

**MINUTES OF FINANCE COMMITTEE HELD ON 4th MAY 2011
IN THE COMMITTEE ROOM, CAPEL MEMORIAL HALL.**

PRESENT: Mr Salter (Chairman), Mrs Schryver, Mrs Pearson, Ms Good, Mr McLachlan and Mrs Coke (Clerk)

1. APOLOGIES: Mr Dale

2. MINUTES: The minutes of the Finance Committee meeting held on 2nd February 2011 were agreed as a correct record.

3. DECLARATION OF INTEREST: None.

4. MATTERS ARISING

The Leith Hill Action Group had thanked the PC for the grant of £325.00 towards transport to the PP hearing.

5. END OF YEAR BUDGET MONITORING

Monitoring against the 2010/11 budget to 31.12.10 showed a surplus of £1,372.00 against a predicted deficit of £309.00. This surplus had largely been due to higher than anticipated income from Burial Ground fees (£1,810 cf £800 budgeted). Copies of comparisons circulated.

6. END OF YEAR COMPARISONS 2009/10 WITH 2010/11

P&L comparisons with 2009/10 were circulated. Nat West Current A/C showed balance of £12,166 at 31/03/2011. Balance at NS&I A/C showed £39,016.

P&L balance for 2010 /11 showed surplus of £1,372 compared with deficit of £35,221 in 2009 /10. £43,478 had been spent on fighting the Incinerator JR in 2009/10 although Investment Income and Easement sales had been higher in 2009 / 10.

In 2010 /11 a 10% grant had been received from MVDC towards the cost of re building the BG pavilion, however Investment income was down due to reduced capital and minimal interest rates.

The increase in Burial Ground costs is attributable to the PC meeting the cost of the land survey and gridding for the re- burials area in the churchyard.

The cost of clearing Markham Park copse and the ditching work and relaying gullies on Wolves Hill accounted for the overspend on Parish Maintenance in '10 /'11.

7. INTERNAL AUDIT APRIL 2011

The 6 monthly Internal Audit was carried out on 13.04.11 by Piers Cooke, the PC Internal Auditor. All bank payments, bank receipts, bank reconciliations were checked, as were investments, Sage accounts and the cash book. These represented a fair view of Capel PC's accounts. The Annual Return was also completed.

8. ADDITIONAL BUDGET REQUIREMENTS 2011/12

(i) Re-furbishment of Beare Green Village Hall The £9,100 grant from the PC would be transferred to the Hall Refurbishment fund once a clear plan had been drawn up and presented.

(ii) Localism Costs to the PC are as yet unknown and some funding is likely. It will be necessary to budget for voting in localism.

(iii) Mole Valley Police Off Road Motor Cycle Project - The Clerk to establish which other PC's will be involved in the project and how much funding they are likely to provide. E.Horsley, Cranleigh and Hazelmere could be approached if project goes that far east.

It was suggested that the PC's contribution be kept to a maximum of £500 but this was to be discussed further at the May PC meeting once more information had been gathered from PC Jason Woods.

(iv) Replacement of Capel Playground surface The Clerk to obtain a quote from Wicksteed to replace the existing bark surface with Playscape Safety Grass.

9. FINANCIAL RISK ASSESSMENT AND MONITORING EFFECTIVENESS OF INTERNAL AUDIT 2011

(i) To be conducted together August / Sept by Chairman of Finance Committee and Clerk and to be minuted at the following meeting of full Council.

(ii) Internal Audit will continue to take place six monthly in October and April by arrangement with the Internal Auditor and will be minuted at the following meeting of the full Council

10.DATES OF MEETINGS 2011 / 12

Date	Venue
Wednesday 28 th September	Coldharbour Village Hall
Wednesday 16 th November	Beare Green Village Hall
Wednesday 1st February	Capel Village Hall
Wednesday 2nd May	Capel Village Hall

11. DATE OF NEXT MEETING: 28th September 2011 in the John Venus Hall, Coldharbour at 8.00PM