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**Minutes of a meeting of the Finance and General Purposes Committee
held at 7.30pm on Wednesday 8th June 2022
at the Caterham Ex Service Men's Club**

Present: Cllrs M Grasso, K Mansfield, R Stead

In attendance: Mrs H Broughton (RFO) and 2 members of the public

Resolved that Cllr Stead take the Chair

F 22/01	<p>Chairperson and Vice Chairperson</p> <ul style="list-style-type: none"> i. Proposed by Cllr Stead and seconded by Cllr Mansfield that Cllr Botten be appointed Finance and General Purposes Committee Chairperson for the 2022/23 Council year. There being no other nominations he was appointed unopposed. ii. Proposed by Cllr Grasso and seconded by Cllr Mansfield that Cllr Stead be appointed Finance and General Purposes Committee Vice-Chairperson for the 2022/23 Council year. There being no other nominations he was appointed unopposed 																				
F 22/02	<p>Apologies for absence Apologies for absent were received from Cllr Botten and Cllr Payne.</p>																				
F 22/03	<p>Declarations of interest and dispensation requests There were no declarations of interest arising from the agenda.</p>																				
F 22/04	<p>Public forum There were no questions from members of the public.</p>																				
F 22/05	<p>Minutes of the last meeting It was resolved that the minutes of the meeting held on 13th April 2022 be signed by the Chair as a correct record.</p>																				
F 22/06	<p>Payments and Accounts</p> <ul style="list-style-type: none"> i) It was resolved to approve the following schedule of payments: <p>Between meetings</p> <table border="1"> <thead> <tr> <th>No</th> <th>Name</th> <th>Description</th> <th>Amount (inc vat)</th> </tr> </thead> <tbody> <tr> <td><u>1</u></td> <td>SLCC</td> <td>Membership Fee</td> <td>294.00</td> </tr> <tr> <td><u>2</u></td> <td>Grasso – refund (Vista print)</td> <td>Library stickers</td> <td>67.15</td> </tr> <tr> <td><u>3</u></td> <td>Broughton – refund (RBL)</td> <td>2 x Tommy Statues</td> <td>350.00</td> </tr> <tr> <td><u>4</u></td> <td>Zurich Insurance</td> <td>Premium 2022/23</td> <td>1,076.06</td> </tr> </tbody> </table>	No	Name	Description	Amount (inc vat)	<u>1</u>	SLCC	Membership Fee	294.00	<u>2</u>	Grasso – refund (Vista print)	Library stickers	67.15	<u>3</u>	Broughton – refund (RBL)	2 x Tommy Statues	350.00	<u>4</u>	Zurich Insurance	Premium 2022/23	1,076.06
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<u>1</u>	SLCC	Membership Fee	294.00																		
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<u>4</u>	Zurich Insurance	Premium 2022/23	1,076.06																		

5	Magic Ponies (receipt requested)	Family Fun Day horse riding	500.00
6	Meetings at coffee and creams	Coffees	5.75
7	Amazon	Bunting	51.88

For approval

No	Name	Description	Amount (inc vat)
4	CJS Plants	High Street Planters	390.00
5	Ivy Leaf	Hillcroft Corner maintenance	225.00
6	Route 22	CCWNP domain renewal	174.00
7	Nick Dance	2021/22 Work - various	5,044.80
8.	TVA	Membership (agenda item)	30.00
9.	SLCC	Membership	234.00
10.	The Westway	2021/22 Room Hire	500.00
11.	Surrey ALC	NALC and SCAPTC subscription 2022	2489.49
12.	Dogs and Daisies	Final payment for wildflower verges	1,530.00

Regular payments

Description	Amount
Staff costs	2282.19
HMRC	1029.19
Telephone	34.48
Mailchimp - monthly	8.86
Telephone tfr fee	5.58
Resilience telephone	6.00
Adobe software	19.97
Bank fee - monthly	7.00
Website annual fee - WIX	66.62

- ii) The following financial reports were noted:
- a. Income and Expenditure as at 30th April 2022 (appendix 1)
 - b. Net position as at 30th April 2022
 - c. Reserves as at 30th April 2022
- iii) It was resolved that the Chair sign the bank reconciliation for 30th April 2022 as correct.
- iv) It was noted that the 1st half precept had been received on 27th May 2022
- v) Community Infrastructure Levy (CIL) Earmarked Reserves
The Clerk reported that CIL reserves were currently £37,500 with £22,500 having been received in May and £66,000 due in October 2022. The Council will therefore have approximately £120,000 in CIL reserves at the end of the financial year.
The Clerk was asked to circulate information on CIL to councillors and include this on the next Council agenda.

F 22/07

Budget

It was agreed to defer this item until a recommendation was received from the CCWNPIG joint committee, following its July meeting.

F 22/08

Audit

The 2021/22 internal auditors report had been circulated and was considered. It was agreed to recommend that neither key person insurance or Cyber insurance be obtained due to the cost involved. It was also noted that Zurich Insurance did not offer this insurance.

F 22/09

Grants

A request from the Caterham Barracks Community Trust for a grant of £5,000 had been received. It was agreed that the Clerk reply requesting further information on how the grant would be spent and asking if the Village Association has been consulted and the CCWNPIG.

