

# DUNSFOLD PARISH COUNCIL

Unit 3, The Orchard  
Chiddingfold Road  
Dunsfold  
GU84PB

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## **Minutes**

Minutes of the Finance Committee of the Parish Council Meeting held on Monday 28<sup>th</sup> July 2025 at 7.30pm in the Nugent Room, Winn Hall, Dunsfold.

### **Cllrs Present:**

Cllr Chris Lindesay (Chairman)  
Cllr Philip Travis

Cllr Roy Enticknap  
Cllr Nigel Waterson

Clerk: Mrs J Nagy

Public: 1

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## **11 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.

## **12 Apologies**

Apologies were noted and accepted from Cllr Singhateh.

## **13 Declarations of Interest**

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

## **14 Minutes**

It was proposed by Cllr Lindesay seconded by Cllr Enticknap and agreed by all present that the Minutes of the meeting held on 14<sup>th</sup> April 2025 were a true and correct record.

## **15 Chairman's Announcements**

The Chairman wished to consider a bank transfer to the deposit account which will be discussed under Accounts & Financial Matters.

## **16 Policies**

The Clerk referred to the draft Grants Policy and application form as circulated.

It was AGREED by all present that the Grants Policy and application form be adopted, but would be used for new applications only, with regular grants for the upkeep of the churchyard (£2000) and to the Air Ambulance (£300) being exempt.

## **17 Accounts & Financial Matters**

### **Payments List**

The Clerk circulated a payments list totalling £550.03 all for the KGV.

One invoice for £400 + VAT for the new website has been paid

The Clerk's July salary was paid late due to issues with emails

A direct debit of £9.90 (£8.25 + VAT) will be set up for the KGV Scribe package.

It was proposed by Cllr Waterson and seconded by Cllr Travis that these payments were AGREED.

The Chairman proposed a bank transfer of £100,000 from the current account to the deposit account, which was seconded by Cllr Waterson and AGREED by all present.

#### Financial Situation

The current financial situation of the Council was circulated and AGREED by all present.

The Clerk asked for clarification from which cost codes the following should be allocated, so that she can do the relevant transfers in the accounts.

The following was AGREED:

Playground repairs to come out of Play Area ERM

Outdoor gym to come out of CiL

KGV maintenance to come out of KGV ERM

Car park resurfacing to come out of CiL

The Clerk will action these transfers.

#### Payment of Invoices during the August recess

It was AGREED by all present that payment of invoices due during the August recess are authorised by the Chairman of Council and the Chairman of the Finance Committee and would be noted at the next meeting.

#### Grant request from Winn Hall for £600

Winn Hall has requested a grant of £600, in return no hall hire fees will be charged to the Council.

The Clerk has calculated that if the Council were to pay for 12 months bookings at the community rate, this would amount to more than £600.

However, it should be note that in the Grants Budget, Winn Hall is allocated £400.

It was proposed by Cllr Lindesay, seconded by Cllr Travis and AGREED by all present that a grant of £600 would be given to Winn Hall, in return for no hall hires fees being charged.

#### Grant request from Winn Hall for £2216.70

The grant request equates to £1847.25 net of VAT.

The boiler has been replaced recently, but heating a large hall requires supplemental heaters. Winn Hall is asking for £1242.60 for the purchase and installation of a heater, and £604.65 for the installation of two additional sockets.

Winn Hall is asking that this grant could be considered from CiL monies.

The Clerk has included the audited accounts from year ending 30<sup>th</sup> September 2024 in the meeting pack for information.

This grant was AGREED by all present in principle, but the Clerk was asked to ascertain if the Winn Hall reclaimed VAT. If not, then the full amount of £2216.70 would be paid as a grant, out of CiL monies.

#### General Financial Matters

Concerns were raised over the potential lack of future CiL payments in the village. The Clerk was asked to enquire with Waverley BC why there was no CiL payable on the Sadlers Field development.

Concerns were also raised that Waverley BC had been obliged to re-pay CiL payments to developers/applicants as these had been incorrectly applied.

The Chairman asked the Clerk sets up "view only" access for all Councillors on the Scribe accounts system.

#### Budget Preparation

The Clerk asked Councillors how they usually consider the next financial year's budget. She suggested that a working party is formed to go over a basic draft before presenting to the Finance Committee.

It was agreed that a Budget Working Party meeting be held on Tuesday, 23<sup>rd</sup> September at 4.15pm in the Nugent Room.

#### **18 Date of the next Meeting**

Monday, 27<sup>th</sup> October 2025 at 7.30pm in the Nugent Room, Winn Hall, Dunsfold

**The meeting closed at 8.30pm**

Chair of the Finance Committee ..... Dated.....