

## CAPEL PARISH COUNCIL

### MINUTES OF FINANCE COMMITTEE HELD ON 08 MAY 2017 IN CAPEL PARISH HALL

**Present:** Mr Salter (Chairman), Mrs Schryver, Mr Ball, Mr McLachlan and Clerk.

**1 Apologies for absence:** Mr P Garber, Mrs Ford and Mrs Dale

**2 Minutes of the last Meeting:** Read and approved

**3 Declarations of Interest:** None

**4 Matters Arising:** None

**5 Questions from Members of the Public:** None

**6 Bank Reconciliation to 31 March 2017:**

1 January 2017	NS&I Balance	£33,234.64
30 April 2017	Current Account	£53,524.86

**7 Additional budget considerations:**

An Internal Audit will be conducted by the Parish Council's internal auditor Piers Cooke on 10 May.

The Annual Return form and supporting documents will be completed and presented to the Annual Meeting of the Parish Council on 15 May. It must be sent to the external auditor BDO before 20 June.

Accounting documents will be made available for public inspection at the Parish Office for a period of 30 working days commencing on 3 June and ending on 14 July.

The budget was discussed and it was agreed that there should be bi-monthly updates for expenditure, highlighting the actual expense on each individual scheme. These figures will be circulated to the Finance Committee and this should eliminate any finance problems arising.

**Bowls Club** – Mrs Schryver circulated two estimates that had been received for the refurbishment of the Capel Bowls Club pavilion. After being left empty for the past five years, the pavilion is now in need of extensive refurbishment to make it secure and watertight. It has been vandalised and is now a health and safety issue. One estimate provides for a quick repair which, whilst making the pavilion secure, will need continued maintenance to keep it secure and weather-proof. The second estimate although more expensive is more extensive and will give complete refurbishment and no further maintenance for several years. The Committee asked about financial return. It was agreed that if the pavilion was used for storage by village groups, they would be asked to provide a minimal financial contribution to the upkeep. The Clerk will contact the village groups, the Horticultural Society, Cricket Club and Friends of the Church to determine if they would be willing to take storage space at the pavilion. If these groups were not willing to take space, the option should be given to the village about demolishing the pavilion. The Committee agreed that taking out a further loan would not be an option. There could well be an instance in the future Coldharbour or Beare Green could need a loan. The actual bowling green was also discussed and suggestion was made to remove the hedge so that the green could be included in the regular grass cutting of the recreation group.

**Church Wall** – The repair to the wall was discussed. This topic had been discussed previously and agreement given that the Parish Council would donate towards these repairs.

**Sports Club Pavilion** – The planning application for the refurbishment of this building, which has now been submitted to Mole Valley District Council, was discussed. It was suggested that a donation should be made but it was agreed not to offer any financial assistance until it was known what grants had been received and if any further finance was needed to complete the project.

**Beare Green Village Hall** – It is known that Beare Green Village Hall will be considering a further extension in the future, but this is a long way off and at the present time there is no funding available for this project.

**Coldharbour Cricket Pavilion** – Mr McLachlan discussed making an application to the LEADER fund, via Mole Valley District Council, which aids projects that will provide employment. If power was supplied to the pavilion it could be opened as a café. It was estimated that it would cost around £80,000 to provide power, but this figure could be reduced if the trench was dug by volunteers. There were no concerns regarding the lease and the Parish Council had already given support to the project.

**8 Date and time of next meeting:** Monday 11 September 2017 at 8pm.