

Godstone Parish Council

(incorporating the Villages of Godstone, South Godstone and Blindley Heath)

Clerk to the Parish Council

Mrs S Endersby

Admin Assistant

Mrs E Cross

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Minutes

of the Finance Committee of Godstone Parish Council on **Tuesday 11 December 2018** at 11.30am at The Bounty.

Members: Cllrs R Johnson, C White, D Stone and M Gillman
In attendance: Mrs S Endersby and Cllr C Farr
Public Forum: None

1. Apologies for absence
2. Election of Chairman

RESOLVED – The committee unanimously resolved that Councillor C White be appointed Chairman of the Finance Committee.

3. Declaration of Interest

3.1 It was noted that all members present are parishioners and that dispensations had been granted to each member of the committee on the grounds that the transaction of business would have been impeded given the number of Councillor's who would otherwise be prohibited from participating in item 14.

4. Minutes

4.1 Councillors reviewed the minutes of the meeting held on 21 November 2018.

RESOLVED – Councillors unanimously agreed that the minutes of the meeting held on 21 November 2018 were an accurate record of the meeting and that they be signed by the Chairman.

4.2 The following actions were noted as complete:

- v. Amend where the costs for Padlocks are allocated from Godstone Green to Defence of Godstone Green;
- viii. Clerk to prepare a breakdown of the maintenance spend.
- ix. Update the budget to take into account agreed amends to the budget:
 - a) Receipts – CIL – Budget figure amended (reduced) to £383;
 - b) Receipts – Neighbourhood Plan – Budget figure amended (reduced) to £1750;
 - c) Payments – Neighbourhood Plan – Budget figure amended (reduced) to £2500; and
- x. Clarify with Auditor during November 2018 visit on whether a budget figure should be shown for the Hilly Fields Car Park under payments, as money has been allocated in the designated funds and it is thought that it is incorrect to show it again as a budgeted amount.

4.3 The following actions remain to be completed during the course of the year when relevant:

- i. Include on the summary sheet monies owed, but not received, i.e. from rent payments due;
- ii. Councillor C Farr to investigate a new contact at Tandridge District Council (TDC) for CIL;
- iii. Consider finding out more about how to apply for grants in the future;
- iv. Investigate applying to TDC for a grant from its CIL funds, i.e. for funding of the additional requirements for the car park crossover;
- vi. Clerk to prepare a breakdown of spend so far on car park and predicted spend to review the allocated money;
- vii. Recommend that the full Parish council review its objective in relation to Grants;

5 Parish Council Procedures Audit –

5.2 Asset Register

- 5.2.1 Councillors reviewed the asset register
- 5.2.2 It was noted that there had been several items added to the register, such as gates and bollards for the defense of the green project and the three-memorial installation
- 5.2.3 It was noted that the Insurance company had been informed of the additional assets and the policy amended accordingly.
- 5.2.4 It was noted that any assets in relation to the Car Park project would need to be added when relevant and that the document should be reviewed in advance of the new insurance renewal exercise.

5.3 Insurance Cover

5.3.1 It was noted that as reported to the full Parish Council, the renewal quotation had been based upon information previously provided to the brokers the following amendments had been required:

i. The Employee Dishonesty limit increased to £160,000

ii. The Street Furniture sum insured increased by £3,344 to cover new gates and bollards.

5.2 The final renewal premium total was £1,543.53 including Insurance Premium Tax and £50.00 admin fee. A total of £1,593.53 from the effective Date: 1st October 2018 for 12 months.

5.3 It was noted that it was only an annual policy offered due to an 'open claim'.

RESOLVED – Councillors unanimously ratified the action that had been taken to renew the Parish council's insurance cover.

5.4 Risk Assessment

5.4.1 Councillors reviewed the Risk Assessment Document Annual Review

RESOLVED – Councillors unanimously approved the Risk Assessment and no changes were made.

5.5 Business Continuity Plan - Annual Review

5.5.1 It was noted that the Fire safe was only 30 minutes and a new safe could be investigated to give longer protection.

ACTION – FC12/18 – 1 – Investigate newer fire safe

5.6 **Financial Regulations** - To review regulations and agree any changes

5.6.1 Finance Regulations reviewed, and no amendments proposed.

5.6.2 Committee to recommend adopting the Finance regulations with no changes at the next Parish council meeting.

6 **AGAR - Financial Year 2017-2018 - External Auditor** - Note report and conclusion

6.1 It was noted that the External Auditor, PKF Little John LLP, as per letter 8 August 2018, completed the review of the Annual Governance and Accountability Return (AGAR) for Godstone Parish Council for the year ended 31 March 2018.