F 22/10	<p>Railings on Coulsdon Road</p> <p>It was agreed to approve a recommendation from the Projects Committee that up to £4,000 be spent from the Community Infrastructure Earmarked funds on refurbishment of the railings on Coulsdon Road, subject to quotations obtained by Tandridge District Council being provided.</p>
F 22/11	<p>Policies and Procedures</p> <p>It was agreed to include this on the next agenda.</p>
F 22/12	<p><i>Members resolved that under the Public Bodies (Admission to the meetings) Act 1960, to exclude the public and press from discussions concerning the following item that which relates to confidential staff matters.</i></p>
F 22/13	<p>Staff Matters</p> <p>It was noted that the Resilience Officer had resigned for personal reasons.</p>

The meeting closed at 8.05pm

Summary of Receipts and Payments

All Cost Centres and Codes

Income		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
1	Precept	108,340.00		-108,340.00				-108,340.00 (-100%)
2	CIL	10,000.00		-10,000.00				-10,000.00 (-100%)
5	Other income	500.00		-500.00				-500.00 (-100%)
40	HMRC refund							(N/A)
SUB TOTAL		118,840.00		-118,840.00				-118,840.00 (-100%)

Administration		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
6	Professional fees				700.00		700.00	700.00 (100%)
7	Insurance				1,300.00		1,300.00	1,300.00 (100%)
8	Meeting room hire				800.00	585.77	214.23	214.23 (26%)
9	Stationery				500.00	29.34	470.66	470.66 (94%)
10	Telephone				400.00	13.52	386.48	386.48 (96%)
11	Postage				50.00		50.00	50.00 (100%)
13	Expenses - councillor				200.00		200.00	200.00 (100%)
14	Salaries and NI				24,000.00	1,940.19	22,059.81	22,059.81 (91%)
15	Pensions				3,600.00	238.00	3,362.00	3,362.00 (93%)
16	Training				500.00		500.00	500.00 (100%)
17	Travel (Cllrs and Clerk)				100.00		100.00	100.00 (100%)
34	Payroll Service				300.00		300.00	300.00 (100%)
45	Subscriptions other				200.00	30.00	170.00	170.00 (85%)
47	Bank Charges				120.00	8.26	111.74	111.74 (93%)
48	Scribe Accountancy Software				600.00		600.00	600.00 (100%)
50	HMRC tax and NI				12,000.00	1,206.15	10,793.85	10,793.85 (89%)
51	Office costs (heat/light/broadban)				500.00		500.00	500.00 (100%)
SUB TOTAL					45,870.00	4,051.23	41,818.77	41,818.77 (91%)

Projects		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
20	Christmas lights				9,000.00		9,000.00	9,000.00 (100%)
21	Cedar Tree Lights and Memory 1				1,000.00		1,000.00	1,000.00 (100%)
22	Allotment competition				300.00		300.00	300.00 (100%)
23	Winter maintenance				4,000.00		4,000.00	4,000.00 (100%)
24	Highways				5,000.00		5,000.00	5,000.00 (100%)
26	Resilience				4,000.00	6.00	3,994.00	3,994.00 (99%)
31	Library				1,000.00		1,000.00	1,000.00 (100%)
46	Noticeboards				2,800.00		2,800.00	2,800.00 (100%)
52	Events (Jubilee / Fun Day)				5,000.00	193.00	4,807.00	4,807.00 (96%)
SUB TOTAL					32,100.00	199.00	31,901.00	31,901.00 (99%)

Summary of Receipts and Payments

All Cost Centres and Codes

Finance and General Purpose:

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12	Technology support				1,000.00	642.79	357.21	357.21 (35%)
30	Grants				10,000.00		10,000.00	10,000.00 (100%)
32	Website				600.00		600.00	600.00 (100%)
33	GDPR				150.00		150.00	150.00 (100%)
35	SALC / NALC subs				2,500.00	2,489.49	10.51	10.51 (0%)
36	Equipment				1,000.00		1,000.00	1,000.00 (100%)
37	Publicity / Newsletter				2,000.00		2,000.00	2,000.00 (100%)
39	Elections				2,000.00		2,000.00	2,000.00 (100%)
42	SLCC Subs				300.00		300.00	300.00 (100%)
43	Community Governance Training				3,000.00		3,000.00	3,000.00 (100%)
44	Microsoft 365				2,200.00		2,200.00	2,200.00 (100%)
54	Contingency				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL					29,750.00	3,132.28	26,617.72	26,617.72 (89%)

Earmarked Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
25	Verges and hedge cutting				4,000.00	1,544.90	2,455.10	2,455.10 (61%)
57	Drainage Clearance				3,000.00		3,000.00	3,000.00 (100%)
58	Street Furniture				3,000.00		3,000.00	3,000.00 (100%)
SUB TOTAL					10,000.00	1,544.90	8,455.10	8,455.10 (84%)

Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Hanging baskets and planters				3,500.00	555.00	2,945.00	2,945.00 (84%)
19	Hillcroft Corner				400.00	225.00	175.00	175.00 (43%)
27	Trees				4,600.00	2,234.00	2,366.00	2,366.00 (51%)
53	Wildflowers				5,000.00	2,000.00	3,000.00	3,000.00 (60%)
SUB TOTAL					13,500.00	5,014.00	8,486.00	8,486.00 (62%)

CCWNPIG

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
56	Website					145.00	-145.00	-145.00 (N/A)
SUB TOTAL						145.00	-145.00	-145.00 (N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

Summary

NET TOTAL	118,840.00	-118,840.00	131,220.00	14,086.41	117,133.59	-1,706.41 (-0%)
V.A.T.		3,460.00		1,057.35		
GROSS TOTAL		3,460.00		15,143.76		