

Godstone Parish Council

(incorporating the Villages of Godstone, South Godstone and Blindley Heath)

Clerk to the Parish Council

S Endersby

Admin Assistant

The Bounty
Godstone Green
Godstone, Surrey
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MINUTES

of the meeting of the Finance Committee of Godstone Parish Council
held on **Wednesday 15 November 2023 at 11am** at the **Bounty, Godstone Green.**

Members: Cllrs C White, S Farr, Cllr I Smith and L Case
Apologies: Cllr C Farr
Present: S Endersby (Clerk)

1. Apologies for absence

1.1 Apologies were received from Councillor C Farr due to prior personal commitments.

RESOLVED - The meeting was deemed quorate.

2. Declaration of Interest

2.1 It was noted that there were no specific pecuniary interests to the item on the agenda, but that 3 of the councilors present are parishioners who pay towards the council precept.

3. Minutes of previous meetings held on 11 August 2023

3.1 The committee reviewed the minutes of the meeting held on 11 August 2023.

RESOLVED - The committee approved the minutes of the meeting held on 11 August 2023 as an accurate record of the meeting and agreed that they be signed by the Chairperson.

Cllrs S Farr and I Smith had not been at the meeting so did not vote.

4. Exercise to Review Budget and Financial Reserves in order to allocate funds for Urgent Tree works.

4.1 The committee noted the budget information in relation to spend on Trees to date:

Budget for Trees FY23-24

Budget	£10,000
Spend to date	£8,770.00
Budget Remaining	£ 1,230

4.2 The Committee noted the costs of tree works already approved by full council and additional tree work council want to consider for approval:

Approved and Contractor instructed

a) Godstone Green and Burial Ground Works £5,850

Additional Urgent Work Proposed for Approval at November full council meeting - Contractors to be instructed on confirmation of funds

b) Urgent Tilburstow Hill section (P1 trees) £10,000
c) Urgent Tilburstow Hill top up if funds are available (P1 trees) £2,000
d) Tilburstow Hill (quote for trees – 9779, 9765, 9764, 9788, 9769 & 9766 dated 9/9/23) £1,995
£19,845

Total funds required for Agreed Tree works

£25,695

4.3 The committee reviewed the Reserves and Summary of Funds up to 30 September 2023 provided to them.

SUMMARY OF FUNDS FY2023-24

As of 30 September 2023

	Debit	Credit
Current Assets		
Debtors	-£543.00	
VAT Control (Refunds due)	£3,382.00	
Prepayments	£625.00	
Balance as per bank reconciliation	£171,425.49	
		£174,889.49
Current Liabilities		
Wages Control		£24.49
Pension Liability		£182.00
		£206.49
		£174,683.00
Restricted funds		£17,330.90
Designated funds		£21,751.02
Total Restricted and Designated Funds		£39,081.92
General funds		£135,601.08
Precept reserve		£36,609.00
		£98,992.08
Budgeted Expenditure	Precept £73,217 paid in 2 installments	
1st half of yr Apr - Sept estimate at	7,281.00 Per month	1 month (Sept)
2nd half of yr Oct - Mar estimate at	7,281.00 Per month*	2nd half paid
		£43,686.00
Amount Aged of Reserves to be used for Bounty Purchase		£30,000.00
AVAILABLE funds in General Reserve		£25,306.08

Items within Restricted and Designated Funds

	Designated	Restricted	Total
Platinum Jubilee Celebrations	£246.00	£15.00	£261.00
Children's Playground	£1,079.95		£1,079.95
Neighbourhood Plan	£7,552.33	£0.00	£7,552.33
Fees for Professional Services (Local Plan)	£1,944.32		£1,944.32
Path on the Green	£2,000.00	£2,379.28	£4,379.28
Horses on the Green Matter	£1,500.00		£1,500.00
Defence of Godstone Green (Maintenance)	£1,000.00		£1,000.00
Blindley Heath - Donated Land	£1,500.00	£840.00	£2,340.00
Blindley Heath Barrier and Car Park Works		£2,500.00	£2,500.00
Donation for Specific works		£311.00	£311.00
Christmas Lights		£0.00	£0.00
Memorial Benches		£376.02	£376.02
Pond (GG)		£267.99	£267.99
Bounty Purchase			
1150	Surveyors Fees		
3825	Legal Fees & Searches		
40	Land Reg Fees		
35	PWLB Fee	£3,928.42	£3,928.42
3318	Update elec supply		
1500	Scouts legal fees		
9868	Total of Estimates		
Recruitment Fees	£1,000.00		£1,000.00
CIL Funds	£0.00	£10,641.61	£10,641.61
	£21,751.02	£17,330.90	£39,081.92

4.4 The committee muted the idea of trying to find the full £25k quoted for the work at the Enterdent by the contractor.

	Option 1	Option 2
Approved and Contractor instruted		
a) Godstone Green and Burial Ground Works	£ 5,850	£ 5,850
Additional Urgent Work Proposed - Contractors to be instructed on confirmation of funds		
b) Urgent Tilburstow Hill section (P1 trees)	£ 10,000	
c) Urgent Tilburstow Hill top up if funds are available (P1 trees)	£ 2,000	
d) Tilburstow Hill (quote for trees dated 9/9/23)	£ 1,995	£ 1,995
e) Tilburstow Hill Tree works (P1 & recommended Maintenance)		£ 25,000
	£ 19,845	£ 32,845
Total funds required for Agreed Tree works	£ 25,695	£ 38,695

