

## CAPEL PARISH COUNCIL

### MINUTES OF FINANCE COMMITTEE HELD ON 18 SEPTEMBER 2017 IN CAPEL PARISH HALL

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

- 1 **Apologies for absence:** Mr McLachlan
- 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
31 August 2017	Current Account	£20,918.09

7 **Additional budget considerations:**

The Annual Return and supporting documents have been forwarded to the auditor BDO and authorisation is still awaited. BDO questioned the Parish Council's asset register, and there was discussion as to whether the Parish Office should be included at the insurance rate or the nominal amount of £1 and agreed that the nominal sum should be used.

**Monthly Budget Analysis** – this was circulated at the Full Council meeting and it is agreed that this is an acceptable way of presenting the accounts. In future, an extra column will be included to show each project spend percentage. The Clerk was asked to look at last year's accounts and inform Councillors of the current account figure for the same time last year.

**Tree Survey** - The Clerk will examine the findings of the recently undertaken tree survey and circulate the costs of working on trees in their categories; prioritising high, moderate or low risk. A budget can then be agreed and estimates received to start work on the trees that show as maximum risk.

**Church Wall Repairs** – The repairs to the wall were again discussed. As the Parish Council had not received any further information or requests from the Church, this work might not take place until next year.

**Sports Club Pavilion** – The planning application for this project has been submitted. A donation towards the cost of the extension was discussed and it was agreed to make this an agenda item for the next full Council meeting.

**Neighbourhood Development Plan** – Mrs Christie has worked on updating the NDP ready for the submission to Mole Valley. No budget had been set for NDP expenditure this financial year and it was agreed that Mrs Christie's invoices should be added to the Admin Support budget.

**Coldharbour Cricket Pavilion** – Due to the recent theft of the generator the Cricket Club has decided not to purchase a replacement but will use solar panels for electricity. The Finance Committee discussed the possibility of a financial donation but a decision was deferred until a proposal was received from the Club.

**Markham Park** – A budget of £5,000 has been agreed to undertake tree, undergrowth and verge maintenance at Markham Park. Mrs Schryver has agreed to meet Clay Griffin on site and work out an action plan to cut back and remove overgrown bushes and trees.

**Community Projects** – No requests have been received to consider any forthcoming Community Projects.

**8 Date and time of next meeting:**

Monday 13 November 2017 at 8pm.