

# DUNSFOLD PARISH COUNCIL

Unit 3, The Orchard  
Chiddingfold Road  
Dunsfold  
GU84PB

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## Minutes

Minutes of the Finance Committee Meeting held on Monday 26<sup>th</sup> January 2026 at 7.30pm in the Nugent Room, Winn Hall, Dunsfold.

### Cllrs Present:

Cllr Philip Travis (Chairman)  
Cllr Nigel Waterson

Cllr Roy Enticknap

Clerk: Mrs J Nagy

Public: 1

**As the Chairman was not present at the meeting, it was agreed by all present that Cllr Travis would take the Chair. The meeting commenced late at 7.35pm.**

### **35 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.

### **36 Apologies**

Apologies were noted and accepted from Cllr Lindesay. Cllr Singhateh was absent.

### **37 Declarations of Interest**

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

### **38 Minutes**

It was proposed by Cllr Waterson seconded by Cllr Enticknap and agreed by all present that the Minutes of the meeting held on 24<sup>th</sup> November 2025 were a true and correct record.

### **39 Chairman's Announcements**

The Clerk advised that she had been in correspondence with a resident in relation to "Nugent Close pond". It now appeared that the resident was referring to the School Pond; complaining about slippery bridges.

**At this point the Chairman, proposed the suspension of Standing Orders, seconded by Cllr Waterson and agreed by all present.**

Cllr Griffiths, speaking as a member of the public, said that he had visited the pond that day, and in his opinion, the bridges were not slippery, but would benefit from being cleaned.

### **Standing Orders were reinstated.**

It was agreed that the Clerk would source quotes for the bridges at School Pond to be professionally jet washed, and a quote for a lifebelt; she would present these to the next meeting for consideration.

It was noted that the tree survey is taking place on 3<sup>rd</sup> February.

#### **40 Accounts & Financial Matters**

The bank reconciliation up to 31<sup>st</sup> January for the Lloyds deposit account was noted, and signed accordingly.

##### 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 Clerk raised concerns over the Dunsfold Gardens invoice, as work appeared to have taken place on land not on the Common; she will ascertain who authorised these works.

This invoice for £360.00 (no VAT) was removed from the payments list.

The revised payments list of £739.44 inc VAT was AGREED by all present.

##### KGV Payments

A list of payments totalling £67.52 inc VAT is included in the Financial Pack for information. The Clerk will set up the new Unity account on Scribe, and make payments out of that, once balance transfer agreed.

Councillors NOTED this information.

##### Financial Situation

The bank reconciliation for the Lloyds deposit account was noted and signed accordingly.

##### Quotation for re-surfacing path around War Memorial

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

The supplier which surfaced the KGV car park quoted £3650 + VAT.

This was felt to be expensive; the Clerk is to seek additional quotes and present these to the next meeting, to include replacement of the oak entrance posts.

##### Quotation for cleaning of War Memorial

This quote was not received in time for the meeting, so was deferred.

##### Other Financial Matters

Both the deposit account and the additional current account for the KGV have been opened with Unity.

As per the bank reconciliation for the Lloyds Deposit account agreed earlier, there is a balance of £89,989.48.

It was proposed by Cllr Travis, seconded by Cllr Waterson and AGREED by all present to transfer £89,500.00 from the Lloyds deposit account to the new Unity Trust deposit account, leaving a balance of £489.48.

The Clerk presented a balance for the KGV account which showed £2,499.20.

It was proposed by Cllr Travis, seconded by Cllr Waterson and AGREED by all present to transfer £2,000.00 from the Lloyds KGV current account to the Unity Trust KGV current account, leaving a balance of £499.20

It was noted that the Clerk has submitted a VAT claim for April to September, changing the receiving account to the Unity Trust. Once this has been received correctly, she will submit October to December, and claims for the KGV for 2024/2025 and year to date.

**41 Date of the next Meeting**

Monday, 13<sup>th</sup> April 2026 at 7.30pm in the Nugent Room, Winn Hall, Dunsfold.

**The meeting closed at 8.55pm**

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

DRAFT