

**MINUTES OF FINANCE COMMITTEE HELD ON MAY 6<sup>th</sup> 2015  
IN CAPEL VILLAGE HALL COMMITTEE ROOM**

**PRESENT:** Mr Salter (Chairman), Mrs Schryver, Mrs Pearson, Mr Ball and Mrs Coke the Clerk.

**1. APOLOGIES FOR ABSENCE** – Mr McLachlan

**2. ALSO IN ATTENDANCE:** None

**DECLARATION OF INTEREST-** None

**3. THE MINUTES:** The minutes of the Finance Committee held on 09.02.2015 were agreed a correct record.

**4. MATTERS ARISING:** None

**5. PUBLIC QUESTIONS -** None

**6. Profit and Loss and Budget Monitoring to 31.03. 2015**

NS&I Reserves at 31.01.15. = £57,602.31

NatWest Current A/C (reconciled) at 31.03.15. = £15,122.59

P&L was presented including comparisons with 31.03.14, as attached.

Income had reduced from £285,032.63 at 31.03.14 to £66,034 at 31.03.15 due to reduction in easement sales of £242,750, although a £23,000 grant had been received from London Marathon Trust for an improved playsurface in the Capel playground and NS&I income had increased by £521 over 2014. Parish maintenance costs had increased by £4,325 due to the extensive emergency drainage works undertaken in Beare Green as a result of flooding in Old Horsham Road.

Clerking costs had reduced by £422 due to the national NI rebate of £422

Water rates had reduced as there had been a water leak at the allotments in 2014

The increase in heat & lighting costs (£266.00) is due to the PC taking responsibility for the costs of the Youth Hall

Printing costs include the cost of printing Gatwick leaflets and the preparation of consultation responses.

Insurance costs had been reduced by £1,271 following a reassessment by Zurich Town and Parish. The increase in legal fees are due to advice being taken regarding the boundary of Bonfire field in Vicarage lane, Capel.

**7. Parish Office**

A visit is planned to see a new PC office in Horley. CPC's intentions to be displayed on posters and flyers in Capel village. – one of the conditions of the Public Sector Loans Board is that the community must be consulted about the project ; in this case Capel residents.

At a recent meeting of Capel Village Hall committee there had been agreement that the Youth Hall be available to YC members for 4 nights a week. The project had also been supported by the SCC Youth Worker.

Information about discussions would be fed back to the community and a response was expected by mid- May.

It was noted that provided the first year of repayments are made to the Loans Board any outstanding amount can be paid off without incurring penalties.

### **8 Clerking arrangements**

SSALC would be undertaking recruitment of the new Clerk & RFO

The Advert is to go 'live' on June 1<sup>st</sup>.

Advert: The Salary should be advertised at SCP 23 currently £10.836 per hour, 16hrs per week (with an Essential Car allowance of £1,170 per annum), The ad should read ' CV's alone will not be accepted'

Advert to be placed in Surrey Ad. Group (Surrey Mirror Group), on the Capel Village Notice Board, on the SSALC website and in the Capel & BG Magazine. Application pack including Person Specification, Job Description & Application Form can be downloaded from the SSALC website. The closing date for applications is 29<sup>th</sup> June 2015. The Job Description, Person Specification and Application Form were not modified.

Interview panel: Mrs Schryver, Mr Ball, Mr McLachlan, Mr Garber, Mr Salter, Mrs Coke.

### **9. Pear Technology – Digital Mapping package.**

An amended spreadsheet of costings had been prepared. Follow up had established that with the outright purchase of Pear Software, it is a SITE licence and the software can be used on multiple PC's. So 2 or 3 users or even more do not incur extra nor do the support costs increase. The PC can pay over 5yrs interest free. Equipment costs in terms of laptop, projector, MS Office could come out of initial loan.

CB to prepare a full costing and details including comparisons with hosted option for the PC meeting 18.15.15

### **10. Additional budget considerations**

Dependent on C/H desire for refurbished playground.

**11. Date of next meeting: Monday September 14<sup>th</sup> 2015 Capel Village Hall Committee Room.**