

DUNSFOLD PARISH COUNCIL

Finance Committee Meeting

Meeting Pack

27th October 2025

DUNSFOLD PARISH COUNCIL

21st October 2025

NOTICE OF FINANCE COMMITTEE MEETING

Councillors are hereby summoned to attend the meeting of the Finance Committee of Dunsfold Parish Council to be held in the Nugent Room, Winn Hall, Dunsfold at **7.30 pm on Monday, 27th October 2025**, where the following business will be transacted

Jennifer Nagy, Clerk to the Council

AGENDA

1. **Public Question time 15 minutes** – to receive and act upon if considered necessary, comments made by members of the public.

Members of the public are welcome to ask questions of the Council on matters that arise under its remit. The question should not be a statement and it would be appreciated to be kept short, to maximise the time for other questions. The Chairman will call the question from those who are indicating that they wish to speak.

2. **Apologies** – to receive and approve apologies for absence
3. **Declarations of Disclosable, Pecuniary and Other Interests** - to receive any declarations of interest.
4. **Minutes** - to discuss, amend if necessary and thereafter approve the Minutes of the Council meeting held on Monday, 28th July 2025
5. **Chairman's Announcements** – to receive any announcements by the Chairman of the Finance Committee
6. **Accounts & Financial Matters** – to consider the following
 - a) To receive a list of payments due before the next meeting; to agree to authorise payment of same
 - b) To receive reports on the current financial situation
 - c) To consider quotations for external painting of the KGV Pavilion, and to agree a contractor

7. **Draft Budget 2026/2027** – to consider and discuss the draft budget for 2026/2027; to consider having an additional Finance Committee meeting at the end of November to finalise the budget, in order to make a recommendation to Full Council on 9th December 2025 as to precept.
8. **Date of the next meeting** – Monday, 26th January 2026

ALL MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND, AND ARE WELCOME AT MEETINGS

DUNSFOLD PARISH COUNCIL

Minutes

Minutes of the Finance Committee of the Parish Council Meeting held on Monday 28th 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

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 14th 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 30th 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, 23rd September at 4.15pm in the Nugent Room.

18 Date of the next Meeting

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

The meeting closed at 8.30pm

Chair of the Finance Committee

Dated.....

Clerk's Report
Meeting of the Finance Committee Meeting to be held on
Monday, 27th October 2025

1 Public Participation

To invite MOPs present to address the Council

2 Apologies

To note and accept apologies.

3 Declarations of Interest

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of interest will be Minuted.

If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting, unless they have received a dispensation.

4 Minutes

To agree the Minutes of the meeting held on Monday 28th July 2025

5 Chairman's Announcements

The Chairman may choose to give an announcement, to be noted.

6 Accounts and Financial Matters

Payments List

There is only payment to approve – see payments list.

Financial Situation

There has been no change since reported at Full Council on 14th October

Quotations for External Painting of KGV

The Clerk anticipates receiving three quotes for external/treatment at the KGV Pavilion

Other Financial Matters

Financial Regulations

The Clerk proposes an amendment to Financial Regulation to clause 2.6i in the current FR as it is not practical. This clause reads:

At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council. Each month, two delegated members in alphabetical order will sign the bank reconciliation in accordance with the schedule the Clerk has prepared.

This clause refers to one member signing off bank recs, then refers to two members doing so.

The Clerk is trying to get five Councillors on the bank mandate, which would leave only two councillors able to sign off bank reconciliations.

She proposes deleting the wording “*Each month, two delegated members in alphabetical order will sign the bank reconciliation in accordance with the schedule the Clerk has prepared*”

Internal Audit

Mark Mulberry from Mulberry LAS will be carrying out the interim Interana audit on Friday, 7th November 2025 at 9.30am

7 Draft Budget

The Clerk will circulate the following spreadsheets via email, so that Councillors can follow at the meeting.

- a) The Scribe forecast spreadsheet – this does not copy well
- b) DPC Draft – this is a simplified version with cost centres only
- c) KGV Draft, which would imply a grant from DPC to the KGV of c£6800 to break even.

Please note the notes attached to some cells.

The Clerk has NOT entered data for Commons ownership costs, as she is awaiting data from Waverley BC.

The Clerk will enter data at the meeting.

Due to the complexities of the above process, the Clerk proposes that the Finance Committee has an additional meeting at the end of November, prior to the Council meeting on 9th December.

8 Date of the next Meeting – Monday, 26th January 226 at 7.30pm in the Nugent Room, Winn Hall

Dunsfold Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

23 October 2025 (2025-2026)

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
83	Strimming	23/10/2025		Lloyds Current Accou		Commons Maintenance	Dunsfold Gardens	Z	720.00		720.00
Total									720.00		720.00

Prepared by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role