



**CRANLEIGH PARISH COUNCIL**

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Village Way  
Cranleigh  
Surrey  
GU6 8AF

20 September 2018

**NOTICE OF A MEETING OF THE FINANCE COMMITTEE**

Members of the Finance Committee are respectfully summoned to a Meeting to be held on **Thursday 27 September 2018 at 7.00pm** in the Council Chamber, Village Way, Cranleigh.

**Beverley Bell FSLCC**  
**PARISH CLERK**

**To:- The Finance Committee**

Cllr R Burbridge  
Cllr R Cole                      Chairman  
Cllr M Foryszewski  
Cllr B Freeston  
Cllr A Richardson  
Cllr E Townsend

**AGENDA**

1. **ELECTION OF CHAIRMAN**  
**Recommendation: To nominate and elect the Chairman of the Committee.**
2. **ELECTION OF VICE CHAIRMAN**  
**Recommendation: To nominate and elect the Vice Chairman of the Committee.**
3. **APOLOGIES FOR ABSENCE**  
**Recommendation: To accept apologies and reasons for absence.**
4. **DECLARATIONS OF INTEREST**  
**Recommendation: To receive any declarations of interest from Members in respect of any item to be considered at the meeting and notification of any changes to Members' Interests.**
5. **MINUTES OF THE MEETING HELD ON 10 MAY 2018**  
**Recommendation: The Committee to approve the Minutes of the Meeting of the Finance Committee held on 10 May 2018 as a correct record and the Committee Chairman to sign.**
6. **PUBLIC SESSION**  
**Recommendation: To note comments by members of the public.**

7. CHAIRMAN'S REPORT  
**Recommendation: To note the report.**
8. CLERK'S REPORT  
**Recommendation: To note the report.**
9. BUDGET REPORT  
Review income and expenditure budget report to 30 June 2018 and to approve virements to cost centre overspends in accordance with Financial Regulation 4.2.  
**Recommendation:**
  - **To review the income and expenditure budget report to 30 June 2018 and to approve the virements to cost centre overspends.**
10. DEBTORS  
Report on debtors to 31 August 2018.  
**Recommendation:**
  - **To note the report.**
11. RISK MANAGEMENT POLICY  
Review the Risk Management Policy  
**Recommendation:**
  - **To review the policy and make a recommendation to the Council for adoption.**
12. CASHFLOW  
**Recommendation:**
  - **To make a recommendation to the Council on long term investment.**
13. CRANLEIGH VILLAGE HALL HIRE  
*(This item may be considered in private and confidential session: Reason - commercial in confidence).*  
**Recommendation:**
  - **To consider the hirer's request.**
14. STAFF SALARY BUDGET 01/04/19 – 31/03/20  
*(This item may be considered in private and confidential session: Reason - staff in confidence).*  
**Recommendation:**
  - **To review the Personnel Committee's Staff Salary Budget recommendation.**
15. BUDGET 01/04/19 – 31/03/20  
**Recommendation:**
  - **To review the financial requirements of the Council's Business Plan and to start preparation of the 01/04/19 – 31/03/20 budget.**
16. DATE OF NEXT MEETING  
**Thursday 29 November 2018**

Please note that the agenda and all associated papers can be found on the Parish Council website [www.cranleighpc.org](http://www.cranleighpc.org).

Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees, and not seated in the designated no-filming area, will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.

