

DUNSFOLD PARISH COUNCIL

Finance Committee Meeting

Meeting Pack

26th January 2026

DUNSFOLD PARISH COUNCIL

20th January 2026

c

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, 26th January 2026**, 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, 24th November 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
7. **Date of the next meeting** – Monday, 13th April 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 Meeting held on Monday 24th November 2025 at 7.30pm in the Nugent Room, Winn Hall, Dunsfold.

Cllrs Present:

Cllr Chris Lindesay (Chairman)
Cllr Philip Travis
Cllr Nigel Waterson

Cllr Roy Enticknap
Cllr Tigi Singhateh

Clerk: Mrs J Nagy

Public: 1

27 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.

28 Apologies

There were no apologies, all members being present.

29 Declarations of Interest

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

30 Minutes

It was proposed by Cllr Waterson seconded by Cllr Enticknap and agreed by all present that the Minutes of the meeting held on 27th October 2025 were a true and correct record.

31 Chairman's Announcements

There were no announcements.

32 Accounts & Financial Matters

Payments List

The payments list totalling £240.10 ex VAT was AGREED by all present

Bank Mandates

Lloyds has finally replied to the submission of the second mandate form sent on 7th October, asking for a different form to be completed.

The Clerk now intends to make a formal complaint about this process, which has been ongoing now for some months.

In the meantime, Unity Trust has confirmed the opening of a new account; they will be writing to advise of the account details.

Once set up, the Clerk intends to use Unity as the main bank account.

Councillors NOTED this information.

It was proposed by Cllr Lindesay, seconded by Cllr Waterson and agreed by all present to transfer £10,000 from the Lloyds current account to the new Unity account.

33 Draft Budget

The Clerk referred to the following spreadsheets previously circulated, and invited questions.

- a) DPC Draft as at November 2025 – this has been created from Scribe data.
- b) DPC Draft Summary – this is a simplified version with cost centres only
- c) KGV Draft, which with a grant of £4000 from DPC, shows a deficit of £2831.00.

The Band D tax base for 2026/2027 has been issued by Waverley BC, which is 617.4 an increase on the 2025/2026 figure of 611.6.

The Internal Audit report notes that the general reserves balance is low at around £23,000 (including the £7000 in "General Fund EMR) which will reduce to £10k to £12k at end of year. Guidance suggests that general reserves at year end should be between £15k and £50k, and that this should be considered during 2026/2027 budgetary discussions.

Discussion took place, but no recommendation on the precept was agreed to submit to Full Council for consideration.

The Clerk will approach Waverley BC for an extension to the submission deadline.

34 Date of the next Meeting

Monday, 26th January 2026 at 7.30pm in the Nugent Room, Winn Hall, Dunsfold.

The meeting closed at 8.50pm

Chair of the Finance Committee

Dated.....

Clerk's Report

Meeting of the Finance Committee Meeting to be held on Monday, 26th January 2026

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 24th November 2025

5 Chairman's Announcements

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

6 Accounts and Financial Matters

Financial Situation

There has been no change since reported at Full Council on 13th January 2026

Payments to be authorised

Lists of payments to be authorised are included in the Financial pack totalling £1099.44 inc VAT. The Clerk has set these to come out of the Unity Trust account.

The Scribe invoice for £685.44 inc VAT is due at the end of March; the Clerk has set up payment accordingly.

The Dunsfold Gardens invoice is for ditch digging at Shoppe Hill and at the Church. The Church is not on Common land, as is only a short section of Shoppe Hill. The Clerk has queried the invoice with Cllr Enticknap.

KGV Payments

A list of payments totalling £67.52 inc VAT is included in the Financial Pack for information.

Financial Situation

There has been no change since reported at Full Council on 13th January 2026

Quotation for re-surfacing path around War Memorial

Please note that consideration of this quote is not on the agenda, as it arrived too late, so any decision will be a recommendation to Full Council.

The Commons Committee asked the Clerk to get a quote for the re-tarmacking of the path around the War Memorial.

The resurfacing will cost £3650 + VAT.

This exceeds the £3000 threshold to acquire 3 quotes. The Committee may consider waiving Financial Regulations as the supplier is a known contractor.

Optional extras:

A granite sett border path border - £6380.00 + VAT

Replacement of entrance posts with 3 x 3 inch oak posts with round tops, 18 inches high - £189.00 + VAT

Quotation for cleaning of War Memorial

The Clerk is awaiting a quote for the cleaning of the War Memorial; hopefully this will arrive by the time of the meeting. However, as above as this is not on the agenda, any decision will be a recommendation to Full Council.

Other Financial Matters

The Clerk has submitted the forms by post to Unity Trust Bank to open a savings account and a KGV current account.

She has submitted a VAT claim for April to September, changing the receiving account to the Unity Trust.

7 Date of the next Meeting – Monday, 13th April 2026 at 7.30pm in the Nugent Room, Winn Hall