

# Godstone Parish Council

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

## Clerk to the Parish Council

Mrs S Endersby

## Admin Assistant

Mrs E Cross

The Bounty  
Godstone Green  
Godstone, Surrey  
RH9 8DY

Telephone/Fax: 01883 744209

[clerk@godstone-pc.gov.uk](mailto:clerk@godstone-pc.gov.uk)

## Minutes

of the meeting of the Finance Committee of Godstone Parish Council  
held on **Monday 25 November 2019** at 10am at The Bounty.

**Members:** Cllrs R Johnson, C White, D Stone and S Farr

**Apologies:**

**In attendance:** Cllr C Farr, and S Endersby (Clerk)

**Open Forum:**

### 1. Apologies for absence - None

2. **Election of Chairman** – Not applicable as Councillor C White appointed as Chairman by the full Parish council at the Parish Council Annual meeting in May 2019. Item included on Agenda in error.

### 3. Declaration of Interest

3.1 It was noted that all members present are parishioners and that dispensations had been granted to each member of the committee on the grounds that the transaction of business would have been impeded given the number of Councillor's who would otherwise be prohibited from participating in item 14.

### 4. Minutes of the previous meeting

4.1 The Committee reviewed the minutes of the previous meeting held on 23 May 2019

**RESOLVED** – Councillors unanimously agreed that the minutes of the meeting held on 23 May 2019 were an accurate record of the meeting and that they be signed by the Chairman.

### 5. Parish Council Procedures Audit –

#### 5.1 Asset Register

5.1.1 The committee reviewed the asset register provided at the meeting.

5.1.2 The committee noted that following the Internal Auditors visit on Friday 22 November 2019 the Clerk would be clarifying the discrepancy between 'Original Cost' Column and the 'Current Year Estimate' Column.

#### 5.2 Insurance Cover – Confirmation of Insurance

**RESOLVED** – The Committee unanimously ratified the email decision taken on 10 September 2019, due to the deadline of the insurance renewal, a summary of which is detailed: Following quotes received by 5 insurance companies in relation to the renewal of the Parish Council Insurance policy, which included Public Liability and Employers Insurance, the Finance Committee which has delegated responsibility, as detailed in its Terms of Reference, 12.1 – 12.1.4 – to “review and agree annually and effect any changes required the Parish Council Insurance cover”, agreed the following :

- i) To accept the Zurich Municipal quote dated 22 August 2019, of a 3-year long term agreement (LTA) at £812.45 (Annual Premium including Insurance Premium Tax @ 12%); and
- ii) Instructed the Clerk to confirm acceptance of the Insurance policy:

It was noted renewal of insurance had already been reported to full council.

#### 5.3 Risk Assessment

5.3.1 The Committee completed its annual review of the Financial Risk Assessment

**RESOLVED** – The committee unanimously approved the current version and did not make any changes to the Financial Risk Assessment document.

**ACTION FC11/2019 – 1** - As per the External Auditors previous instructions Finance committee report to full Parish Council will include the current Risk Assessment for approval by full council. Clerk to update review dates on the Financial Risk Assessment document.

**ACTION FC11/2019 – 1a** – Clerk to confirm system based back up assurances now that the system was cloud based with the Parish council's IT consultants.

## **FINANCIAL RISK ASSESSMENT – 2018-2019**

Reviewed and agreed at Finance Committee meeting held on 11 December 2018.

Reported and ratified at the Full Parish Council meeting held on 7 January 2019.

| Subject                             | Risk Identified                                | H/M/L | Control   | Review                |
|-------------------------------------|--|-------|---|-----------------------|
| Petty Cash                          | Loss through theft / dishonesty                | L     | N/a – no longer have petty cash   | N/a                   |
| Expenses                            | Loss through fraudulent claims                 | L     | Covered in Financial Regulations. Each Expense claim reviewed by two councillors at each meeting and agreed by the full Parish council.                 | Annually              |
| Income - Cheques Received           | Loss through theft / dishonesty / misplacement | L     | Cheques paid into bank at the very least weekly. See Office Procedures  | Annually              |
| Income - Cash                       | Loss through theft / dishonesty                | L     | All Cash is paid into the bank at the very least monthly. See office Procedure  | Annually              |
| Financial Records / Standing Orders | Yes - adequate                                 | L     | Financial Regulations in place  | Review when necessary |
| Bank and banking                    | Errors by Bank                                 | L     | See Financial Regulations. Monthly Bank reconciliations undertaken; available at Council meetings   | Annually              |
| Reporting and Auditing              | Compliance                                     | L     | Council should regularly audit internally to comply with Fidelity Guarantee   | Bi-Annually           |
| Salaries                            | Incorrect Payments                             | L     | Monthly meeting; Calculated in accordance with HMR7C regulations. Annual Returns submitted within timescale. Councillor's review; Internal Audit Review | Annually              |
| Original Documentation, Minutes etc | Loss by theft/fire                             | L     | Stored in 30minute Fire Proof Cabinet   | Annually              |
| Computer Files                      | Loss   | L     | Computer backed up by at least weekly. One (monthly) back up stored off site and one stored in 30minute Fire Proof Cabinet.                             | Annually              |
| Insurance Cover                     | As per policy                                  | L     | Reviewed by Full Parish Council.  | Annually              |

### 5.4 Business Continuity Plan - Annual Review

5.4.1 It was noted that contact details within the Business Continuity Plan needed updating

**ACTION FC11/2019 – 2** – Clerk to liaise with the Admin Assistant to ensure the Business Continuity Plan is updated and recirculated as required.

