

**MINUTES OF FINANCE COMMITTEE HELD ON MAY 12<sup>th</sup> 2014  
IN CAPEL VILLAGE HALL COMMITTEE ROOM**

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

**1. APOLOGIES:** Mr Dale, Mr McLachlan

**2. MINUTES:** The minutes of the Finance Committee meeting held on 3<sup>rd</sup> February 2014 were agreed as a correct record.

**3. DECLARATION OF INTEREST:** None.

**4. MATTERS ARISING:** None

**5. BALANCES AT YEAR END 31.03.14 AND YEAR END BUDGET MONITORING**

Balances at 31.03.14 NatWest Current a/c = £8,524 NS&I a/c = £270,679  
Monitoring against 2013/14 budget showed Parish Maintenance to be £6,740 over budget and Playground maintenance to be £945 over budget with the road maintenance at Beare Green Cottages taking roads maintenance to ££1,905 over budget. Legal fees involved in the Godwins Easement sale were calculated as a % of the total sale (see attachment 1.)

**6. END OF YEAR PROFIT AND LOSS COMPARISONS 2013 /2014**

**Sales:** Precept :- Increase of £2,400.00 in Precept. Concurrent grant remained at 2012/13 level

**Burial Ground fees:** – Reduction in coffin burials due to faculty for reburials in church yard & PC Burial Ground being full.

**Grants Received:** –£1,130 from SCC localism for parish maintenance, £412 accrued balance from incinerator fund (originally for reinstatement of site)

**Donations received 2012 / 13:-** (£300.00 rec from C/H for BB installation in Capel Mem Hall, £30.00 from sale of remaining millennium books; £10.00 sale of paving slabs on Bowls Green)

**Donations received 2013 /14:** nil

**Investment income:-** Increase in capital invested

**Easement sales:-** Attributable to Godwins easement 239,118.00, Surrey Hills Hotel £2,000.00, Fourays £750

**Purchases**

**Burial Ground costs:- 2012 / 13** PC paid for survey / topographical layout of the reburials site in Churchyard that cost does not apply for 2013/14

**Parish Maintenance:-** Bridge works in Temple Lane and ditching in Rusper Rd in 2012/13 accounted for overspend. 2013/14 increase costs due to tree felling on Hoyle Hill and winter storm related maintenance.

**Parish Meeting costs:** Additional meetings, increase in rental charges.

**Roads maintenance:** Resurfacing part of Beare Green Cottages access road

**Playground maintenance:** Cost of repairs and repainting equipment in Capel playground.

**Overheads**

**Water Rates :** Increase accounted for by water leak at Capel allotments.

**Heat , light and power:** Minimum tariff for Bowls Pavilion – if we have electricity disconnected reconnection fee would be astronomical

**Printing and postage costs:-** Includes payment for typing up consultation responses, photocopying Gatwick consultation maps etc. 1<sup>st</sup> Class large stamps had to be used for sending laminated notices for C/H notice board.

**Donations paid:-** Local organisations

Grants Paid:- Capel Sports Pavilion, Capel YC, Coldharbour PCC for tree storm damage.

SCAPTC :- Minimal increase in SCAPTEC fees

Professional fees:- (2012/13) related to Europa Oil inquiry

Legal fees:-Hedleys Solicitors - continuing management of Godwin's fees. 05.03.13 to 08.11.13

## **7. SIX MONTHLY AUDIT; ADJUSTMENTS TO PROCEDURES**

A six monthly Internal Audit had been conducted on 11.04.14. For Bank Payments: All original purchase invoices from October 2013 to March 2014 had been checked that they had been correctly authorised and were genuine invoices. All payments were checked to the bank statements. All casts were checked

3 invoices were not correctly authorised but the cheque stub had been signed.

Bank Receipts: All receipts in the cash book were checked back to relevant receipts and back to the bank statements. All casts were checked.

The bank reconciliation was completed.

Investments: NS&I balance was checked back to the original statement and the interest was posted to sage accounts.

Clerk's salary: All bank payments to the HMRC basic tools PAYEE and NI printouts were checked.

Audit note: A balance accrued of £411.99 in nominal account 3160 was written off as recommended in April 2013, to 'Grants Receivable'.

Sage Accounts: Sage accounting system was reconciled to the cash book. The cash book was checked for accurate and correct posting. The financial accounts were reviewed. In the view of the Internal Auditor the accounts represent a true and fair view of the Capel Parish Council's accounts. The local government annual return was completed where applicable and boxes 7 & 8 were reconciled as required together with the additional working schedule as requested by the additional BDO audit sheet.

Audit Recommendation(i) Council to provide a replacement shredder to destroy sensitive material. (ii) All mileage should be re-claimed at hmrc rate of 45p per mile on a monthly basis.

Audit statement: The accounts as presented provide a true and fair view of the financial activities of Capel Parish Council for the year ended 31.03.2014.

**7a Councillors' Audit recommendation**(i) All cheques to be drawn up and attached individually to the respective invoice (ii) There should be a monthly agenda item for Finance which should include the monthly accounts and which should not be the last agenda item.

## **8. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT**

This was deferred to the monthly meeting of the Council on 19.15.'14. The Clerk to circulate a list of items to be included.

## **9. MODEL FINANCIAL REGULATIONS APRIL 2014**

Copy had not been received until 17<sup>th</sup> April leaving insufficient time to fully review prior to this meeting. Cllr Salter and the Clerk to review and amend for Capel PC, present to the Committee for approval at the September meeting and for adoption at the meeting of the full Council on 15<sup>th</sup> September 2014

## **10. REVIEW OF ZURICH MUNICIPAL INSURANCE POLICY**

Had taken place in conjunction with Zurich at end of 4yr contract. As a result a new 5yr Long Term Agreement is being offered at £2,590.57 inclusive of Insurance Premium Tax. This includes uplifting by the appropriate index-linking percentages for 2014. (Budget allocation for 2014/15 is £3,900 so a saving of £1,310)

## **11. PROJECTS IN HAND / FURTHER BUDGET CONSIDERATIONS**

- (i) Re surfacing Capel Playground: Work had started 12.15.14. Invoices and grant from London Marathon Trust within 2 wks of completion.
- (ii) Project OverHall: Cheque for £9,600 for architects fees had been sent to BGCA – subtracted from total £200,000 in advance of new lease.
- (iii) It would be necessary to budget for a donation to the Village Hall for three trees to be planted in commemoration of WW1
- (iv) A contribution would be required towards repairing the church wall which forms the boundary for the PC Burial Ground

**DATE OF NEXT MEETING: Monday 8<sup>th</sup> September 2014 in the Committee Room at Capel Village Hall starting at 8.00pm**