4.5 On reviewing the reserves, the committee proposed the following recommendations to be made to council:

4.5.1	Remove £7,552.33 from Neighbourhood Plan designated reserves	Allocate £7,552.33 to designated fund to cover Tree work costs	Consider funds for 24-25 when preparing the FY24-25 budget. Noting that council had been updated at November meeting on funding requirements and advised of a new grant application being made.
4.5.2	Remove £1,944.32 from Professional Services designated reserves	Allocate £1944.32 to designated fund to cover Tree work costs	Consider bringing back an allocation of funds in the FY24-25 budget plan.
4.5.3	Remove £1,500 from Horses on the Green matter designated reserves	Allocate £1500 to designated fund to cover Tree work costs	Consider if any allocation of funds required in the FY24-25 budget plan.
4.5.4	Remove £1,000 from defence of the Green designated reserves	Allocate £1000 to designated fund to cover Tree work costs	Consider if any allocation of funds required in the FY24-25 budget plan.
4.5.5	Remove £1,000 from recruitment fees designated reserves	Allocate £1000 to designated fund to cover Tree work costs	Noting update on recruitment and interviews taking place and that council have felt agency fees too high to use an agency.
4.5.6	Remove £2,000 from Path on the Green designated reserves	Allocate £2000 to designated fund to cover Tree work costs	Noting that some CIL funds of £2379.28 are allocated to the project and that a grant application is being made to Your Fund Surrey
4.5.7	Remove £2,500 from Blindley Heath Barrier/Car Park works designated reserves	Allocate £2,500 to designated fund to cover Tree work costs	Consider if any allocation of funds required in the FY24-25 budget plan for future maintenance.

Total = £17,497	Total = £17,497	
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RESOLVED – The committee recommendation to full council to reallocate £17,497 of funds held in reserves to be designated to tree works as detailed above.

4.6 The Finance Committee confirmed that as part of this review, no changes were proposed to the designated or restricted funds detailed below:

	Designated	Restricted	Total
Platinum Jubilee Celebrations	246	15	261
Children's Playground	1079.95		1079.95
Blindley Heath - Donated Land	1500	840	2340
Donation for Specific works		311	311
Christmas Lights		0	0
Memorial Benches		376.02	376.02
Pond (GG)		267.99	267.99
Bounty Purchase	3928.42		3928.42
CIL Funds	0	10641.61	10641.61
	6754.37	12451.62	19205.99

4.7 It was noted that the committee would still need to consider further tree works in the budget for 24-25. There was discussion to ensure that there was clarity on tree works that will still remain and what was covered in the tree survey in addition to any budget allocation for dealing with unplanned tree works.

ACTION FC11/23 – 1 – Cllr I Smith and Clerk to liaise with Tree Contractor to confirm that the areas covered by the survey are correctly understood.

ACTION FC11/23 – 2 – If work proceeds following councils' approval, clear information on tree work completed to be requested to update councils' records.

4.8 The committee considered funds unspent on some budget lines and uncommitted.

RESOLVED – The committee confirmed that £2,860 from the Election budget that would not be required be a virement to the Tree Budget code.

ACTION FC11/23 – 2 - Clerk to complete Virement of budget lines detailed.

4.9 The committee considered funds available from General reserves (after budgeted items accounted for). As of 30 September 2023, there is £25,306 available which could also be called upon to cover the cost of tree works.

4.10 It was further noted that the council always has a precept reserve, which for FY23-24 is £36,609. The council could draw on this reserve temporarily to cover the cost of tree works if deemed necessary.

4.11 The committee considered the commitment to purchase the Bounty in line with the review of funds for tree works and if the purchase proceeds before the loan is confirmed and received and funds are used for tree works.

4.12 The committee noted the recently received funds from the Fete Committee of £600.

4.13 Summary of discussion:

	Option 1	Option 2
Total funds required for Agreed Tree works	£ 25,695	£ 38,695
Designated Funds to be allocated to Tree Works	- £ 17,497	- £ 17,497
Budget Remaining	- £ 1,230	- £ 1,230
Virement from Election fund	- £ 2,860	- £ 2,860
Grant from Fete Committee	- £ 600	- £ 600
Remaining Balance to found	£ 3,508	£ 16,508
	Option 1	Option 2
General Reserve available to cover remaining balance	£ 25,306	£ 25,306
General Reserves available after funds allocated to tree works	£ 21,798	£ 8,798

RESOLVED – The committee's recommendation to full council is that there are funds available to cover the cost of tree works as detailed (4.2 a) – d)) and that if council wish to approve works detailed, then the committee believe this to be viable following the review of funds available. (Option 1).

RESOLVED – The committee's alternative recommendation to full council is that if council wish to approve more of the recommended works on the trees as per original quote of £25k for P1 Trees and maintenance works, the committee also believe this to be viable following the review of funds available (Option 2).

5 **Date of next meeting** – Monday 27 November 2023 at 10.30am at the Bounty.

Part 2 – None.

----- Meeting ended -----

Chairperson

Dated