### 5.5 Financial Regulations

5.5.1 Councillors noted that the Clerk had reported at full Parish council meetings that updated financial regulations had been updated.

5.5.2 The Clerk and Committee Chairman reported that the changes to the Financial regulations were not material changes, but that the Parish council should adopt the most up to date regulations.

5.5.3 It was noted that expenses being paid for using debit or credit cards needs to be removed from the regulations to reflect how expenses are paid for in practice due to practicalities.

**ACTION FC11/2019 – 3** – Clerk to ensure Financial Regulations are amended and circulated to full council for approval.

## 6. AGAR - Financial Year 2018-2019 - External Auditor

6.1 The committee noted the External Auditors report and conclusion, which had been circulated on receipt by email to all councillors.

6.2 It was confirmed that there were no matters of concern raised by the External auditor to be addressed by the authority.

6.3 The External Auditor had signed the AGAR Section 3 – External Auditor Report and Certificate to confirm completion.

**ACTION FC11/2019 – 3** – Clerk to ensure External Auditors Report is reported to the full Parish council for it to be accepted.

## 7. Interim Internal Audit – Financial Year 2019-2020

7.1 It was noted that the Internal Interim audit had only taken place on Friday 22 November 2019 and the written report had not yet been received.

7.2 The Committee noted that if relevant during the committee meeting, matters discussed during the audit had been raised during the course of the committee meeting.

- 7.3 It was reported by the Committee Chairman and Clerk that the auditor had verbally confirmed that there were no matters of high concern to bring to the committee's attention and this would be confirmed by circulating the Internal Auditors report when the Clerk received it.

**ACTION FC11/2019 – 4** – Clerk to ensure Internal Auditors Report is circulated and reported to the full Parish council on receipt.

- 7.4 It was noted that there had been a number of recommendations made by the Internal Auditor which would be reported at the next full Parish council meeting along with the auditor's formal report of the Interim Internal Audit 2019-2020.

## 8. Financial Position – General Review (year to date 2019-2020)

- 8.1 To review the latest receipts and payments report; agree any virement. – Councillors noted the most current report presented at the meeting – Appendix A.

- 8.2 Designated Funds and Restricted Funds – and to note current balances - Councillors noted the most current report presented at the meeting - Appendix B.

- 8.3 The committee noted the current carry forward for general funds as at 1 November 2019 are £24,574.69.

| Accumulated fund carried forward (Actual to date) | Minus | Restricted or Designated Funds | Remaining General carry forward fund |
|---|-------|--------------------------------|--------------------------------------|
| 150,852   | -     | £126,277.31                    | = £24,575                            |

## 9. Grants

- 9.1 Continuous Grants and other Grants – Reported at the meeting:

| Financial Year - 2019-2020               |   | Type of Grant |                 |
|--|---|---------------|-----------------|
| Godstone Baptist Church                  | Towards new roof  | Other         | £1,000          |
| St Stephens Church, South Godstone       | Building work improvements                                    | Other         | £1,000          |
| Citizens Advice Oxted & District         | To contribute toward general running to support client issues | Continuous    | £200.00         |
| South Godstone Community and Sports Club | Building work improvements                                    | Other         | £1,464.63       |
| <b>Total of Grants paid=</b>             |   |               | <b>£3664.63</b> |

- 9.2 Terms and Conditions and Awarding Policy

- 9.2.1 The committee considered the current Grant Terms and Conditions and Awarding Policy.

**RESOLVED** – The committee unanimously agreed that there be no changes to the Terms and Conditions.

**ACTION FC11/2019 – 5** – Clerk to ensure Grant form which includes the Terms and Conditions is updated to state the next financial year dates from 1 April 2020.

## 10. Review of Areas of responsibility within the Parish (for Budget Planning) – The Committee reviewed areas within the Parish that they needed to consider when setting the budget:

### 10.1 Allotments

- i. Clearance of Hilly Fields – some work remains
- ii. SR - Fencing boundary that has been considered in the past if it is required to confirm the boundary on any development taking place on the adjacent garages.
- iii. Provision of water

### 10.2 Neighbourhood Plan

- i. Public consultation when applicable, but reliant on outcome of Local Plan inspection

### 10.3 Burial grounds and Memorials

- i. War memorial at St Nics – Concerns about the lean, noted there may be grants available.
- ii. Signage, general care of Lychgate
- iii. Maintenance of soldier memorial installations in villages – low risk of being a cost
- iv. French Drainage system
- v. Future planning for the burial ground general maintenance and more burial space. The committee considered the future cost implications of looking after a closed burial ground, once the current Parish burial ground is full and income drops. It was also noted that the Clerks time is part of the cost of managing the Parish burial ground.

