



**CRANLEIGH PARISH COUNCIL**  
**MINUTES OF THE FINANCE COMMITTEE MEETING**  
**ON MONDAY 19 OCTOBER 2020 AT 7.00PM**  
**VIA GOTO MEETING**

Councillors

Cllr R Cole (Vice Chairman of the Committee)  
Cllr R Denton  
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, Cllr S Jeacock.

1. APOLOGIES FOR ABSENCE

The apology from Cllr R Cole, who is unwell, was AGREED.

2. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Waverley Borough Councillor.
- Cllr N Sanctuary declared that he is Chairman of Glebelands School Governors.
- Cllr D Nicholas declared that he is a member of Cranleigh Youth Football Club.

3. MINUTES OF THE MEETING HELD ON 14 MAY 2020

The Minutes of the Meeting of the Finance Committee held on 14 May 2020 were APPROVED as a correct record and will be 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 reported that he is working on a new database to aid cashflow monitoring.
- The Chairman reported on various sources of funding for the community including a £100m fund to re-generate the High Street. It was AGREED for the Clerk to forward details of the fund to the Chamber of Commerce and circulate funding details on Facebook and Twitter.

6. CLERK'S REPORT

The Clerk had no report.

7. BUDGET REPORT 01/04/20 – 30/06/20

The Clerk provided the budget report for income and expenditure for the first quarter of the financial year 01/04/20 – 30/06/20. The Council's income and expenditure has been impacted by the coronavirus pandemic and national lockdown. The Clerk gave an explanation for all budget overspends as the table below:

		<b>EXPENDITURE</b>		
105	4036	Property maintenance	-6249	£7,541 spent from Forward Maint Plan EMR on Wallgate units
201	4037	Grounds maintenance	-9996	£8,080 spent from Charity EMR on fence & drain, £5,360 on verti-drain, hollow core, seeding and weed control should be journalled to 201 4038, £716.66 x 3 should be journalled to 401 4003
201	4048	Equipment - purchase	-11493	£13,010 spent from play equip EMR
203	4015	Gas	-394	Accrual from previous year
205	4012	Water	-356	Accrual from previous year
301	4036	Property maintenance	-7196	£11,196 from VH EMR
401	4036	Property maintenance	-2918	£3,900 from general reserve for ground water RA
		<b>INCOME</b>		
201	1020	Pitch hire income	240	End of season
201	1021	Tennis income	0	Courts opened for free use
201	1089	Misc income	-41305	S106 public toilet £30,000, s106 pitches £10,771, Tesco COVID grant £500
202	1200	Car park income	0	Charging halted end of March to end of June
203	1051	Rent received	-5820	£10,000 business support grant received, discount to hirer
204	1010	Allotments rent	1579	Invoicing date change from April to October
205	1010	Pavilion income	0	£10,000 business support grant received, discount to hirer
301	1013	CVH cupboard hire	0	No hirers March - July
301	1030	Village Hall income	-22605	No hirers March - July
401	1040	Burial Fees	-8000	20% of budget
401	1041	Memorial Fees	-9425	
401	1042	Grant of Rights	-3400	One third of budget

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

## 8. INTERNAL AUDIT

The Internal Auditor has offered the following options for the 01/04/20 – 31/03/21 Internal Audit due to COVID-19:

- a. The Internal Auditor produces a list of items that could be remitted by email - perhaps it could involve scans of cash book entries, invoices and bank statements, in order for a transaction chase to be completed

- b. As the last full reviews were around 12 months ago, there is no interim review

The Chairman sought the Clerk's advice. The Clerk said she would prefer option a, since the year-end review had taken place by email too and it is important to demonstrate internal audit review. The Committee AGREED to request option a Internal Audit review.

9. UTILITY CONTRACTS

The Council's electricity and gas contracts are due for renewal this autumn. The Admin Clerk for Finance had obtained six quotations for 1, 2 and 3 year contracts from some of the big six suppliers and green energy suppliers.

- It was AGREED to purchase a two year contract for electricity supply with Octopus.
- It was AGREED to purchase a two year contract for gas supply with Octopus if they would provide a dual fuel discount and match the gas prices quoted by Ecotricity, otherwise the Council would purchase a two year contract for gas supply with Ecotricity.

10. INVESTMENT STRATEGY

The Chairman had prepared a briefing note as background to this agenda item. He said the Council should consider:

- Ethical and ecological principles
- Thresholds for liquid cash
- Risk and conditions of liquidity

It was AGREED for the Chairman to draft the specifics of the policy for consideration by the Council.

Cllr D Nicholas left the meeting and the following items were noted as no decisions could be made as the meeting had become inquorate.,

11. PENSION DISCRETIONS

The Clerk reported that the Personnel Committee had agreed to review its current policy in line with the SCC model discretions policy and will consider the revised policy at its next meeting for consideration of recommendation to the full Council for approval. The Clerk advised that the Council could seek a quotation from the actuary before offering a pension discretion to understand the impact on the pension scheme and Council.

12. BUDGET REPORT

Report on budget commitments 01/04/20 – 31/03/21

The Clerk gave an update in private and confidential session on the impact of the coronavirus on the Council's finances.

13. DEBTORS

The Clerk gave a report on debtors in private and confidential session.

14. DATE OF NEXT MEETING

Monday 09 November 2020. The meeting closed at 8.25pm.

Signature.....

Date.....