6.2 Councillors noted the summary included in the External Auditors Report for the Year 2017/2018 that the AGAR had not been approved in accordance with the Accounts and Audit Regulations 2015 as Section 2 of the AGAR was approved before Section 1.

6.3 It was noted that the External auditor had completed the review and signed Section 3 of the AGAR.

7 **Interim Internal Audit – Financial Year 2018-2019 –**

i. The committee noted the report and recommendations of Interim Internal Audit 2018-19; detailed:

Interim Audit - Points Forward

Audit Point	Audit Findings	Council comments
Governance	The councillors will need to sign acceptance to receive information by electronic means.	
Governance	I remind council it must have a privacy notice on its website this can be obtained from the SALC office.	
Agendas	I remind council it is required to also post the supporting documentation with the agendas.	
Minutes	I remind council that it must post up its minutes to its web site within 30 days of the meeting	
Payment authorisations	<p>I would recommend that the supplier invoices are initialled at the same time as the payments list to prove invoices were taken to the council and not just the list.</p> <p>I would also recommend that the batch payment page from the bank is printed and attached to the payment list to prove beyond reasonable doubt that the payments set up were on the approved list.</p>	
Payroll	It was noted the council is in credit with PAYE an exercise will need to be undertaken to ascertain what this and how to allocate in the future.	

ii. The committee noted that the points were being addressed and the recommendations would be reviewed again at the next committee meeting.

8 **Financial Position – General Review (year to date 2018-2019)**

i. To review the latest receipts and payments report; agree any virement – Discussed and noted at the meeting held on 21 November 2018.

ii. Designated Funds and Restricted Funds and to note current balances - Discussed and noted at the meeting held on 21 November 2018.

iii. Note estimated carry forward for general funds at 31 March 2019 - Discussed and noted at the meeting held on 21 November 2018.

9 **Grants**

- 9.1 Continuous Grants and other Grants to date, the following continuous grants were noted:
- i. CPRE;
 - ii. Surrey Playing Fields;
 - iii. Gatwick Advisory; and
 - iv. Blindley Heath Cricket Club (Parish Christmas lights)
- 9.2 Terms and Conditions and Awarding Policy Annual Review – There were no changes to the Terms and Conditions for grants.

10 Review of Areas of responsibility within the Parish – The committee considered the following matters in advance of preparing the budget for 2019/2020:

- i. Allotments
 - i. Clearance of Hilly Fields at end of Lease
 - ii. Salisbury Road - Fencing boundary
 - iii. Provision of water
- ii. Neighbourhood Plan – Opportunity for another grant application to be made
- iii. Burial grounds and Memorials
 - i. Path the war memorial at St Nicholas, Godstone
 - ii. Handrail rotting and new signage, general care of Lychgate
 - iii. Future maintenance of memorial installations in villages
 - iv. French Drainage system
- iv. Across villages
 - i. Contractor for Grass cutting and Maintenance to go to Tender in October 2019
 - ii. Planning for future projects? What is our wishlist?
 - iii. Devolution from SCC off certain highway services – to be monitored
 - iv. Devolution of grass Cuts and verges to Parish – to be monitored
 - v. Tree Survey if not completed in current year and any areas not covered in initial instruction
- v. Godstone
 - i. Play equipment for the under 3's
 - ii. General maintenance of the playground and potentially a new path to the playground, noting CIL money could be used.
 - iii. Work on GG Pond to put oxygenating plants and potentially clear some of the fish.
- vi. South Godstone
 - i. Investigate new Christmas lights
- vii. Blindley Heath
 - i. Layby area surface near the Red Barn
- viii. The Bounty
 - i. New safe
 - ii. Decoration the Bounty
 - iii. SSALC subscription for 2018/19 is: (Last year was £1684.51)

SSALC Subscription *	1433.5125
NALC Subscription	315.5985
Total Due	1749.111

- ix. Tillburstow Hill Common & The Enterdent
 - i. 3-year plan for care of the woods and protection barriers
- x. Election – May 2019 – Potential costs if contested

11 Review of fees and charges for 2019/20

RESOLVED – The committee unanimously agreed that a 5% increase to all fees and charges, which cover the following areas, subject to any relevant agreements:

- i. Burial Grounds, Allotments, Wayleaves/Easements and Garden Plot Licenses
 - (a) Burial Ground – agreed fees for **1 April 2019 to 31 March 2020**

Graves	Parishioner	7-year Parishioner	Non-Parishioner
	£	£	£
Purchase of grave space	331.80	663.60	2800.35
Interment in a purchased grave	221.55	442.05	1750.35
Addition of ashes to a burial	165.90	331.80	700.35
Right to erect or place a headstone with inscription	221.55	442.05	874.65
Additional Inscription	84.00	171.15	361.20
MEMORIALS			
The right to erect or place a headstone with inscription on a purchased grave	221.55	442.05	874.65
Additional inscription	84.00	171.15	361.20

ADMINISTRATION AND SEARCH FEE	55.65	55.65	58.80
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(b) Allotments - Rent 2018-19 was £7.35 per 25 sqm with £15 minimum charge and noting the 5% increase the charges for rent for 2019-20 will be £7.71 per 25 sqm with £15 minimum charge.