**RESOLVED** – The committee unanimously agreed that a recommendation be made to the full Parish council that an amount of the income from the Parish burial ground is allocated as a designated fund for future expansion and maintenance costs.

**ACTION FC11/2019 – 6** – Report recommendation to the full Parish council that the Parish burial ground has a designated fund for future expansion and/or planning for long term maintenance costs.

### 10.4 Across villages

- i. Planning for future projects – Committee discussed that there are already several projects to be completed and it would be sensible to complete current projects before considering future projects.
- ii. Devolution – Just noted that this has been discussed in the past, but nothing to suggest any areas of immediate concern.
- iii. Professional help with wayleaves- Review of Wayleaves/Land ownership
- iv. Maintenance contract remains still to be tendered
- v. Plan for management/fees for donated land in Blindley Heath, estimate around £1.5k.
- vi. Grass cutting tender provides an agreed cost for the set cuts agreed, but committee agreed that consideration to the potential requirement for additional cuts should be taken in to account, around £2k (estimate only on consideration of costs per cut to cut different areas)

#### 10.5 Godstone

- i. Play equipment for the under 3's
- ii. Maintenance of Playground ongoing responsibility to maintain the playground to a safe standard.
- iii. Work on maintaining GG Pond
- iv. Grass treatment on the green
- v. Boules (Noted that this is not the Parishes property, even though it is on the Green as there is a Boule committee). Clerk has an action to contact the Boule committee.

#### 10.6 South Godstone

- i. Bus stops

#### 10.7 Blindley Heath

- i. Nothing in addition to what is already detailed in the budget areas.

#### 10.8 Trees

- i. Councillors noted the correspondence circulated about Looking after Trees and noted the following points the Clerk highlighted from the article
  - a. Reasonable inspection regime would be no less than every two years
  - b. Need for regular inspections at different times of year.
  - c. Be proactive and have a robust tree management system (It was noted that trees are detailed on each areas inspection checklists, although there is no standalone tree management system)
- ii. A tree survey was completed during the current financial year (2019-2020)
  - a. Godstone Green and St Nicholas inspection completed March 2019 – So discussed the next tree survey should be scheduled in 2021-2022 financial year, around July 2021 for different season inspection.
  - b. Blindley Heath, Enterdent/Tillburstow Hill Common and Hilly Fields inspection completed August 2019 – So discussed the next tree survey should again be scheduled in 2021-2022 financial year, around November 2021 for different season inspection.

**ACTION FC11/2019 – 7** – Report proposed tree survey schedule for 2021-2022 to the full Parish council.

#### 10.9 The Bounty

- i. New safe, outstanding consideration from current year
- ii. Decoration of the Bounty, continues to be a long outstanding action over several years, est. £2k.
- iii. SSALC subscription for 2018/19 is: Last year was £1749.111 and noting that the Electorate figure of 4522 from TDC as of October 2019, this figure is used for SSALC subscription invoice. SSALC subscription increase for 2020/21 by 4.5% to 33.18p per elector. NALC subscription increase for 2020/21 be 3% to 7.2p per elector. It was noted that the Clerk continues to find this an extremely valuable resource and support. The GPC subscription for 2020/21 would be:

|                     |                  |
|---------------------|------------------|
| SALC Subscription * | 1500.3996        |
| NALC Subscription   | 325.584          |
| <b>Total Due</b>    | <b>1825.9836</b> |

**RESOLVED** – The committee did not object to the SSALC subscription and agreed it be recommended to the full Parish Council

**ACTION FC11/2019 – 7a** – Report the proposal to subscribe to SSALC for 2020-2021 at a cost of £1825.98

#### 10.10 Tillburstow Hill Common & The Enterdent

- i. Care of the woods
- ii. Dealing with encroachment on to commonland
- iii. Parking area/application to department of Rural affairs.

