

Finance Committee Meeting

Meeting Pack

13th April 2026

DUNSFOLD PARISH COUNCIL

31st March 2026

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, 13th April 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, 26th January 2026
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 receive and consider quotations for new speed cameras
 - d) To consider applying for two grit bin licences with Surrey Highways, supply and filling, at a cost of £925 for four years each.
7. **Date of the next meeting** – Monday, 27th July 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 26th 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 Lindsey. 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 24th 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 3rd February.

40 Accounts & Financial Matters

The bank reconciliation up to 31st 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, 13th April 2026 at 7.30pm in the Nugent Room, Winn Hall, Dunsfold.

The meeting closed at 8.55pm

Chair of the Finance Committee
Dated.....

Clerk's Report
Meeting of the Finance Committee Meeting to be held on
Monday, 13th April 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 26th January 2026

5 Chairman's Announcements

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

6 Accounts and Financial Matters

Financial Situation

All banks have been reconciled up to the end of February 2026.

Please see Finance Pack circulated separately for latest financial situation. This includes a Reserves Balance for information.

Payments to be authorised

The Clerk circulated via email payments to be made before the end of March; please see payments list in the Finance Pack, which totals £846.00, one invoice for UVE. The Clerk has asked UVE to invoice up to the end of March to be included in this financial year.

KGV Payments

A list of payments totalling £1835.06 inc VAT is included in the Financial Pack for information. To be able to pay these, £1500 was transferred from the Council KGV Maintenance Reserve to the KGV current account in March.

Since this transfer, the Clerk chased the Football Club for the outstanding annual payment of £750, which has now been paid.

The electricity and water meters have been read, and submitted to the relevant utility companies.

Quotations for Speed Indicator Devices (SIDs)

The Clerk has contacted Surrey Police about their recommendations re solar powered SIDs and ANPR. The Clerk is of the opinion that parish councils lack the power to issue fines for speeding, but has asked the Police if they would do so if supplied with ANPR data from the SIDs.

Please see separate information on quotations for two SIDs, from Stocksigns Messagemaker, Westmacot and Elan City. Elan City is currently offering a discount on the purchase of one or more devices.

These are solar powered, as there is currently no access to mains power on Dunsfold Common Rd. The Clerk would welcome suggestions as to how a connection could be achieved.

Purchase of the SIDs could be funded from CiL monies.

Councillors are asked to consider these quotations.

Provision of grit bins

Surrey CC offer a service providing and maintaining grit bins at a cost of £925 for a four year agreement. This includes

- Initial purchase cost
- Deployment on site, including plant, labour and materials
- Subsequent refill in line with County cycle, including plant, labour and material
- Grit bins to be filled using either salt or a grit/salt mix in a ratio of 3:1
- Annual maintenance of the asset and site as necessary
- Asset inventory and management to replace, or not, after 4 years
- Notification and removal of grit bin at end of 4 year period

Permission needs to be sought for locating bins on adopted highway. However, neither of the proposed locations – the KGV car park, and outside the Village Shop – is on Highways land. The Clerk has asked if these locations can be considered.

The Manager of the Village Shop has said that he is willing to hold a key to any bin located outside the Shop.

Councillors are asked if they wish the Clerk to progress the siting of two grit bins via a Surrey CC agreement, at a cost of £925 each for a four year period. The whole sum is payable at the start of the four year period.

External Audit

External audit documents have been received from PKF Littlejohn. The Internal Audit is taking place on 21st April. The AGAR documentation will be presented to Council on 5th May.

Councillors are asked to NOTE this information.

7 Date of the next Meeting – Monday, 27th July 2026 at 7.30pm in the Nugent Room, Winn Hall