## Detailed Income &amp; Expenditure by Budget Heading 20/09/2018

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>101 ADMINISTRATION</b>					
1010 RENT RECEIVED	50	0	(50)		
1075 PRECEPT SUPPORT GRANT	3,730	3,730	0		
1076 PRECEPT	172,495	344,987	172,493		
1085 CERTIFYING DOCUMENTS CHARGE	125	0	(125)		
1089 MISCELLANEOUS INCOME	36	0	(36)		
1090 INTEREST RECEIVED	76	1,000	924		
	<b>176,511</b>	<b>349,717</b>	<b>173,206</b>		
ADMINISTRATION :- Income					
4001 STAFF PAY/OP COSTS	14,116	59,087	44,971		44,971
4008 TRAINING	160	1,240	1,080		1,080
4009 TRAVELLING EXPENSES	42	300	258		258
4011 RATES	1,162	4,190	3,028		3,028
4014 ELECTRICITY	500	1,800	1,300		1,300
4016 CLEANING	182	750	568		568
4018 HEALTH & SAFETY	557	600	43		43
4019 SECURITY	394	600	206		206
4020 MISC. EXPENSES	243	1,000	757		757
4021 TELEPHONE/FAX	851	2,000	1,149		1,149
4023 STATIONERY/PRINTING	981	4,000	3,019		3,019
4024 SUBSCRIPTIONS	4,798	3,500	(1,298)		(1,298)
4025 INSURANCE	0	1,200	1,200		1,200
4026 COMPUTER/IT COSTS	1,447	3,600	2,153		2,153
4032 PUBLICITY	0	3,300	3,300		3,300
4036 PROPERTY MAINTENANCE	576	2,000	1,424		1,424
4038 EQPT HIRE/CONTRACTS	0	1,000	1,000		1,000
4051 BANK CHARGES	160	650	490		490
4055 ACCOUNTING SUPPORT	640	2,000	1,360		1,360
4057 AUDIT FEES	(1,182)	2,000	3,182		3,182
4059 OTHER PROF FEES	2,990	2,000	(990)		(990)
	<b>28,619</b>	<b>96,817</b>	<b>68,198</b>	<b>0</b>	<b>68,198</b>
ADMINISTRATION :- Indirect Expenditure					
<b>Movement to/(from) Gen Reserve</b>					
	<b>147,892</b>				
<b>102 CIVIC ACTIVITIES</b>					
4006 CHAIRMAN'S ALLWCE	300	450	150		150
4008 TRAINING	420	1,320	900		900
4009 TRAVELLING EXPENSES	0	500	500		500
4020 MISC. EXPENSES	0	3,000	3,000		3,000
4036 PROPERTY MAINTENANCE	791	0	(791)		(791)
4063 CIVIC SERVICE	12	200	188		188
	<b>1,523</b>	<b>5,470</b>	<b>3,947</b>	<b>0</b>	<b>3,947</b>
CIVIC ACTIVITIES :- Indirect Expenditure					
<b>Movement to/(from) Gen Reserve</b>					
	<b>(1,523)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 20/09/2018

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b><u>105 PUBLIC CONVENIENCES</u></b>					
4001 STAFF PAY/OP COSTS	1,201	5,105	3,904		3,904
4011 RATES	546	2,260	1,714		1,714
4012 WATER	45	400	355		355
4014 ELECTRICITY	68	400	332		332
4016 CLEANING	1,944	9,500	7,556		7,556
4018 HEALTH & SAFETY	313	2,000	1,687		1,687
4025 INSURANCE	0	350	350		350
4036 PROPERTY MAINTENANCE	1,342	1,200	(142)		(142)
<b>PUBLIC CONVENIENCES :- Indirect Expenditure</b>	<b>5,458</b>	<b>21,215</b>	<b>15,757</b>	<b>0</b>	<b>15,757</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(5,458)</b>				
<b><u>107 FGP GRANTS (&amp; S137)</u></b>					
4701 GRANTS POWER GEN COMPETENCE	150	2,000	1,850		1,850
<b>FGP GRANTS (&amp; S137) :- Indirect Expenditure</b>	<b>150</b>	<b>2,000</b>	<b>1,850</b>	<b>0</b>	<b>1,850</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(150)</b>				
<b><u>201 RECREATION GENERAL</u></b>					
1020 PITCH HIRE INCOME	697	3,700	3,003		
1021 TENNIS INCOME	12	2,500	2,488		
1077 COMPENSATORY GRANT	18,040	18,040	0		
1089 MISCELLANEOUS INCOME	0	500	500		
<b>RECREATION GENERAL :- Income</b>	<b>18,749</b>	<b>24,740</b>	<b>5,991</b>		
4001 STAFF PAY/OP COSTS	16,881	73,268	56,387		56,387
4003 TEMPORARY WORKERS	35	2,000	1,965		1,965
4008 TRAINING	0	800	800		800
4009 TRAVELLING EXPENSES	0	500	500		500
4012 WATER	17	200	183		183
4014 ELECTRICITY	3	0	(3)		(3)
4017 REFUSE COLLECTION	1,062	5,000	3,938		3,938
4018 HEALTH & SAFETY	812	1,500	688		688
4019 SECURITY	0	500	500		500
4020 MISC. EXPENSES	376	2,000	1,624		1,624
4021 TELEPHONE/FAX	338	1,500	1,162		1,162
4024 SUBSCRIPTIONS	43	150	107		107
4025 INSURANCE	840	870	30		30
4036 PROPERTY MAINTENANCE	138	0	(138)		(138)
4037 GROUNDS MAINTENANCE	1,885	6,800	4,915		4,915
4038 EQPT HIRE/CONTRACTS	2,422	5,000	2,578		2,578