### 11. Review of fees and charges for 2019/20

#### 11.1 Burial Grounds, Allotments, Wayleaves/Easements and Garden Plot Licenses

- 11.1.1 Burial Ground – The committee considered the current fees and discussed if the fees be increased

**RESOLVED** – The committee unanimously agreed a 5% increase on the current fees.

**ACTION FC11/2019 – 8** – Clerk to update website at appropriate time.

|   | <b>Current Parishioner</b> | <b>New Rate 2020-2021</b> | <b>7-year Parishioner</b> | <b>New Rate 2020-2021</b> | <b>Non-Parishioner</b> | <b>New Rate 2020-2021</b> |
|---|----------------------------|---------------------------|---------------------------|---------------------------|------------------------|---------------------------|
|   | <b>£</b>                   | <b>£</b>                  | <b>£</b>                  | <b>£</b>                  | <b>£</b>               | <b>£</b>                  |
| <b>Graves</b>   |                            |                           |                           |                           |                        |                           |
| Purchase of grave space   | 331.8                      | 348.39                    | 663.6                     | 696.78                    | 2800.35                | 2940.37                   |
| Interment in a purchased grave  | 221.55                     | 232.63                    | 442.05                    | 464.15                    | 1750.35                | 1837.87                   |
| Addition of ashes to a burial   | 165.9                      | 174.20                    | 331.8                     | 348.39                    | 700.35                 | 735.37                    |
| Right to erect or place a headstone with inscription                          | 221.55                     | 232.63                    | 442.05                    | 464.15                    | 874.65                 | 918.38                    |
| Additional Inscription  | 84                         | 88.20                     | 171.15                    | 179.71                    | 361.2                  | 379.26                    |
| <b>MEMORIALS</b>  |                            |                           |                           |                           |                        |                           |
| The right to erect or place a headstone with inscription on a purchased grave | 221.55                     | 232.63                    | 442.05                    | 464.15                    | 874.65                 | 918.38                    |
| Additional inscription  | 84                         | 88.20                     | 171.15                    | 179.71                    | 361.2                  | 379.26                    |
| <b>ADMINISTRATION AND SEARCH FEE</b>  | 55.65                      | 58.43                     | 55.65                     | 58.43                     | 58.8                   | 61.74                     |

11.1.2 Allotments - The committee considered the current rates, noted Tandridge District Councils allotment rate (for allotments that have water supplies) £7.75 for 19/20 per 25 sqm and discussed if and what the increase should be.

**RESOLVED** – The committee unanimously agreed that there would be no increase of the current fees.

**ACTION FC11/2019 – 9** – Clerk to update website at appropriate time to confirm rates remain the same for 2020-2021.

| <b>Current financial year</b>                    | <b>Agreed for next financial year</b>                    |
|--|--|
| 2019-20 £7.71 per 25 sqm with £15 minimum charge | 2020-21 will be £7.71 per 25 sqm with £15 minimum charge |

11.1.3 Wayleaves - The committee considered the implication of wayleave arrangements means that any percentage increase applies to the annual payable amount stipulated in any agreements.

**RESOLVED** – The committee unanimously agreed that the wayleave annual ‘peppercorn’ rents be increased by 3%.

**ACTION FC11/2019 – 10** – Clerk to write promptly to parishioners affected, to confirm wayleave increases, due to notice stipulations required by agreements.

11.1.4 Garden Plots - The committee considered the increase of garden plots, which would be applied as a percentage of the current rate.

**RESOLVED** – The committee unanimously agreed that the garden plots rents be increased by 3%.

**ACTION FC11/2019 – 11** – Clerk to write promptly to parishioners who rent a garden plot, to confirm the 3% increase.

11.1.5 Use of Godstone Green and Blindley Heath

- i. The committee noted that there had only been 1 fair this financial year
- ii. The current charge, effective from 1 April 2019, for an operational day is £210 and for a non-operational day is £105.

**RESOLVED** – The committee unanimously agreed that there would be no increase of the current fees.

**ACTION FC11/2019 – 12** – Clerk to notify organisations or businesses as required.

## **12. Annual review of staff salaries, hourly paid wages and hours and Allowances (PART 2 - Confidential)**

**Part 2** – Councillors passed a resolution for Item 11 on the Agenda, that pursuant to Section 1 part 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting during the consideration of any business on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information.

The Clerk and Admin assistant left the office where the meeting was being held during the councillors discussion.

- 12.1 Salaries of the Clerk, Admin Assistant and Cleaner– The Committee considered and agreed the hourly rates of each employee for the Financial year 2020-2021.
- 12.2 Pensions - The Committee considered and agreed the pension percentage contribution for the Financial year 2020-2021.
- 12.3 Chairman’s Allowance

- 11.3.1 The councillors noted that although this allowance has not been used in the last financial year, it should still be considered and agreed.
- 11.3.2 The committee considered the current allowance set during 2019-2020 was £300.
- 11.3.3 The Committee noted information provided following the auditors visit that a Members Allowance Scheme was recommend so that councillors have clear information about what can be reasonably claimed. It was noted that although no current councillors generally sought to claim expenses, it was important to have a Members Allowance Scheme in place for clarity and to ensure that such matters did not discourage future candidates and that any concerns or questions of current or future parish councillors could be answered by a clear scheme being in place.

**RESOLVED** – The committee unanimously agreed that there would be no increase and the Chairman’s Allowance for 2020/2021 remain set at £300.

**ACTION FC11/2019 – 13** – Clerk to report the recommendation for a Members Allowance Scheme to full Parish Council within the Audit update.

