



CRANLEIGH PARISH COUNCIL
MINUTES OF THE FINANCE COMMITTEE MEETING
ON MONDAY 03 FEBRUARY 2020
AT 7.00PM IN THE COUNCIL CHAMBER, VILLAGE WAY, CRANLEIGH

Councillors

Cllr R Cole* (Vice Chairman of the Committee)
Cllr D Nicholas
Cllr N Sanctuary* (Chairman of the Committee)
Cllr E Townsend*
Cllr G Worthington

PRESENT*

ALSO PRESENT: Parish Clerk B. Bell FSLCC, Admin Clerk R. Pass.

1. ELECTION OF CHAIRMAN

Cllr E Townsend nominated Cllr N Sanctuary as Chairman of the Committee and was AGREED UNANIMOUSLY.

2. APOLOGIES FOR ABSENCE

The Committee AGREED the work commitment apologies of Cllrs D Nicholas and G Worthington.

3. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Waverley Borough Councillor.
- Cllr R Cole declared that he is a Waverley Borough Councillor.
- Cllr N Sanctuary declared that he is Chairman of Glebelands School Governors and a member of the Glebelands School Finance Committee.

4. MINUTES OF THE MEETING HELD ON 28 OCTOBER 2019

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

5. PUBLIC SESSION

There were no members of the public present.

6. CHAIRMAN'S REPORT

The Chairman had no report.

7. CLERK'S REPORT

The Clerk reported:

- The Finance Committee completed the survey from the Joint Practitioners Advisory Group on the Practitioners Guide.
- The Admin Clerk for Finance and Property only managed to obtain one quotation for green energy and it was outside the Council's allotted budget, so a one year contract was placed with EDF for electricity.

- The SCC pension actuarial valuation report has been received. The employer's rate will increase from 17.2% to 18.4% from 01 April 2020 for three years, increasing the Council's employer contribution by approximately £2,000 for financial year 01/04/20 – 31/03/21 and has not been allocated in the salary budget.

8. BUDGET REPORT 01/10/19 – 31/12/19

The Clerk provided the third quarter budget report for income and expenditure for the financial year 01/04/19 – 31/03/20. The Clerk gave an explanation for all budget overspends as the table below:

		EXPENDITURE		
101	4059	Professional Fees	-1390	HR support £1,789
105	4025	Insurance	-44	Renewal came in after budget agreed
105	4036	Property maintenance	-146	Locksmith £239
201	4003	Temporary workers	-1594	Contractors
201	4014	Electricity	-445	RP reconciling account
201	4019	Security	-53	Trailer lock
201	4025	Insurance	-24	Renewal came in after budget agreed
201	4038	Eqpt hire/contracts	-180	Accrual £525
201	4043	Tractor maintenance	-26	Tractor service
201	4048	Equipment - purchase	-19380	Capital purchase of play equip £18,349 and John Deere deck £1,216
202	4011	Rates	-541	Rates not budgeted
202	4036	Property maintenance	-9904	Payment to charity bank account
203	4015	Gas	-139	Accrual £913
203	4036	Property Maintenance	-1576	New exterior lighting £1,330 and Insurance excess £250 for window replacement
205	4021	Telephone/fax	-63	Should have been coded to 4018 for fire alarm line
205	4036	Property maintenance	-779	Roof repair £1,400
209	4048	Equipment purchase	-2758	Trailer purchased from Capital EMR
301	4021	Telephone/fax	-47	Should have been coded to 4018 for fire alarm line
301	4025	Insurance	-293	Renewal came in after budget agreed
301	4036	Property maintenance	-18102	£26,328 VH repairs
401	4012	Water	-20	High Street water should be coded to 201
401	4048	Equipment - purchase	-36	Memorial bench purchase for grave owner
912	9125	Neighbourhood Plan	-1395	EMR expenditure
940	4036	Property maintenance	-440	Village Hall architect fees from VH EMR

		INCOME		
201	1020	Pitch hire income	4607	£907 over budget
201	1021	Tennis income	589	Only one fifth of budget
201	1030	Letting income	60	Should be Village Hall
201	1089	Misc income	21124 9	Active Spaces £2,499, C In Bloom s106 grant £3,310, s106 funding £177,192 , Betty Riseley Trust £31,747
202	1200	Car park income	17353	Charity account £10,204
203	1010	Rent received	68	Should be allotments
203	1051	Youth Centre income	1008	Over budget - new clients
204	1010	Allotments rent	619	Over budget due to invoice date change
205	1010	Pavilion income	2892	Over budget due to new client
301	1030	Village Hall income	18579	Three quarters of budget
401	1040	Burial Fees	8625	Three quarters of budget
401	1041	Memorial Fees	6492	Almost half of budget
401	1042	Grant of Rights	5600	Over budget
401	1043	Transfer of graves	1650	Over budget

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

9. **DEBTORS**

This item was considered in private and confidential session as it is commercial in confidence. The Committee NOTED the Clerk's Report. The Committee AGREED to consider a review of payment terms in the hirer licence agreements in the future.

10. **BUSINESS RATES VALUATION**

The Clerk sought three 'no win, no fee' contractors to evaluate the likelihood of a business rates reduction for Council properties. Two responses were received who both confirmed that the Council is paying the correct amount of business rates for its properties. The Committee NOTED the report.

11. **INVESTMENT**

The Clerk advised that a fixed term investment of £175,000 has just matured. The current treasury reserve rates are 0.42% for one month, 0.7% for three months and 0.75% for six months. The Committee AGREED to recommend to the Council to invest £100,000 on three months in February and £100,000 on three months in March, so that the Council has an investment maturing every month to assist cashflow.

12. **VARIABLE DIRECT DEBITS**

The Committee AUTHORISED the variable direct debits shown in the table below for financial year 2020 – 2021 in accordance with Financial Regulation 6.7

Frequency	Payee	Description
Annual	IOG - Institute of Groundsman	Subscription
Annual	Int'l Commissioner Office	Data Protection registration
Annual	Wey & Arun Canal Trust	Subscription
Monthly	WBC	Building Rates
Monthly variable	CMC	Office Cleaning

Monthly variable	Total Gas and Power	Electricity
Monthly variable	Total Gas and Power	Gas
Monthly variable	5Rings	Telephone and broadband
Monthly variable	EE	Mobile telephones
Monthly variable	Castle Water	Water supply
Monthly variable	Initial Washrooms	Sanitary services
Monthly variable	British Gas	Electricity
Monthly variable	EDF	Electricity
Variable	Screwfix	Misc Expense
Variable	Chipstead of Cranleigh	Fuel
Variable	Butler Fuels (Certas Energy UK)	Fuel
Variable	Telepay	Salaries
Variable	SSE	Snoxhall street lighting electricity

13. REGULAR CONTRACTS

This item was considered in private and confidential session as it is commercial in confidence. The Committee AGREED to renew the following contracts for financial year 01/04/20 – 31/03/21:

- Chambers Waste Management plc
- Cleaning Maintenance Company
- Grasstex
- NetcomIT Solutions

14. DATE OF NEXT MEETING

To be confirmed. The meeting closed at 7.55pm.

Signature.....

Date.....