

# Godstone Parish Council

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

## Clerk to the Parish Council

Mrs S Endersby

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## Admin Assistant

Mrs E Cross

## MINUTES

of the Finance Committee are summoned to a meeting of the Finance Committee of Godstone Parish Council held on Wednesday 21 November 2018 at 10am in 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 - None

### 2. Declaration of Interest

2.1 It was noted that all members present are parishioners and that the 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 4.

### 3. Minutes

3.1 The committee reviewed the minutes of the meeting held on 15 May 2018.

**RESOLVED** – The Committee unanimously agreed that the minutes of the meeting held on 15 May 2018 were a correct record of the meeting and that they be signed by the Chairman.

3.2 The committee reviewed Part Two of the minutes of the meeting held on 15 May 2018.

**RESOLVED** – The Committee unanimously agreed that Part Two of the minutes of the meeting held on 15 May 2018 were a correct record of the meeting and that they be signed by the Chairman.

### 4. Financial Position – 2018/19 – General Review

4.1 Review the latest receipts and payments report and Reserves summary sheet – it was noted that the spreadsheet had been prepared including as much up to date information as possible:

#### 4.1.1 Review of latest receipts -

		Month	8	
	Actual to date	Annual	Pro rata	
Receipts	2018/19	2018/19 Budget	2018/19 Budget	Finance Committee Meeting - November Review - Points Noted
Precept	55683.00	55,683	55,683	
CIL	383	4,000	255	Significantly less received than income included in budget. There are significant developments (i.e. William Way) that are started, but it is difficult to predict when the CIL money will be received.
Burial Grounds	13888.00	12,000	8,000	It was noted that the income from Burials was already above the full years budgeted amount.
Greens and Commons	990.87	1,600	1,067	There had only been one fair this year, and there was no booking for another fair during this financial year.
Rents	2201.23	5,000	3,333	This income is dependent on when during the year the rent letters for wayleaves, garden plots and allotments get sent out and there is still money due.
Bank Interest, Donations & Grants	0.00		-	It was noted that there was scope for the Parish to investigate applying for grants for projects.
Christmas Lights	0.00	400	267	It was noted that at the November Parish council meeting it had been agreed that the Parish council would write to local businesses asking for voluntary donations.
VAT Refunds	3383.89		-	
Neighbourhood Plan	1750.00	9,000	1,167	Grant income substantially below the budgeted income amount.
Monies held for Local organisations	0.00		-	
Godstone Green Defence - Donations from Parishioners	1105.00			This income had not been budgeted, all funds received were designated to help with the defence of Godstone Green. These donations helped with the costs incurred by the Parish.
<b>TOTAL</b>	<b>79385.29</b>	<b>87683.00</b>	<b>69771.67</b>	

#### 4.1.2 Review of latest payments –

	Actual to date	Month	8	
		Annual	Pro rata	
<b>Payments</b>	<b>2018/19</b>	<b>2018/19 Budget</b>	<b>2018/19 Budget</b>	<b>Finance Committee Meeting - November Review - Points Noted</b>
<b>Administration</b>				
Salaries and Clerks Expenses	10433.06	22,500	15,000	The Committee noted the figures, but considered the circumstances, that there has not been a admin assistant in post for a significant number of months during the year.
Rent/Rates/Insurance	3037.96	4,500	3,000	It was noted that the insurance cover had increased slightly due to only a one year deal being offered by the insurers, due to claim which it is necessary for the insurance company to keep 'open' for an unknown amount of time.
Heating/Lighting/Telephone/Postage	750.46	2,500	1,667	
Training Councillors and Staff	105.00	700	467	
Maintenance/Office Equipment	1288.44	3,500	2,333	It was noted that the new website is still being finished.
Audit/Allowances/Sundries	2571.86	3,700	2,467	It was noted that there had been an increase in the internal auditors fee.
<b>Total Administration</b>	<b>18186.78</b>	<b>37,400</b>	<b>24,933</b>	
Burial Grounds	6990.00	8,000	5,333	The committee discussed the overspend against the pro rata budget, noting that a large tree had fallen in the burial ground that had to be dealt with.
<b>Greens and Commons</b>				
Maintenance Contract	12890.23	12,000	8,000	The committee noted that maintenance is already over budget and that a breakdown of the costs would be useful to analyse the situation.
Godstone Green	5576.11	5,900	3,933	The committee noted that expenditure on Godstone Green is already close to the full year budget amount. It was noted that the annual clock service (£215) had now been cancelled, the implication of the traveller incursion costs (£845.20), Padlocks for green defence (£515.91) and grass cutting (£3200).
Blindley Heath Common - Not SSSI	3200.00	3,000	2,000	The pro rata phasing effects the comparison of spend which is on grass cuts during the summer months.
Hilly Fields (not allotment site)	0.00	500	333	The committee noted that there is no expenditure in these areas, but that work by the contractors for maintenance is all allocated against the general maintenance fund and so the requested maintenance spend breakdown was likely to demonstrate that actually money had been spent on these areas.
Tilburstow Hill Common	0.00	1,000	667	
<b>Total Greens and Commons</b>	<b>21666.34</b>	<b>22400.00</b>	<b>14,933</b>	
Allotments	340.00	840	560	
Tree Survey (Across the Parish)	0.00	10,000	6,667	It was noted that there had been an urgent investigation on one tree requested and that there was currently an action to gather cost information for a parish tree survey.
Notice boards and bus shelters	1038.00	3,000	2,000	
Grants and Donations	700.00	15,000	10,000	Noting the Grants awarded to date during the financial year it was discussed that the Parish council should review its objectives in relation to Grants.
Hilly Fields Car Park	8570.00	110,000	73,333	The committee discussed the issues in relation to the car park and agreed that a breakdown of costs at the next committee meeting should be presented.
Children's Playground Refurb.	2727.49	2,000	1,333	The committee noted that the spend equated to one bill that paid for replacement equipment and work was started in previous financial year, but billed in this financial year.
Blindley Heath - SSSI - SWT	2121.24	2,100	1,400	One of payment during the year.
Blindley Heath – GPC Management obligations	1792.79	1,500	1,000	It was noted that the breakdown of spend was - tree maintenance (£1600) which had been required and field water supply (£192.79) which had not previously been billed for the field supply.
Christmas Lights	99.50	2,500	1,667	It was noted that the phasing of the budget impacted the figures where christmas light spend is during the later part of the financial year. There was an outstanding action on a review for new christmas lights.
Neighbourhood Plan	1516.41	9,000	1,667	It was discussed that the grant money received had not been allocated against this spend and that the grant money (restricted fund) would be allocated to the remaining spend expected for the rest of the financial year.
Pond (GG)	0.00	500	333	Some pond clearance took place, but is accounted for under Maintenance.
War Memorials	1855.00	5,000	3,333	
Defence of Godstone Green	14360.58	-	-	The committee noted that this was not planned spend so therefore not budgeted for, but care had been taken during full parish council meetings to establish that funds could be used to deal with the matter.
Fees for Professional Services - Local Plan Consultation - Inspection Stage	10132.58	30,000	20,000	It was noted that the phasing of the budget and when costs were incurred would impact the figures. Councillors were happy that spend was being managed carefully and that the budgeted amount was still a sensible estimate.
VAT for Reclaim	6212.81	-	-	
<b>TOTAL PAYMENTS</b>	<b>98309.52</b>	<b>259240.00</b>	<b>183,427</b>	