**13. Budget for the year 1 April 2020 - 31 March 2021** - Prepare and agree budget for 2020-2021 Financial year

- 13.1 Consider **RECEIPTS**, not including precept, during budget preparation for 2020-2021 Financial year
- 13.1.1 The committee discussed the potential incomes of the council other than the precept, notable CIL, Wayleave/Garden/Allotment Rents and the Parish Councils area of the Burial Ground.
- 13.1.2 The average income from the Burial Ground (Parish Council open section) as noted as £15,163.51 over the last 10 years, not including the current financial years income to date.

|           |         |
|-----------|---------|
| 2009/2010 | 6630    |
| 2010/2011 | 12753   |
| 2011/2012 | 13782   |
| 2012/2013 | 27581   |
| 2013/2014 | 7005.62 |
| 2014/2015 | 9775    |
| 2015/2016 | 19285   |
| 2016/2017 | 15546.5 |
| 2017/2018 | 19125   |
| 2018/2019 | 20152   |
| 2019/2020 | 10752   |

This included 6 non-parishioners, normally only 4 per year  
Only burial income included, not money allocated from Precept  
Only burial income included, not money allocated from Precept

|                 |
|-----------------|
| <b>Average</b>  |
| <b>15163.51</b> |

- 13.1.3 It was noted that all areas of income, other than the Precept, remained either relatively low or unpredictable and not guaranteed.
- 13.2 Consider **PAYMENTS**, not including precept, during budget preparation for 2020-2021 Financial year
- 13.2.1 Councillors reviewed each budget line and recommendations for inclusion noted during the earlier part of the meeting.
- 13.2.2 Councillors discussed using CIL funds for projects

**RESOLVED** – The committee unanimously agreed that the following recommendations be made to the full Parish council:

- £3k of CIL funds be allocated towards completing the new Path on Godstone Green to the Playground;
- £2k of CIL funds be allocated towards providing funding towards the relaying of the path at St Nicholas;
- £2k of CIL funds be allocated towards maintenance costs for the playground on Godstone Green; and

If the proposals are agreed that the Clerk make the virements as directed by the Full Parish Council.

**ACTION FC11/2019 – 14** – Report the virements of CIL funds recommended to the full Parish council.

- 13.2.3 On reviewing the difference between estimated Receipts and proposed budgeted Payments the level of the precept would have been excessively high and the committee reviewed payment items line by line again.
- 13.3 The final draft budget was agreed following discussion and consideration of

13.3.1 The following details being considered

|  |                    |
|--|--------------------|
| Current General Fund   | £24346.85          |
| BUDGETED Income – BUDGETED Payments with proposed precept considered | <b>-£13745.00</b>  |
| Current Designated/Restricted Funds                                  | <b>£103,519.43</b> |

- 13.3.2 The Clerk confirming that the recommended amount for the General Fund was 50% of the Parish council precept.
- 13.3.3 The -£13,745 figure was considered and it was noted that this was under the general fund amount, the potential for higher income than estimated and the importance of the Parish council monitoring its budget and spend during the year.

