

DUNSFOLD PARISH COUNCIL

Unit 3, The Orchard
Chiddingfold Road
Dunsfold
GU84PB

Minutes

Minutes of the Finance Committee of the Parish Council Meeting held on Monday 14th April 2025 at 7.30pm in the Nugent Room, Winn Hall, Dunsfold.

Cllrs Present:

Cllr Chris Lindesay (Chairman)
Cllr Roy Enticknap

Cllr Tigi Singhateh

Clerk: Mrs J Nagy

Public: 2

1 Public Participation

There were no questions from members of the public.

It was noted that Cllr Griffiths was in attendance as a member of the public.

2 Apologies

Apologies were noted and accepted from Cllr Waterson.

3 Declarations of Interest

There were no declarations of interest at this point of the meeting.

4 Minutes

It was proposed by Cllr Lindesay seconded by Cllr Singhateh and agreed by all present that the Minutes of the meeting held on 7th January 2025 were a true and correct record, after the amendment that Cllr Griffiths was not present at the meeting, not being on the Finance Committee.

5 Chairman's Announcements

The notice period for the vacancy caused by the resignation of Jane Wright expired on 14th April, and Waverley Borough Council has advised that a by-election has been called.

This will need take place by 20th June. The Clerk has asked for an estimate of cost.

It was agreed that it would be preferable for the co-option for the vacancy created by Ginny Fraser to take place at the next Council meeting on 6th May, to avoid confusion with the by-election in June.

6 Accounts & Financial Matters

Payments list

The Clerk referred to the payments lists as previously circulated.

She advised that due to there being no Council meeting in April, it is necessary to approve these payments prior to the date of the next meeting as some are now overdue. Once agreed by this

Committee they will be processed, to be notified to the next Council meeting for ratification. It was agreed that the payment for playground repairs should come out of Council funds and not the KGV account; the Clerk apologised for her error.

The Payments lists as below were AGREED by all present

Dunsfold Parish Council Payment List for March 2025

Julie Flenley	Locum Fees – March 2025 (Inv. 015)	£2380.00
Sage Payroll	Payroll Costs – March 2025 (Inv. GB-004607860)	£12.00
SALC	Annual Subs, SALC & NALC (Inv. 2861)	£418.22
Parish Online	Annual Subscription (Inv 43UL007-0007)	£54.00
Quercast	Playground Repairs (Inv. 472)	£2491.20
TOTAL		£5355.42

KGV Payment List for March 2025, for information

Peter Allison	Cleaning (Inv. 72)	£187.00
Biffa	Bin Emptying (Inv. 2861)	£70.03
Waverley BC	Rates – KGV Pavilion and Grounds	£54.00
TOTAL		£311.03

Transfer of Funds

The Clerk proposed to transfer £8000 into the account, £4000 as per the budgeted annual grant, and £4000 from capital expenditure.

It was AGREED by all present that there were sufficient monies in the KGV account, the balance being £1579.00, to pay the above invoices, and that no transfers were required at the current time.

Moving forward, the Clerk suggested that it might be advantageous to prepare a budget for the KGV Field to ensure better financial management. This would also assist in income, to keep track of necessary invoices.

Discussion took place in relation to the financial history of the KGV Pavilion & Field; it appears that no accounts have been produced for 2024/2025.

It was agreed that the Clerk would liaise with Cllr Singhateh as Chair of the KGV Committee and Cllr Lindesay as Chair of the Finance Committee to produce accounts for submission to the Charities Commission, and she would draw up a budget for 2025/2026 for consideration by both the Finance and KGV Committees.

It was noted that the contract for the car park has not yet been advertised on the Contract Finder website due to registration details still being awaited. The Locum RFO is actively chasing the matter.

Ear Marked Reserves (EMR)

The Clerk referred to the list of current EMR as circulated.

The Chairman stated that he still had concerns over the terms of the S106 agreement which specifically made reference to VAT.

It was agreed to defer this item, and the Clerk will clarify with the Internal Auditor whether the clause in the agreement relating to VAT makes a difference to net or gross considerations on s106 payments.

The Clerk advised that the EMRs must be agreed at the next meeting on 6th May to allow for consideration of submission of the AGAR at the same meeting.

Update on Opening CCLA Investment Account and Unity Trust Bank Account

This has not yet been actioned due to time constraints on the Locum Clerk.
The new Clerk will action as soon as she is able.

Councillors NOTED this information.

Pensions Return and Leavers' Certificate

The Locum RFO reports that she has completed and submitted the above documentation.

Councillors NOTED this information.

7 Audit

Mark Mulberry, Internal Auditor, has had an initial review of the AGAR documents.

The Accounting Statements are now correct.

However, he has noted the following outstanding matters:

- a) Banks and Cash – Statements from the NS&I need to be provided, together with a bank statement showing balances as at 1st April 2025. The Locum RFO has now found paper copies of the NS&I statements for submission; however, these show that interest has been paid on the account and some adjustment will need to be made to final balances to show this.
- b) S106 Access and Safety Reserve – there is a negative balance of £347.09 which will need to be corrected.
- c) Variance Analysis – this is still in progress.

The Locum RFO will make the final adjustments to the submission documents over the next two weeks, and will have all documents ready to present to the Annual Council Meeting on 6th May for signing off.

Councillors NOTED this information.

8 Policies

Risk Management and Fixed Asset Capitalisation Policies

The Clerk understands that the Council has already considered these policies, as provided in this meeting pack. The Internal Auditor asks that these be in place prior to the AGAR being signed off.

It was AGREED by all present to recommend to Council that these be formally adopted without amendment.

9 Terms of Reference for Finance Committee

The Clerk has drafted new TOR for consideration, a copy of which has been circulated.

She suggests that the membership of the Committee is five Councillors which will reduce the risk of a meeting being inquorate due to attendance falling below the minimum requirement of three.

She suggests that the Council delegates power to the Finance Committee to authorise payments up to £5000 if required. This would assist in the more efficient management of the Council's financial affairs. The current Financial Regulations allows for this - ; *banking arrangements shall not be delegated to a committee unless the Terms of Reference allow.*

It was AGREED by all present to recommend adoption to the Council, without additional amendment.

10 Date of the next Meeting

The next meeting is provisionally scheduled for 28th July; however, meeting dates are to be finalised at the Annual Council Meeting on 6th May 2025

The meeting closed at 9.05pm

Chair of the Finance Committee Dated.....