(c) Wayleaves – 5% to be applied to each individual wayleave

(d) Garden Plots - 5% to be applied to each garden rent amount

ii. Use of Godstone Green and Blindley Heath

(a) Non-local organisations - 5% to be applied

(b) Local organisations - 5% to be applied

(c) Fairs - 5% to be applied

12 Annual review of staff salaries, hourly paid wages and hours and Allowances (Confidential)

12.1 Salaries – **PART TWO**

i. Office Cleaning

ii. Clerk

iii. Admin Assistant

12.2 Pensions - **PART TWO**

12.3 Chairman's Allowance - Review and set allowance for 2019/2020

RESOLVED – The committee agreed that the Chairman's allowance be set at £300.

13 Budget for the year 1 April 2019 - 31 March 2020

13.1 Councillor prepared and agreed the budget for 2019-2020 Financial year

	General Fund	29,549
	DRAFT Budget - 2019-2020	Budgeted Reserves
Precept	60,425	
CIL	2,000	
Burial Grounds	14,000	
Greens and Commons	1,000	
Rents	5,000	
Bank Interest, Donations & Grants		
Blindley Heath – Management Grant		
Christmas Lights	500	
Hilly Fields		
Pond (GG)		
War Memorials		
VAT Refunds		
Neighbourhood Plan	2000	
TOTAL	84,925	
Administration		
Salaries and Clerks Expenses	25,000	
Rent/Rates/Insurance	4,500	
Heating/Lighting/Telephone/Postage	2,200	
Training Councillors and Staff	500	
Maintenance/Office Equipment	4,000	
Audit/Allowances/Sundries	4,000	
Total Administration	40,200	
Burial Grounds	8500	
Greens and Commons		
Maintenance Contract	12000	
Godstone Green	5900	
South Godstone	300	
Blindley Heath Common - Not SSSI	3000	
Hilly Fields (not allotment site)	500	0
Tilburstow Hill Common	1000	
Total Greens and Commons	22700	
Allotments	1000	
Tree Survey (Across the Parish)	10000	
Notice boards and bus shelters	1000	

Grants and Donations	5000	
CIL		
Hilly Fields Car Park	0	93,222
Children's Playground	0	1,543
Blindley Heath - SSSI - SWT	2200	
Blindley Heath – GPC Management obligations	500	
Christmas Lights	500	1,523
Neighbourhood Plan	2500	734
Hilly Fields		
Ponds	500	268
War Memorials	1000	
Projects - Path on the green	3000	
Projects - Path at the burial ground	2000	-
Fees for Professional Services (Local Plan Consultation - Inspection Stage)	19000	2,867
VAT for Reclaim		
Total (Other) Payments	48200	
TOTAL PAYMENTS	119600	
	132,455	

RESOLVED – The committee agreed that the drafted budget be presented and recommended to the full Parish council for approval.

13.2 Consider the preparation of a 3-year budget Plan – Postponed to the next meeting in May 2019.

14 Agree Precept for the year 1 April 2019 - 31 March 2020-

14.1 The committee considered the relevant information in relation to setting the precept

RESOLVED – The committee unanimously agreed that the precept for 2019/20 be set at £60,425 and this will be recommended to the Parish Council at the full Parish council meeting on 7 January 2019 for approval.

<u>Precept and Banding Calculator</u>			
<u>Current Year</u>		<u>Next Year</u>	<u>Increase</u>
£55,683	Precept	£60,425	8.52%
2,474.0	Tax Base	2,491.8	0.72%
£22.51	Band D	£24.25	7.74%
	Band D increase per £1,000 precept rise	£0.40	
Full Breakdown by Band			
<u>Current Year</u>		<u>Next Year</u>	<u>Weekly Increase</u>
£15.00	Band A	£16.17	£0.02
£17.51	Band B	£18.86	£0.03
£20.01	Band C	£21.56	£0.03
£22.51	Band D	£24.25	£0.03
£27.51	Band E	£29.64	£0.04
£32.51	Band F	£35.03	£0.05
£37.51	Band G	£40.42	£0.06
£45.01	Band H	£48.50	£0.07

15. Date of next meeting - The next meeting will be held in May 2019 following the elections.

Part 2 – Passed a resolution that pursuant to Section 1 part 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting during the consideration of any business on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information.

----- Meeting ended -----

Chairman

Date