**PROPOSED Draft BUDGET for the Financial Year 2020-2021**

|  | Actual to date<br>(as at 1 NOV 2019) | 2019/20 Budget   | 2020-2021 DRAFT<br>BUDGET | Reserves - Designated<br>or Restricted Funds |
|--|--------------------------------------|------------------|---------------------------|--|
| <b>Receipts</b>  |                                      |                  |                           |  |
| Precept  | 60426.00                             | 60,425           | 64,655                    |  |
| CIL  | 50,602                               | 2,000            | 2,000                     | 28,098                                       |
| Burial Grounds   | 8335.70                              | 14,000           | 14,000                    |  |
| Greens and Commons   | 215.00                               | 1,000            | 1,000                     |  |
| Rents  | 2210.42                              | 5,000            | 5,000                     |  |
| Bank Interest, Donations & Grants  | 0.00                                 |                  |                           |  |
| Memorial Benches   | 300.00                               |                  |                           |  |
| Christmas Lights   | 0.00                                 | 500              | 500                       |  |
| VAT Refunds  | 428.23                               |                  |                           |  |
| Neighbourhood Plan   | 0.00                                 | 2,000            | -                         | 1,750  |
| Monies held for Local organisations  | 0.00                                 |                  |                           |  |
| Godstone Green Defence - Donations from Pa                                     | 0.00                                 |                  |                           |  |
| Donation for Tree Works  | 250.00                               |                  |                           | -  |
| <b>TOTAL</b>   | <b>122767.63</b>                     | <b>84925.00</b>  | <b>87155.00</b>           | <b>29848.46</b>                              |
| <b>Payments</b>  |                                      |                  |                           |  |
| <b>Administration</b>  |                                      |                  |                           |  |
| Salaries and Clerks Expenses   | 13547.86                             | 25,000           | 25,000                    |  |
| Rent/Rates/Insurance   | 2262.05                              | 4,500            | 4,500                     |  |
| Heating/Lighting/Telephone/Postage etc   | 1075.28                              | 2,200            | 2,200                     |  |
| Training Councillors and Staff   | 210.00                               | 500              | 700                       |  |
| Maintenance/Office Equipment   | 3515.20                              | 4,000            | 5,000                     |  |
| Audit/Allowances/Sundries  | 2473.16                              | 4,000            | 4,000                     |  |
| <b>Total Administration</b>  | <b>23083.55</b>                      | <b>40,200</b>    | <b>41,400</b>             | <b>-</b>                                     |
| Burial Grounds   | 10248.22                             | 8,500            | 10,500                    |  |
| <b>Greens and Commons</b>  |                                      |                  |                           |  |
| Maintenance Contract   | 149.35                               | 12000            | 2000                      |  |
| Godstone Green   | 12742.18                             | 5900             | 10000                     |  |
| South Godstone   | 257.85                               | 300              | 300                       |  |
| Blindley Heath Common - Not SSSI   | 3400.00                              | 3000             | 4000                      |  |
| Hilly Fields (not allotment site)  | 68.72                                | 500              | 500                       | 0  |
| Tilburstow Hill Common   | 1468.25                              | 1000             | 3000                      |  |
| <b>Total Greens and Commons</b>  | <b>18086.35</b>                      | <b>22700.00</b>  | <b>19800.00</b>           | <b>0.00</b>                                  |
| Allotments   | 789.42                               | 1,000            | 1,000                     |  |
| Tree Survey/Tree works   | 4150.00                              | 10,000           | 10,000                    |  |
| Notice boards and bus shelters   | 722.09                               | 1,000            | 1,000                     |  |
| Grants and Donations   | 3720.13                              | 5,000            | 5,000                     |  |
| CIL  | -                                    |                  |                           |  |
| Hilly Fields Car Park  | 8512.00                              | -                | -                         | 62,206                                       |
| Hilly Fields Car Park - CIL Funds  |                                      |                  |                           | 22,504                                       |
| Children's Playground  | 0.00                                 | -                | -                         | 1,543  |
| Blindley Heath - SSSI - SWT  | 2170.03                              | 2,200            | 2,200                     |  |
| Blindley Heath – GPC Management obligation                                     | 2218.72                              | 500              | 500                       |  |
| Blindley Heath Donated Land  |                                      |                  | 1,500                     |  |
| Christmas Lights   | 0.00                                 | 500              | 500                       | 1,148  |
| Memorial Benches   | 31.53                                |                  | -                         | 481  |
| Neighbourhood Plan   | 227.33                               | 2,500            | 2,500                     | 506  |
| Hilly Fields   | 0.00                                 |                  |                           |  |
| Ponds  | 0.00                                 | 500              | 1000                      | 268  |
| War Memorials  | 166.20                               | 1000             | 1000                      |  |
| Donation for Tree Works (Enterdent)  | 0.00                                 |                  |                           |  |
| Monies held for Local organisations  | 0.00                                 |                  |                           | -  |
| Projects - Path on the green   |                                      | 3000             |                           | -  |
| Projects - Path at the burial ground   |                                      | 2,000            |                           | -  |
| Fees for Professional Services (Local Plan<br>Consultation - Inspection Stage) | 17371.24                             | 19,000           | 1,000                     | 8,000  |
| VAT for Reclaim  | 6249.10                              |                  |                           |  |
| Wayleaves project  |                                      |                  | 2,000                     |  |
| <b>TOTAL PAYMENTS</b>  | <b>97745.91</b>                      | <b>119600.00</b> | <b>100900.00</b>          | <b>73,670.97</b>                             |
| <b>Surplus/Deficit</b>   | <b>25021.72</b>                      | <b>-34675.00</b> | <b>-13745.00</b>          |  |
| Accumulated fund brought forward   | 125,830                              | 152,425          |                           |  |
| <b>Accumulated fund carried forward</b>  | <b>150,852</b>                       | <b>117,750</b>   |                           |  |

**RESOLVED** – The Committee unanimously agreed that the PROPOSED Draft BUDGET for the Financial Year 2020-2021 as detailed above be the recommended to the full Parish Council for consideration and approval.

**ACTION FC11/2019 – 15** – Report the recommended BUDGET for the Financial Year 2020-2021 to full Parish council for consideration and approval

13.4 Consideration of the preparation of a 3-year budget Plan – The Committee noted that preparing a 3-year budget plan remained a matter to be addressed and had been discussed during the auditors visit.