## Detailed Income &amp; Expenditure by Budget Heading 20/09/2018

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4040 PLAY EQUIPT MAINT'CE	0	2,000	2,000		2,000
4041 EQPT/VHICLE/MC/MNTCE	349	2,100	1,751		1,751
4042 TREE MANAGEMENT	1,820	3,000	1,180		1,180
4043 TRACTOR MAINTENANCE	687	1,200	513		513
4044 FUEL & OIL	814	2,200	1,386		1,386
4048 EQUIPMENT - PURCHASE	150	1,200	1,051		1,051
<b>RECREATION GENERAL :- Indirect Expenditure</b>	<b>28,672</b>	<b>111,788</b>	<b>83,116</b>	<b>0</b>	<b>83,116</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(9,923)</b>				
<b>203 YOUTH CENTRE</b>					
1051 YOUTH CENTRE INCOME	940	4,000	3,060		
<b>YOUTH CENTRE :- Income</b>	<b>940</b>	<b>4,000</b>	<b>3,060</b>		
4001 STAFF PAY/OP COSTS	1,793	7,771	5,978		5,978
4011 RATES	864	3,362	2,498		2,498
4012 WATER	18	300	282		282
4014 ELECTRICITY	137	650	513		513
4015 GAS	0	1,000	1,000		1,000
4016 CLEANING	420	2,000	1,580		1,580
4018 HEALTH & SAFETY	632	1,000	369		369
4019 SECURITY	647	675	28		28
4020 MISC. EXPENSES	0	100	100		100
4021 TELEPHONE/FAX	0	250	250		250
4025 INSURANCE	0	1,300	1,300		1,300
4036 PROPERTY MAINTENANCE	280	1,000	720		720
4059 OTHER PROF FEES	151	0	(151)		(151)
<b>YOUTH CENTRE :- Indirect Expenditure</b>	<b>4,941</b>	<b>19,408</b>	<b>14,467</b>	<b>0</b>	<b>14,467</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(4,001)</b>				
<b>204 ALLOTMENTS</b>					
1010 RENT RECEIVED	1,512	3,500	1,988		
<b>ALLOTMENTS :- Income</b>	<b>1,512</b>	<b>3,500</b>	<b>1,988</b>		
4001 STAFF PAY/OP COSTS	1,141	4,658	3,517		3,517
4003 TEMPORARY WORKERS	30	0	(30)		(30)
4012 WATER	21	1,200	1,179		1,179
4037 GROUNDS MAINTENANCE	150	500	350		350
<b>ALLOTMENTS :- Indirect Expenditure</b>	<b>1,342</b>	<b>6,358</b>	<b>5,016</b>	<b>0</b>	<b>5,016</b>
<b>Movement to/(from) Gen Reserve</b>	<b>171</b>				

