

**MINUTES OF FINANCE COMMITTEE HELD ON 2nd MAY 2012
IN CAPEL VILLAGE HALL COMMITTEE ROOM**

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

1. APOLOGIES: Mr McLachlan

2. MINUTES: The minutes of the Finance Committee meeting held on 1st February 2012 were agreed as a correct record.

3. DECLARATION OF INTEREST: None.

4. MATTERS ARISING: (i) Ref:6-01/2/12- An application has been made to Cllr.Clack for funding from the Dorking Rural Diamond Jubilee Celebration funds for £630 towards the planting of the five Elm Trees in the Parish.
(ii)'Police Off Road Bikes' - PC Mark Trezise had given positive reports of use of the bikes with over 100 'conversations' having taken place.

5. END OF YEAR BUDGET MONITORING - to 31.03.12 showed a shortfall of £11,394 in income over expenditure.(see attached sheet)

The shortfall was attributed to a total of £11,066 paid in grants during the year:

BGCA – Project OverHall	9,100
Coldharbour Sports Pavilion	117
Police Off Road Bikes	1,500
Capel Youth Club	349

The Howard Cundey fees for negotiating Godwins site easement would be recoverable on the sale of the Easement.

<u>NS&I a/c balance</u> at 31.03.12	30,118
<u>NatWest current a/c balance</u> at 31/3/12	10,282

6. END OF YEAR COMPARISONS 2010/11 with 2011/12

(see attached sheets)

Receipts

Burial Ground Fees: - income declining due to fewer reservations

Donations received: £63 Receipt from Smiths Charity offsetting cost of vouchers.

Contribution to resurfacing FP214 – Residents contributed 31,250

Purchases

Burial Ground Costs: had been reduced in '11/12. In 10/11PC had paid for ground levelling and a site survey for reburials.

Parish meeting costs: – hall costs have risen + additional meetings due to monthly Planning Committee meeting.

Parish Maintenance: - costs reduced due to invoice for Temple Lane work being received after 31st March 2012

Playground maintenance: – overspend due to bringing equipment up to standard, having monthly inspections and replacing parts.

Grants paid:

BGCA - Hall re-furb	9,100
C/Harbour Sports Pav.	117
Police Off Road bikes	1,500
Capel Youth Club	349
Total	11,066

Subscriptions: Increase due to sub for £10.00 to Dorking Preservation Soc. being paid.

Training – Increase attributable to Localism Conference and Surrey Local Forum

Telephone / Broadband: In 2011 no direct debit for B/B resulting in an additional payment falling into 2011/'12

Consultancy Fees: Howard Cundey fees for negotiating Godwins site Easement.

Donations paid: £90 difference due to payment to Coldharbour Magazine (as yet unrepresented)

7. TO NOTE INTERNAL AUDIT APRIL 2012

An internal audit had taken place on April 13th 2012. (copy held on file)

Bank payments and receipts had been checked to original authorisation, invoices, cheque book, bank statements and cash book.

Bank reconciliation was completed.

NS&I balance was checked back to original pass book.

All bank payments to HMRC basic tools PAYE & NI print outs were checked.

Sage accounting system was reconciled to the cash book. Cash book was checked for correct posting. Financial accounts were reviewed and the Local Government Annual Return completed where applicable. Boxes 7 and 8 of the return were reconciled as applicable.

8. INSURANCE POLICY SCHEDULE 2012/13

1) It was confirmed that under Part 0 – Personal Accident -the cover is limited to £500,000 for any one person and £2M any one incident and that the persons insured are Employees, Volunteers and Councillors.

2) Use of MUGA is covered under the Zurich Public Liability policy. (It has not been possible to get confirmation of insurance cover for the surface under the SCC scheme)

9. FURTHER BUDGET CONSIDERATIONS FOR 2012/13

1. There could be no further consideration given to PC funding for LHAG's costs for the Europa Oil Appeal until the PC's own costs are known.

2. An allocation should be made in the 2012 / 13 budget for re surfacing the lay-by area in front of the Capel Meeting House. (maintenance of the area falls to the PC)

10. DATES OF MEETINGS SEPTEMBER 2012 – MAY 2013

DATE	VENUE
Wednesday 26 th September	Coldharbour Village Hall
Wednesday 14 th November	Capel Village Hall (CR)
Wednesday 6 th February	Capel Village Hall (CR)
Wednesday 8 th May	Capel Village Hall (CR)

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 full meeting of the Council.

11. DATE OF NEXT MEETING: Wednesday 26TH September 2012 in Coldharbour Village Hall at 8.00pm