**14. Agree Precept for the year 1 April 2020 - 31 March 2021**

- 14.1 During the budget preparation process consideration was given to the precept amount required to cover budget items.
- 14.2 The deadline to set the Precept
- 14.3 The committee considered it would be necessary for the Precept to be increased from the £60,425 set for the 2019-2020 Financial year to £64,655 for 2020-2021 Financial year.
- 14.4 The committee noted that the precept amount would be a 7% increase on the previous year. It was noted that this was a lower increase than the previous year which was 8.52%
- 14.5 The committee considered the implication of the proposed precept for householders in the Parish
- 14.6 It was noted that the Tax Base figure may increase (highly unlikely the tax base would decrease) and any increase would only reduce the increase per household.

| Current Year<br>2019-20 |                                | Next Year<br>2020-21 | <i>Increase</i>                         |
|-------------------------|--------------------------------|----------------------|---|
| £60,425                 | <b>Precept</b>                 | £64,655              | 7.00%                                   |
| 2,491.80                | <b>Tax Base</b>                | 2,491.80             | 0.00%                                   |
| £24.25                  | <b>Householder<br/>Payment</b> | £25.95               | 7.00%                                   |
|                         |                                |                      | <i>£1.70 increase per<br/>household</i> |

\* Tax base is the total number of properties in the Parish area.

**RESOLVED** - The Committee unanimously agreed that a Precept amount of **£64,655 for Financial year 2020-2021** be recommend to the Parish Council at the Parish Council meeting on 2 December 2019 for approval.

**ACTION FC11/2019 – 16** – Report the recommended Precept amount of **£64,655 for Financial year 2020-2021** to full Parish council for consideration and approval

**15. Date of next meeting** – Will be confirmed in the New Year.

----- Meeting ended at 1pm -----

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Chairman

-----  
Date

**Appendix A**

Receipts and payments report as at 1 November 2019



| GODSTONE PARISH COUNCIL   |                  |                  |   |                 |
|---|------------------|------------------|---|-----------------|
| RECEIPTS AND PAYMENTS ACCOUNT   |                  |                  |   |                 |
|   | OCT              | Month            |   | 7               |
|   |                  | Annual           |   | Pro rata        |
|   | Actual to date   | 2019/20 Budget   | Reserves - Designated or Restricted Funds | 2018/19 Budget  |
| <b>Receipts</b>   |                  |                  |   |                 |
| Precept   | 60426.00         | 60,425           |   | 30,213          |
| CIL   | 50,602           | 2,000            | 28,098                                    | -               |
| Burial Grounds  | 8335.70          | 14,000           |   | 8,167           |
| Greens and Commons  | 215.00           | 1,000            |   | 583             |
| Rents   | 2210.42          | 5,000            |   | 2,917           |
| Bank Interest, Donations & Grants   | 0.00             |                  |   | -               |
| Memorial Benches  | 300.00           |                  | 481                                       | -               |
| Christmas Lights  | 0.00             | 500              | 1,148                                     | 292             |
| VAT Refunds   | 428.23           |                  |   | -               |
| Neighbourhood Plan  | 0.00             | 2,000            | 1,523                                     | 1,167           |
| Monies held for Local organisations   | 0.00             |                  |   | -               |
| Godstone Green Defence - Donations from Pa                                  | 0.00             |                  |   | -               |
| Donation for Tree Works   | 250.00           |                  | -   | -               |
| <b>TOTAL</b>  | <b>122767.63</b> | <b>84925.00</b>  | <b>31250.44</b>                           | <b>43337.50</b> |
| <b>Payments</b>   |                  |                  |   |                 |
| <b>Administration</b>   |                  |                  |   |                 |
| Salaries and Clerks Expenses  | 13547.86         | 25,000           |   | 14,583          |
| Rent/Rates/Insurance  | 2262.05          | 4,500            |   | 2,625           |
| Heating/Lighting/Telephone/Postage etc                                      | 1075.28          | 2,200            |   | 1,283           |
| Training Councillors and Staff  | 210.00           | 500              |   | 292             |
| Maintenance/Office Equipment  | 3515.20          | 4,000            |   | 2,333           |
| Audit/Allowances/Sundries   | 2473.16          | 4,000            |   | 2,333           |
| <b>Total Administration</b>   | <b>23083.55</b>  | <b>40,200</b>    | <b>-</b>                                  | <b>23,450</b>   |
| Burial Grounds  | 10248.22         | 8,500            |   | 4,958           |
| <b>Greens and Commons</b>   |                  |                  |   |                 |
| Maintenance Contract  | 149.35           | 12000            |   | 7,000           |
| Godstone Green  | 12742.18         | 5900             |   | 3,442           |
| South Godstone  | 257.85           | 300              |   | 175             |
| Blindley Heath Common - Not SSSI  | 3400.00          | 3000             |   | 1,750           |
| Hilly Fields (not allotment site)   | 68.72            | 500              | 0   | 292             |
| Tilburstow Hill Common  | 1468.25          | 1000             |   | 583             |
| <b>Total Greens and Commons</b>   | <b>18086.35</b>  | <b>22700.00</b>  | <b>0.00</b>                               | <b>13,242</b>   |
| Allotments  | 789.42           | 1,000            |   | 583             |
| Tree Survey (Across the Parish)   | 4150.00          | 10,000           |   | 5,833           |
| Notice boards and bus shelters  | 722.09           | 1,000            |   | 583             |
| Grants and Donations  | 3720.13          | 5,000            |   | 2,917           |
| CIL   |                  |                  |   | -               |
| Hilly Fields Car Park   | 8512.00          | -                | 62,206                                    | -               |
| Hilly Fields Car Park - CIL Funds allocated                                 | 0.00             | -                | 22,504                                    | -               |
| Children's Playground   | 0.00             | -                | 1,543                                     | -               |
| Blindley Heath - SSSI - SWT   | 2170.03          | 2,200            |   | 1,283           |
| Blindley Heath - GPC Management obligator                                   | 2218.72          | 500              |   | 292             |
| Christmas Lights  | 0.00             | 500              |   | 292             |
| Memorial Benches  | 31.53            |                  |   | -               |
| Neighbourhood Plan  | 227.33           | 2,500            | 506                                       | 1,458           |
| Hilly Fields  | 0.00             |                  |   | -               |
| Ponds   | 0.00             | 500              | 268                                       | 292             |
| War Memorials   | 166.20           | 1000             |   | 583             |
| Donation for Tree Works (Enterdent)   | 0.00             |                  |   | -               |
| Monies held for Local organisations   | 0.00             |                  | -   | -               |
| Projects - Path on the green  |                  | 3000             | -   | 1,750           |
| Projects - Path at the burial ground  |                  | 2,000            | -   | 1,167           |
| Fees for Professional Services (Local Plan Consultation - Inspection Stage) | 17371.24         | 19,000           | 8,000                                     | 11,083          |
| VAT for Reclaim   | 6249.10          |                  |   | -               |
| <b>TOTAL PAYMENTS</b>   | <b>97745.91</b>  | <b>119600.00</b> | <b>95,026.87</b>                          | <b>69,767</b>   |
| <b>Surplus/Deficit</b>  | <b>25021.72</b>  | <b>-34675.00</b> | <b>-</b>                                  | <b>20,227</b>   |
| Accumulated fund brought forward  | 125,830          | 152,425          |   |                 |
| <b>Accumulated fund carried forward</b>                                     | <b>150,852</b>   | <b>117,750</b>   |   |                 |
|   |                  |                  | Total Reserves/Designated Funds           | 126,277.31      |