## Detailed Income &amp; Expenditure by Budget Heading 20/09/2018

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>205 SNOXHALL PAVILION</b>					
1010 RENT RECEIVED	1,886	3,600	1,714		
1013 CUPBOARD HIRE	38	0	(38)		
<b>SNOXHALL PAVILION :- Income</b>	<b>1,923</b>	<b>3,600</b>	<b>1,677</b>		
4001 STAFF PAY/OP COSTS	2,406	10,344	7,938		7,938
4011 RATES	528	2,135	1,607		1,607
4012 WATER	161	700	539		539
4014 ELECTRICITY	0	1,200	1,200		1,200
4015 GAS	1,431	3,600	2,169		2,169
4016 CLEANING	714	3,000	2,286		2,286
4018 HEALTH & SAFETY	686	1,800	1,115		1,115
4019 SECURITY	260	750	490		490
4020 MISC. EXPENSES	0	300	300		300
4021 TELEPHONE/FAX	12	300	288		288
4025 INSURANCE	0	2,300	2,300		2,300
4036 PROPERTY MAINTENANCE	2,241	3,300	1,059		1,059
4059 OTHER PROF FEES	151	0	(151)		(151)
<b>SNOXHALL PAVILION :- Indirect Expenditure</b>	<b>8,589</b>	<b>29,729</b>	<b>21,140</b>	<b>0</b>	<b>21,140</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(6,666)</b>				
<b>208 REC SPECIAL REVENUE</b>					
	0	0	0		0
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>				
<b>301 VILLAGE HALL</b>					
1013 CUPBOARD HIRE	900	1,300	400		
1030 LETTING INCOME	4,469	23,345	18,877		
<b>VILLAGE HALL :- Income</b>	<b>5,369</b>	<b>24,645</b>	<b>19,276</b>		
4001 STAFF PAY/OP COSTS	5,079	21,509	16,430		16,430
4003 TEMPORARY WORKERS	196	500	304		304
4008 TRAINING	0	200	200		200
4011 RATES	594	1,200	606		606
4012 WATER	454	500	46		46
4014 ELECTRICITY	467	1,500	1,033		1,033
4015 GAS	1,682	3,200	1,518		1,518
4016 CLEANING	546	2,500	1,954		1,954
4017 REFUSE COLLECTION	206	850	644		644
4018 HEALTH & SAFETY	637	2,000	1,363		1,363
4019 SECURITY	485	500	15		15

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4020 MISC. EXPENSES	0	300	300		300
4021 TELEPHONE/FAX	13	165	152		152
4025 INSURANCE	140	3,300	3,160		3,160
4036 PROPERTY MAINTENANCE	747	3,000	2,253		2,253
4059 OTHER PROF FEES	151	800	650		650
4065 PWLB VILLAGE HALL ROOF	0	10,663	10,663		10,663
<b>VILLAGE HALL :- Indirect Expenditure</b>	<b>11,398</b>	<b>52,687</b>	<b>41,289</b>	<b>0</b>	<b>41,289</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(6,029)</b>				
<b>401 CEMETERY</b>					
1040 BURIAL FEES	675	10,000	9,325		
1041 MEMORIAL FEES	1,300	10,000	8,700		
1042 GRANT OF RIGHTS	1,809	5,000	3,191		
1043 Transfer Fees for Graves	2,075	1,000	(1,075)		
<b>CEMETERY :- Income</b>	<b>5,859</b>	<b>26,000</b>	<b>20,141</b>		
4001 STAFF PAY/OP COSTS	9,399	38,478	29,079		29,079
4003 TEMPORARY WORKERS	1,769	9,710	7,941		7,941
4008 TRAINING	0	750	750		750
4011 RATES	176	660	484		484
4012 WATER	23	152	129		129
4014 ELECTRICITY	62	200	138		138
4017 REFUSE COLLECTION	206	978	772		772
4018 HEALTH & SAFETY	0	300	300		300
4019 SECURITY	0	101	101		101
4020 MISC. EXPENSES	79	600	521		521
4021 TELEPHONE/FAX	51	120	69		69
4024 SUBSCRIPTIONS	90	318	228		228
4025 INSURANCE	0	222	222		222
4036 PROPERTY MAINTENANCE	0	1,000	1,000		1,000
4037 GROUNDS MAINTENANCE	1,110	750	(360)		(360)
4038 EQPT HIRE/CONTRACTS	465	400	(65)		(65)
4039 FLOWERBEDS	0	1,110	1,110		1,110
4041 EQPT/VHICLE/MC/MNTCE	666	1,400	734		734
4042 TREE MANAGEMENT	0	1,000	1,000		1,000
4044 FUEL & OIL	336	500	164		164
4048 EQUIPMENT - PURCHASE	0	1,100	1,100		1,100
<b>CEMETERY :- Indirect Expenditure</b>	<b>14,430</b>	<b>59,849</b>	<b>45,419</b>	<b>0</b>	<b>45,419</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(8,571)</b>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>501 PLANNING</b>					
4001 STAFF PAY/OP COSTS	2,358	9,781	7,423		7,423
PLANNING :- Indirect Expenditure	<u>2,358</u>	<u>9,781</u>	<u>7,423</u>	<u>0</u>	<u>7,423</u>
<b>Movement to/(from) Gen Reserve</b>	<u><b>(2,358)</b></u>				
<b>900 EMR SPECIAL FUND</b>					
9000 EMR WAR MEMORIAL A/C	0	882	882		882
9005 EMR WALL HANGING A/C	213	213	0		0
EMR SPECIAL FUND :- Indirect Expenditure	<u>213</u>	<u>1,095</u>	<u>882</u>	<u>0</u>	<u>882</u>
<b>Movement to/(from) Gen Reserve</b>	<u><b>(213)</b></u>				
<b>912 EMR FINANCE - CAPITAL</b>					
9125 EMR NEIGHBOURHOOD PLAN	0	2,807	2,807		2,807
EMR FINANCE - CAPITAL :- Indirect Expenditure	<u>0</u>	<u>2,807</u>	<u>2,807</u>	<u>0</u>	<u>2,807</u>
<b>Movement to/(from) Gen Reserve</b>	<u><b>0</b></u>				
<b>920 EMR REC/ALLOT/SNOX/YC CAPITAL</b>					
9210 EMR S'HALL FIELD ACCESS ROAD	0	4,046	4,046		4,046
9214 EMR CENTENARY GARDEN PROJECT	4,129	15,304	11,175		11,175
9216 EMR - SNOXHALL FIELD PARKING	3,074	5,610	2,537		2,537
EMR/ALLOT/SNOX/YC CAPITAL :- Indirect Expenditure	<u>7,203</u>	<u>24,960</u>	<u>17,757</u>	<u>0</u>	<u>17,757</u>
<b>Movement to/(from) Gen Reserve</b>	<u><b>(7,203)</b></u>				
<b>922 EMR REC/ALLOT/SNOX/YC REVENUE</b>					
9270 EMR REC DITCH CLEARANCE	6,500	6,000	(500)		(500)
9271 EMR YOUTH SERVICE WORKER	0	6,100	6,100		6,100
9280 EMR FIRE ALARM-SHALL-VHALL-REC	12,796	14,000	1,204		1,204
9290 EMR CCTV	0	1,090	1,090		1,090
EMR/ALLOT/SNOX/YC REVENUE :- Indirect Expenditure	<u>19,296</u>	<u>27,190</u>	<u>7,894</u>	<u>0</u>	<u>7,894</u>
<b>Movement to/(from) Gen Reserve</b>	<u><b>(19,296)</b></u>				
<b>942 EMR VH SPECIAL REVENUE</b>					
9455 EMR VH CURTAINS	311	311	0		0
9460 EMR VH ARCHITECT FEES	0	1,373	1,373		1,373
9461 EMR BROADBAND-VHALL-SHALL	0	1,100	1,100		1,100
EMR VH SPECIAL REVENUE :- Indirect Expenditure	<u>311</u>	<u>2,784</u>	<u>2,473</u>	<u>0</u>	<u>2,473</u>
<b>Movement to/(from) Gen Reserve</b>	<u><b>(311)</b></u>				



