



CRANLEIGH PARISH COUNCIL
MINUTES OF THE FINANCE COMMITTEE MEETING
ON THURSDAY 14 MAY 2020 AT 6.30PM
VIA GOTO MEETING

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, one member of public.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

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 03 FEBRUARY 2020

The Minutes of the Meeting of the Finance Committee held on 03 February 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 had no report.

6. CLERK'S REPORT

The Clerk reported:

The Council has received the retail discount on the non-domestic rates for the Youth Centre and Snoxhall Pavilion, plus the business support grant of £10,000 for each building as they are owned by the Parish Council on charitable trust. The Council is not eligible for the retail discount on non-domestic rates or the business support grant for the Village Hall as it is owned by the Parish Council as a precepting authority.

7. BUDGET REPORT 01/01/20 – 31/03/20

The Clerk provided the 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	4011	Rates	-33	Rates increase
101	4014	Electricity	-47	£600 estimated journal whilst invoice awaited
101	4016	Cleaning	-9	Office telephone £114.48 incorrectly journalled.
101	4019	Security	-1764	£1,616 on new alarm from captial EMR and maintenance contract increase from £90 to £383
101	4026	Computer/IT	-2428	New photocopier from captial EMR£1656, new data projector £240, move data to Sharepoint £302, COVID costs £90 home computer connection, Goto Meeting £182
101	4055	Accounting fees	-103	New charity work £639
101	4059	Professional Fees	-6910	HR support £2,084, CVHT legal fees £4117, Amlets Lane allotments legal fees £2,225 to be reclaimed from CALA Homes
101	4061	Elections	-8936	Funded from capital EMR
102	4020	Misc expenses	-914	COVID items Survey Monkey £320, Food Bank £91, Gloves SC £88, Banners £415
105	4025	Insurance	-44	Renewal came in after budget agreed
105	4036	Property maintenance	-474	Locksmith £239, new cistern £328
201	4003	Temporary workers	-3515	Footpath repair £940, ditch work Knowle Lane £980, remove allots fruit cages £300, hedge cutting £810, grass cutting £210, grass cutting £333
201	4014	Electricity	-966	First full year of electricity bills
201	4017	Refuse	-324	Skips £848, battery recycling £165
201	4019	Security	-53	Trailer lock
201	4025	Insurance	-24	Renewal came in after budget agreed
201	4037	Grounds maintenance	-8642	Fencing £1200 from PIC in EMR, Snoxhall ditch clearance £980 should be code 4003, BH car park £3,748 from capital EMR, Bark and sand top up £2,720 from capital EMR
201	4038	Eqpt hire/contracts	-180	Accrual £525
201	4040	Play Equip maint	-349	New swing cradles £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
201	4049	Tennis mgmt fee	-230	New cost centre to correctly account for tennis mgmt fee VAT
201	4059	Professional Fees	-525	Survey of football pitch from s106 EMR
202	4011	Rates	-628	Rates not budgeted
202	4036	Property maintenance	-9904	Payment to charity bank account
203	4012	Water	-59	Centenary Garden £343
203	4014	Electricity	-61	Higher bill in March
203	4015	Gas	-790	Accrual £913
203	4020	Misc expenses	-70	Party banners £80

203	4036	Property Maintenance	-4924	New exterior lighting £1,330 and Insurance excess £250 for window replacement, new windows £2550 from charity EMR, Alarm upgrade £840 from charity EMR
205	4019	Security	-1944	New intruder alarm £1960 from charity EMR
205	4036	Property maintenance	-779	Roof repair £1,400
209	4048	Equipment purchase	-2758	Trailer purchased from Capital EMR
301	4011	Rates	-124	
301	4017	Refuse	-11	Increased costs
301	4018	Health and Safety	-1170	Telephone/broadband £574, Fall arrest extras £428, pump failure and leak £160
301	4019	Security	-181	Lock £151, CCTV problem £30
301	4020	Misc expenses	-81	Bonfire programme £85
301	4025	Insurance	-293	Renewal came in after budget agreed
301	4036	Property maintenance	-23422	£26,328 VH repairs from EMR
401	4011	Rates	-41	
401	4019	Security	-3	Service agreement for new alarm
401	4036	Property maintenance	-3827	Cemetery drainage survey from general reserve £4475
401	4048	Equipment - purchase	-2532	Memorial bench £437, Billy Goat £1521 from capital EMR, memorial wall from general reserve £975
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	2119	Over budget
201	1021	Tennis income	-1463	Courts closed due to condition
201	1089	Misc income	21744 6	Active Spaces £2,499, s106 funding £181,342, Betty Riseley Trust £31,747, Lions £1029
202	1200	Car park income	22926	Charity account £10,204
203	1010	Rent received	43	Youth Council Music Club moved to EMR
203	1051	Youth Centre income	5327	Over budget - new clients and new long term client from February
204	1010	Allotments rent	1579	Over budget due to invoice date change to 01 Oct
205	1010	Pavilion income	4670	Over budget due to new client - nursery started in Sept
301	1013	Cupboard hire	-1007	Under budget
301	1030	Village Hall income	-541	Under budget £1904 in credits due to COVID 19
401	1040	Burial Fees	1875	Over budget
401	1041	Memorial Fees	-2758	Under budget
401	1042	Grant of Rights	3800	Over budget
401	1043	Transfer of graves	950	Over budget

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

8. INTERNAL AUDIT

Cllr D Nicholas left the meeting.

- The Committee reviewed the Internal Audit report of 28 April 2020 for financial year 01/04/19 – 31/03/20. The Internal Audit was held remotely through email, the Internal Auditor commented:
'On this occasion, I was not able to carry out a transaction chase – Invoices to Cash Book to Bank Statements. However, this particular review has been completed several times in the past - and also a few months ago. The Council's Systems are reliable.' The Committee recommended the Internal Audit report to the Council for approval.
- Cllrs N Sanctuary and E Townsend provided a report on the scope and effectiveness of the Internal Audit for financial year 01/04/19 – 31/03/20 which was recommended to the Council for approval.

9. ANNUAL RETURN 01/04/19 – 31/03/20

The Committee discussed the Annual Governance Statement in detail in private and confidential session.

The Committee AGREED to recommend the approval of the annual return for financial year 01/04/19 – 31/03/20 to the full Council:

- Annual Governance Statement
- The Accounting Statements

10. 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 Committee AGREED that the Council should look at the financial forecast for the next three years, as an increase in Universal Credit claims could reduce the tax base and subsequently impact on the Parish Council's precepting ability. Cllr N Sanctuary will work with the Clerk and present their findings to a Working Party consisting of Cllrs R Cole, N Sanctuary and E Townsend.
- The Committee AGREED to recommend to the Council to move £30,000 to the Forward Maintenance Plan Earmarked Reserve (EMR) and £15,000 to the Business Plan EMR.

11. DEBTORS

The Clerk gave a report on debtors in private and confidential session. The Committee thanked the Admin Clerks for their work on debtors.

12. DATE OF NEXT MEETING

To be confirmed. The meeting closed at 7.57pm.

Signature.....

Date.....