



CRANLEIGH PARISH COUNCIL
MINUTES OF THE FINANCE COMMITTEE MEETING
ON THURSDAY 28 JANUARY 2021 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, Mark Davies – CCLA.

1. APOLOGIES FOR ABSENCE

The Committee AGREED the prior commitment apology of Cllr G Worthington.

2. DECLARATIONS OF INTEREST

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

3. GUEST SPEAKER: MR MARK DAVIES – CCLA

Mr Davies explained that CCLA's full name is Charities, Churches and Local Authorities. CCLA is a fund manager holding £12.4 billion in cash and long term investments for 35,000 clients, who include small charities through to large county councils. They are a mutual company owned by their clients. They were formed in 1958 and hold £2.7 billion for public sector clients including 700 Councils of which 400 are Town and Parish Councils.

Mr Davies outlined their two products:

- The Public Sector Deposit Fund is a pure cash fund holding £1.5 billion for 150 local authority clients. First deposit entry level is £25,000. Mr Davies said it has security as it is a AAA rated product, liquidity as same day return possible and the yield is 0.0387%, subject to changing market conditions. This fund is not covered by the Financial Services Compensation Scheme.
- The Property Fund holds £1.2 billion for 250 local authority investors of which 100 are Town and Parish Councils. The fund is for a long term view of a minimum of five years. Minimum investment is £25,000. The fund has invested in 79 commercial properties of which 2.5% are shops, 38% logistics and 33% are offices and the remainder are supermarkets and hotels. 90 days notice of withdrawal is required. Fees are 8% to cover legal fees and stamp duty, return is 4.49% after fees, subject to changing market conditions. An IFA suitability report as an elective professional is required to enter the scheme, fees for the report are £495.

4. MINUTES OF THE MEETING HELD ON 26 NOVEMBER 2020

The Minutes of the Meeting of the Finance Committee held on 26 NOVEMBER 2020 were APPROVED as a correct record and will be signed by the Committee Chairman.

5. PUBLIC SESSION

There were no members of the public present.

6. CHAIRMAN'S REPORT

The Chairman continues his work on the finance database.

7. CLERK'S REPORT

The Clerk applied for the Local Restrictions grant for the Pavilion and Youth Centre for the period 02 November to 02 December 2020 and received a grant of £1,334 per building. The Clerk has also applied for the Local Restriction Grant for both buildings for the period 02 – 26 December 2020.

8. BUDGET REPORT 01/10/20 – 31/12/20

The Clerk provided the budget report for income and expenditure for the third quarter of the financial year 01/10/20 – 31/12/20. The Clerk gave an explanation for all budget overspends as the table below:

		EXPENDITURE		
201	4003	Temp workers	-4	Extra grass cutting due COVID demands elsewhere
201	4038	Equi/contracts	-10	
203	4014	Electricity	-54	Awaiting final account for EDF
203	4015	Gas	-783	Accrual of £881 from previous year
203	4025	Insurance	-159	Accrual of £148 previous year
203	4036	Property maintenance	-311	Urinal leak
204	4036	Property maintenance	-136	No budget, water leak
205	4012	Water	-356	Accrual from previous year
401	4012	Water	-31	Accrual of £80 from previous year
401	4020	Misc expenses	-45	Register of burials £645
401	4036	Property maintenance	-3083	£3,900 from general reserve for ground water RA
		INCOME		
101	1090	Interest	-643	
201	1020	Pitch hire income	-2541	50% of income budget
201	1021	Tennis income	0	WBC COVID grant
201	1089	Misc income	3023	Tesco COVID grant £500 Co-op Youth Council grant £3615.79
202	1200	Car park income	7273	July - Dec income £3,455 and WBC COVID grant £3,816
203	1051	Rent received	14363	£10,000 business support and £1334 local restrictions grant received, discount to hirer
204	1010	Allotments rent	2468	Invoicing date change from April to October
205	1010	Pavilion income	5000	£10,000 business support grant received, discount to hirer
301	1013	CVH cupboard hire	-1300	No cupboard hirers since March 2020
301	1030	Village Hall income	-14336	Income £4,802, WBC COVID grant £5,088
401	1040	Burial Fees	-4250	50% of income budget
401	1041	Memorial Fees	-5650	Almost 50% of budget
401	1042	Grant of Rights	-550	Almost 100% of budget
401	1089	Misc income	-700	30% of budget

The Committee NOTED the budget report and AGREED the budget overspends in accordance with Financial Regulation 4.2. Cllr D Nicholas left the meeting.

9. **INVESTMENT STRATEGY**

Cllr N Sanctuary advised that the adopted Investment Strategy enables the Council to look at other investment instruments for a better return, but the Council needs to understand its cashflow. Cllr E Townsend said she would consult with the Finance Director at WBC about appropriate investment opportunities open to local government.

The Committee AGREED to recommend the following amendment to the Investment Strategy with additional bullet point 2.6:

In the light of the declaration of a climate emergency by the Council in 2020, investment instruments and action should reflect ethical and ecological standards.

The Committee AGREED to recommend to Council to create an Investment Plan as follows:

- Ethical and ecological
- Three tiers: cash, short term, long term
- Cash thresholds to ensure bank balances were sufficient to support day to day expenditure.

10. **VARIABLE DIRECT DEBITS**

The Committee AUTHORISED the variable direct debits shown in the table below for financial year 2021 – 2022 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	5Rings	Telephone and broadband
Monthly variable	EE	Mobile telephones
Monthly variable	Castle Water	Water supply
Monthly variable	Initial Washrooms	Sanitary services
Monthly variable	Ecotricity	Gas
Monthly variable	Octopus	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

11. **INTERNAL AUDIT**

This item was considered in private and confidential session: reason – commercial in confidence.

The Council had previously conducted a three yearly review of the appointment of the Internal Auditor in January 2020. The Finance Committee Chairman had asked for a review of the appointment as the internal audit is currently being carried out online. The Committee considered three quotations for internal audit services and AGREED to recommend the appointment of Peter Frost for financial year 01/04/21 – 31/03/22 to the Council.

12. REGULAR CONTRACTS

This item was considered in private and confidential session: reason – commercial in confidence.

The Committee AGREED to renew the following contracts for financial year 01/04/21 – 31/03/22 as they have provided consistent value for money and maintained their price:

- Chambers Waste Management plc
- Cleaning Maintenance Company
- Grasstex

13. DEBTORS

The Clerk gave a report on debtors in private and confidential session. It was AGREED to pursue a long term debtor.

14. 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. The Clerk's report was NOTED.

15. DATE OF NEXT MEETING

Monday 17 May 2021. The meeting closed at 9.00pm.

Signature.....

Date.....