## Detailed Income &amp; Expenditure by Budget Heading 20/09/2018

Month No: 3

## Cost Centre Report

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Grand Totals:- Income	210,864	436,202	225,338		
Expenditure	134,503	473,938	339,435	0	339,435
<b>Net Income over Expenditure</b>	<u>76,361</u>	<u>(37,736)</u>	<u>(114,097)</u>		
<b>Movement to/(from) Gen Reserve</b>	<u>76,361</u>				

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## **Risk Management Policy**

### **1. Introduction**

- 1.1 The Council recognises that it has a responsibility to take all reasonable and practical measures to safeguard its employees, the people it works with and provides services for; and to protect the natural and built environments for which it is responsible.
- 1.2 The Council is aware that some risks cannot be eliminated fully and has in place a strategy that provides a structured, systematic and focused approach to managing risk

### **2. Objectives**

2.1 The objectives of the risk management policy are to:

- Integrate risk management into the culture of the Council
- Manage risk in accordance with best practice and legislative requirements
- Minimise loss, disruption, injury and damages
- Inform policy and operational decisions by identifying risks and their likely impact
- Raise awareness of the need for risk management

2.2 These objectives will be achieved by:

- Identification of risk
- Undertaking risk assessments
- Managing the risk and recording actions
- Incorporating risk management considerations into council processes
- Providing appropriate training
- Establishing clear roles, responsibilities and reporting lines
- Effective communication with, and active involvement of, employees

April 2018.

**Policy Review Date: April 2019.**