	Health & Safety	-222	New smoke detectors
301	4019	Security	-235	Keyholding service £250
301	2041	Telephone/fax	-72	
301	4025	Insurance	52	Engineering insurance for VH boilers £140 - accrual at year-end
301	4036	Property Maintenance	-423	Emergency light replacement
401	4011	Rates	-44	
401	4019	Security	-46	Intruder alarm service
401	4025	Insurance	-2	
401	4038	Eqpt Hire	-65	Plant more expensive to hire
501	4001	Staff	-1749	Change to staff time allocation
		INCOME		
201	1020	Pitch income	1216	
201	1021	Tennis income	-1924	
203	1051	Youth Centre income	1785	
204	1010	Allotments rent	2114	One and a half year income due to re-alignment of agreement date
205	1010	Pavilion income	768	
301	1030	Village Hall income	-5705	Only half of budget
401	1040	Burial Fees	-625	Two thirds of budget
401	1041	Memorial Fees	-2150	Two thirds of budget
401	1042	Grant of Rights	3534	
401	1043	Transfer of graves	2275	

- The Members NOTED the budget report and AGREED the budget overspends in accordance with Financial Regulation 4.2.
- The Committee would like to consider re-imburement of the printing costs from the Neighbourhood Plan reserve if there is surplus at the end of the project.
- The Committee asked the Clerk to re-send the email confirming the requirement for the Council to have a TV licence for its properties.

8. DEBTORS

This item was considered in private and confidential session as it is commercial in confidence. The Committee NOTED the Clerk's Report. There are no long term debtors.

9. INTERNAL AUDIT

- Report from the Internal Auditor on the year-end Internal Audit for financial year 01/04/18 – 31/03/19.
The Committee AGREED the Internal Audit Report and recommended it to the Council for approval. The Committee NOTED that the Internal Auditor commented that the accounts are organized and well presented.
- Report from Councillors on the effectiveness of the Internal Audit.
Cllrs A Richardson and E Townsend attended the Internal Audit. The Committee recommended their report on the scope and effectiveness of the Internal Audit to the Council for approval. The Clerk advised that the report on the scope and effectiveness of the Internal Audit must be approved by the Council before they consider the Annual Governance Statement.

10. ANNUAL RETURN 01/04/18 – 31/03/19

The Finance Committee AGREED to recommend the following sections of the Annual Return to the Council for approval:

- Annual Governance Statement
- The Accounting Statement

11. BUDGET REPORT 01/04/19 – 31/03/20

The Committee AGREED to recommend to the Council to remove the alarm, ditch and broadband reserves and place the remaining funds in the general reserve.

12. BUILDINGS INSURANCE VALUATIONS

This item was considered in private and confidential session as it is commercial in confidence. The Committee considered three quotations and AGREED to appoint Oxborough Chartered Surveyors to undertake the buildings insurance valuations of the Village Hall, Council Office, Snoxhall Pavilion and Machine Shed, Youth Centre, Cemetery Machine Shed, CAB Office, Public Conveniences at the Common and in Village Way and the Lych Gate for the total sum of £1,750 + VAT.

13. DATE OF NEXT MEETING

Thursday 05 September 2019. The meeting closed at 7.40pm.

Signature.....

Date.....