**Appendix B**  
Designated Funds and Restricted Funds as at 1 November 2019

Godstone Parish Council  
Reserves

|   | 01/04/2019        | Receipts          | Payments           | Trfs        | Cfwd              |
|---|-------------------|-------------------|--------------------|-------------|-------------------|
| General fund  | 23298.58          | 71,615.00         | - 71,603.81        | 1,037.08    | 24,346.85         |
| <b>Designated Funds</b>   |                   |                   |                    |             |                   |
| Hilly fields Car Park (See also Resrticted Funds)                           | 93221.96          | -                 | - 8,512.00         | - 22,503.82 | 62,206.14         |
| Children's Play Ground  | 1542.66           | -                 | -                  | -           | 1,542.66          |
| Neighbourhood Plan  | 733.59            | -                 | - 227.33           | -           | 506.26            |
| Fees for Professional Services (Local Plan Consultation - Inspection Stage) | 2867.42           | -                 | - 17,371.24        | 22,503.82   | 8,000.00          |
| Project - Path on the Green   | -                 | -                 | -                  | -           | -                 |
| Project - Path at the burial ground   | -                 | -                 | -                  | -           | -                 |
| Donation for Tree Works (Enterdent)   | -                 | 250.00            | -                  | - 250.00    | -                 |
| <b>Restricted Funds</b>   |                   |                   |                    |             |                   |
| CIL   | -                 | 50,602.28         | -                  | - 22,503.82 | 28,098.46         |
| CIL - Hilly Fields Car Park Project   | -                 | -                 | -                  | - 22,503.82 | 22,503.82         |
| Christmas Lights  | 1,147.92          | -                 | -                  | -           | 1,147.92          |
| Memorial Benches  | -                 | 300.00            | - 31.53            | 212.92      | 481.39            |
| Hilly Fields  | -                 | -                 | -                  | -           | -                 |
| Pond (GG)   | 267.99            | -                 | -                  | -           | 267.99            |
| Neighbourhood Plan - Grant from Outside body                                | 1,750.00          | -                 | -                  | -           | 1,750.00          |
| Monies held for local organisations   | 1,000.00          | -                 | -                  | - 1,000.00  | -                 |
| <b>Total</b>  | <b>125,830.12</b> | <b>122,767.28</b> | <b>- 97,745.91</b> | <b>0.00</b> | <b>150,851.49</b> |

Box 7

Box 2 + 3

Box 4, 5 + 6

Box 7

Should = 0 otherwise needs to be checked  
Annual Return Summary Check - Should = 0

-  
0.35

DRAFT