

Finance Committee Meeting

Meeting Pack

27th July 2026

DUNSFOLD PARISH COUNCIL

21st July 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, 27th July 2026**, where the following business will be transacted

Jennifer Nagy, Clerk to the Council

AGENDA

1. **Election of Vice Chairman** – to elect a Vice Chairman of this Committee

2. **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.

3. **Apologies** – to receive and approve apologies for absence

4. **Declarations of Disclosable, Pecuniary and Other Interests** - to receive any declarations of interest.

5. **Minutes** - to discuss, amend if necessary and thereafter approve the Minutes of the Finance Committee meeting held on Monday, 13th April 2026

6. **Chairman's Announcements** – to receive any announcements by the Chairman of the Finance Committee

7. **Accounts & Financial Matters** – to consider the following

- a) To receive reports on the current financial situation
- b) To receive a list of payments due before the next meeting; to agree to authorise payment of same
- c) To receive and consider recommendations from the KGV Trustees as to proposed ongoing Charity financial responsibilities, and to consider additional financial support from the Council

- d) To receive Reserves Balance Report and to agree transfers if necessary
- e) To discuss and agree projects to be funded from CiL monies
- f) To consider quotation for insurance for the annual bonfire, and to agree payment
- g) To consider quotes for re-surfacing of tennis courts
- h) To agree payment of grants to organisations as allocated in the 2026/2027 budget

8. **Date of the next meeting** – Monday, 26th October 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 13th April 2026 at 7.30pm in the Nugent Room, Winn Hall, Dunsfold.

Cllrs Present:

Cllr Tigi Singhateh (Chairman) Cllr Roy Enticknap
Cllr Philip Travis

Clerk: Mrs J Nagy

Public: 1

As the Chairman of the Committee had submitted his apologies, it was agreed by all present that Cllr Singhateh would Chair the meeting.

42 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.

43 Apologies

Apologies were noted and accepted from Cllrs Lindesay and Waterson.

44 Declarations of Interest

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

45 Minutes

It was proposed by Cllr Travis seconded by Cllr Enticknap and agreed by all present that the Minutes of the meeting held on 26th January 2026 were a true and correct record.

46 Chairman's Announcements

The Clerk reported that she had received an email from the owner of the Land North of Gratton Chase, advising that he intends to sell the land. It was agreed that she would acknowledge the email with no further comment.

47 Accounts & Financial Matters

Financial Situation

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

Cllr Travis queried the audit fees which were in excess of budget. The Clerk advised that several internal audits had taken place, rather than the usual two, to bring the Council's financial affairs back in order.

The current financial situation as presented was NOTED by all present.

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 asked UVE to invoice up to the end of March, and has now received two additional invoices one for £2102.40 for consultant support, and one for £360.00 for admin support, both inclusive of VAT.

The revised payments list of £3308.40 inc VAT was AGREED by all present.

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.

The electricity and water meters have been read, as at 31st March 2026, and submitted to the relevant utility companies.

The Clerk has spoken to HMRC in relation to the refusal to re-pay VAT and this has been resolved. She will re-submit the claims in the name of the Council and not the Charity and these will then be processed.

This information was NOTED by all present

Precept

It was noted that the precept of £78,000 been received.

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. The response has been circulated.

Surrey CC does fund SIDs in areas where speeding has been identified as an issue, and where the 85th percentile speed is greater than 44mph in a 40mph zone. They will not fund solar powered devices as batteries can run out of power and they degrade over time.

Permission will need to be sought from Surrey CC for the additional camera, so suggestions re location.

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.

It was AGREED by all present that Elan City were the preferred supplier, but confirmation was asked for installation costs, and a maintenance contract. As the quotation is above the £2500 limit for authorisation from this Committee, the Clerk will present this to Full Council with the additional information as requested, with the suggestion that the purchase be funded from CiL monies.

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.

It was AGREED by all present to defer this to the next meeting.

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 NOTED this information.

48 Date of the next Meeting

Monday, 27th July 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, 27th July 2026

1 Election of Vice Chairman

As this is the first meeting since the Annual Council meeting in May, a Vice Chairman of this Committee needs to be elected.

2 Public Participation

To invite MOPs present to address the Council

3 Apologies

To note and accept apologies. At the time of writing, apologies have been received from Cllr Waterson.

4 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. . However, if members of the public can speak at the meeting, they may also do so, as a member of the public.

5 Minutes

To agree the Minutes of the meeting held on Monday 13th April 2026

6 Chairman's Announcements

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

7 Accounts and Financial Matters

Financial Situation

Unity Trust Current and Deposit Accounts have been reconciled up to 30th June 2026.

Please see Finance Park circulated separately for latest financial situation. This includes a Reserves Balance and Reserves Transfer Report for discussion later in this meeting.

Payments to be authorised

There are no payments to authorise.

KGV Payments

There are no payments to authorise.

Recommendations from KGV Trustees

It was agreed to purchase new goal posts, which will be funded from the KGV account.

The Trustees considered the recommendation from the KGV Management Committee that the Charity pays for the grass cutting, but not the line marking which is the responsibility of the football club. The Trustees proposed the Charity pays for grass cutting this financial year, then 50% of the cost in the following year, 25% the year after that.

The KGCMC is compiling a list of repairs, such as new doors at a cost of several thousand pounds.

The Trustees agreed the purchase of a new oil boiler, at a cost of £4145.83 ex VAT. It is proposed that this is funded from CiL monies.

The KGVMC is compiling a list of contents for insurance purposes; Cllr Singhateh is advising on this. Once complete, it is proposed that the insurance cover is reviewed; this is currently funded by the Council, not the Charity.

It is proposed that the KGV pays for the supply and installation of the defibrillator and the re-surfacing of the tennis courts, these to be funded by grants from the Fete Committee and the Tennis Club. The Clerk was asked to check the legality of this with the Internal Auditor, a response is awaited.

Councillors are asked to NOTE this information, and to NOTE for future reference that the Council might have to consider additional finance for the Charity.

For information, the Clerk has submitted a VAT claim for 2025/2026 for the KGV, but is unable to submit the accounting statement for 2025/2026 until after 31st July as per the Charity Commission's website advice.

Reserves Balance

The Clerk referred to the Reserves Balance and the Reserves Transfer Report as included in the meeting pack. She has transferred budget balances from March 2026 into the relevant reserve account.

The Access & Safety s106 has been reduced to zero, in part payment of for the speed cameras, the balance coming from CiL monies.

The grant of £7600 from Surrey CC for Pond Management has been added to that Reserve account.

Councillors are asked to NOTE the Reserves Balance.

CiL Monies

Councillors are asked to agree the purchase of the new oil boiler at the KGV at £4145.83 ex VAT to be funded from CiL monies. This will take the CiL balance to £42304.02.

Councillors are asked to note this new balance, and to consider future projects to be funded, such as potentially internal improvements at the KGV.

Bonfire Insurance

It was noted at the last Full Council meeting that there is a requirement to have £10 million public liability for events on the Common. The Bonfire Committee has supplied a revised quote of £1238.00. The 2026/2027 budget has allocated £500 for insurance.

Councillors are asked to consider agreeing to pay the insurance, as it has done in previous years.

Tennis Court resurfacing

This was considered above.

Grants to Organisations

At the request of the Clerk, the Winn Hall has formally requested the grant as agreed in the 2026/2027 budget.

Other grants are £2000 to St Mary & All Saints Church, and £550 to Surrey & Sussex Air Ambulance.

Councillors are asked to consider paying these grants.

8 Date of the next Meeting – Monday, 26th October 2026 at 7.30pm in the Nugent Room, Winn Hall