4.1.3 On reviewing the Receipts and Payments the following **ACTIONS** were agreed:

- 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;
- v. Amend where the costs for Padlocks are allocated from Godstone Green to Defence of Godstone Green;
- 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;
- 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 (£110,000) 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.

## 4.2 Review of current financial position against Budget:

**Table A** – Current figures

		Month	Month	8
	Actual to date 2018 - 2019	Original Annual Budget 2018 -2019	REVISED Annual Budget 2018 - 2019	Pro rata 2018 - 2019 Budget
<b>Receipts</b>				
<b>TOTAL</b>	79,385.29	87,683.00	76,816.00	69,771.67
<b>Payments</b>				
Total Administration	18,186.78	37,400.00	37,400.00	24,933.33
Burial Grounds	6,990.00	8,000.00	8,000.00	5,333.33
Total Greens and Commons	21,666.34	22,400.00	22,400.00	14,933.33
Total of 'Other' Payments	51,466.40	191,440.00	184,940.00	123,293.33
<b>TOTAL PAYMENTS</b>	98,309.52	259,240.00	252,740.00	183,426.67
<b>Surplus/Deficit</b>	-18,924.23	-171,557.00	-175,924.00	-113,655.00
Accumulated fund brought forward	152,425.29	152,425.29	152,425.29	
Accumulated fund carried forward	133,501.06	-19,131.71	-23,498.71	

All Pro rata figures shown are shown as pro rata to the revised budget figures.

## 4.2 Review of current financial position against Budget:

### 4.2.1 Receipts

- i. Noting the amends to the budget made 'Actual' funds received are in excess of the expected pro rata amount; and
- ii. Noting the amends to the budget made, 'Actual' funds received to date are above the revised full year budgeted amount.

### 4.2.2 Payments

- i. Noting the amends to the budget made 'Actual' payments made are below the expected pro rata amount; and
- ii. Noting the amends to the budget made 'Actual' payments made are below the expected revised full year budgeted amount.

### 4.2.3 Surplus/Deficit

- i. These points should be considered considering needing to confirm and clarify 4.1.3 (x);
- ii. Reviewing the 'Actual' Surplus/Deficit figure, the 'Actual' figure currently show a Surplus;
- iii. Reviewing the current Surplus/Deficit figure in Table A, the budget figures currently show a Deficit, the Deficit is lower than the pro rata Deficit amount, but the Parish council are currently forecast to be in deficit and would need to be discuss further;

- iv. The Finance committee to review this matter at the next meeting, following clarification with the auditor, and confirm the surplus or deficit that the Parish council predict it will have at the end of the financial year and therefore what should be considered when setting the precept during the next Finance committee in December 2018.

**4.2.4 Accumulated Fund – to be carried forward**

- i. Reviewing the Accumulated Fund figure, the 'Actual' figures currently shows a positive fund amount to be carried forward;
- ii. It should be noted that the Car Park project still has an overall project budget of £110,000 which was set and there remains a Designated fund of £93,221.96 towards the car park within this Actual Accumulated Fund;
- iii. It should be noted that the amended budget in Table A currently forecasts a negative carry forward figure and the next financial year could start in deficit; and

**5. Risk Assessment – Annual Review – Postponed to the next meeting of the committee.**

**6. Next meeting**

6.1 Date of the next meeting is Tuesday 11 December 2018.

6.2 Councillor C Farr presented the committee with some information in relation to precepts across the district for reference purposes.

**Part 2 – none.**