



***Draft Minutes of the Limsfield Parish Council Finance Committee
Meeting held on Tuesday 8th April at 7pm, St Peter's Parish Office***

1. Apologies for absence

John Thompson

2. Declarations of Interest

None

3. Minutes from Last meeting (November 2024 draft minutes already online)

Signed as circulated with no changes.

4. Q4 reconciliation to review and approve

Cashbook and Statements reviewed. All balances agree to cashbook and statements. Bank Reconciliation reviewed and recommended for approval at Full Parish Council meeting.

5. VAT reclaim for Q4 to review and approve

Q4 VAT reclaim of £340.75 reviewed and recommended for approval at Full Council Meeting. (*Subsequently noted that Q3 had not been submitted for claim following approval in January's full council meeting. To submit with Q4.*)

6. Budget / Expenditure overview for 2024-5

We are under budget at end of the year in most line items. Largely due to underspend on CAAMP improvements and Biodiversity Programme activity that did not eventuate / need to be undertaken or was reviewed due to timing; little spend on LW Maintenance and well under on Asset Maintenance.

Also, under on Security – not yet billed for Oxted CCTV maintenance and is is agreed to consider possibility of CCTV in Limsfield High Street/ Glebe Meadow (this may come under LNP Review) however MW notes that the cameras may be subject to vandalism. For further discussion.

LNP review costs largely unspent at this point and to be reviewed.

Grants over, due to Chart Fair and Limsfield Village Fete s137 being paid in March.

Sophie Martin LPC Clerk 10/4/25

MW suggests we reduce the Grants budget for 2025/26 by £1000 to reflect this. All agreed.

Footpaths also over due to Pebble Hill Footpath Clearance that was approved as a separate project.

- Total Income: £49,516 - includes CIL- £11,141, Precept - £33,315, VAT refunds - £3,313, interest - £1,029 and misc refunds £718).
- Total Expenditure: £55,569 (does not include refunds - £718 - which are marked as "income")
- Budget: £76,400 (including carryovers and items approved over the year)
- Expenditure vs Budget: 73% spent.

7. CIL update and new CIL reporting system

LPC will receive £3507 in April. That is all that is known for the time being.

TDC is uploading all historic Cil (5 years) onto online DIY system. Clerk reports that all CIL returns for the last 5 years have been reviewed by TDC team and clerks. Ours had anomalies due to VAT adjustments made in 2021/22 and agreed by TDC (Jeremy Fisher), but all income and expenditure is correct. Going forward, all CIL expenditure will be input directly onto the system.

Action: Clerk to report all 2024/25 CIL expenditure by 31 May.

8. Any budget amendments for 2025/26

AT notes that the budget was set on the previous year's budget but should be set on actual expenditure by line items.

We currently have committed just under £66000 but this could be reviewed given underspend in several areas. Clerk points out that the budget for most of those areas has already been reduced for 25/26.

We need to discuss potential precept increase for the next financial year due to salary costs now presenting

Action: to re-examine the 2025/26 budget for May meeting.

9. Any other items to address ahead of Audit – 25th April

Sophie Martin LPC Clerk 10/4/25

a. *Draft AGAR 3* – all agrees with cashbooks and statements. To review and approve at May Meeting after internal Audit. Clerk to add in variations notes.

b. Review of Register of Assets

Clerk has circulated brief list for audit (does not include insured values) and explains purchase/proxy costs are just that and do not represent the value of the asset. That is in the Insured Value column of the spreadsheet (Clerk to re-circulate full spreadsheet).

BdH suggests we should carry out a full review of valuations and re-build costs of our main assets (being the Parish Office, The Pound, Bus Shelters etc). All in agreement. Clerk will organise quotes by builder for the main structures.

Clerk suggests that it would be prudent to increase everything up by 3% in line with inflation in terms of insured value. Will also need to review the Insurance premium accordingly.

c. Review of Audit Checklist

All is in hand as far as the Clerk is aware. The new .gov.uk domain name is now in use and new Council emails will be set up shortly.

10. Review / Recommendation for approval of the following procedures:

- a. Complaints Procedure
- b. FOI Request Procedure

Complaints and FOI – Councillors present at meeting have read and reviewed and recommended for circulation to all for May meeting.

The complaints procedure has also been sent to Lidia Harrison (Monitoring Officer) at TDC to check over. Clerk notes that the complaint response regarding Cllr Jenny Williams has also been copied to the Monitoring Officer.

11. Brief Review of Statutory Documents for any likely changes:

- a. Risk Assessment
- b. Standing Orders
- c. Financial Regs
- d. Banking Resolution

Councillors agree that likely no further update will be needed for the Standing Orders, Risk Assessment, Financial Regs as they were reviewed and updated in September 2024, but will review and approve for the coming year in May meeting.

12. AOB

- a. AT – online banking access – progress

To Chase Natwest as AT has not heard anything further about his online banking application.

- b. Note of Clerk's salary increase for 2025/26

Signed by Clerk and TCB after the last meeting. Clerk salary increase to £15,500pa and £16.75 per hour for additional hours for projects etc as agreed at 10 March 2025 LPC meeting.

- c. Insurance Claim and Crowd Funding update for The Trough

Clerk has already gained approval in principle from Insurers for £10K if that is our decision and up to £14K if we want to use the whole allocation from the trough/fountain combined insurance.

BDH offers to help with negotiations with the Insurers.

Clerk concerned that Southern Stone's quote is so much higher than Natural Cut Stone's quote. Concern is that we are not comparing like for like.

Clerk to clarify quotes to ensure contractors are quoting for the same size, stone, carving method, inscriptions, weight and specific details.

Clerk to get quote from Highways Contractor regarding installation.

Depending on answers to the above, and in consideration of Drinking Fountain Association offer of £2,000 we may be able to pause the fundraising. To be raised at Full Council on 14 April.

To note fundraising money can be refunded to donors or reallocated to charity if funds are no longer required.

ENDS. 20.46

Next meeting scheduled for 8 July 2025. 7pm.

Sophie Martin LPC Clerk 10/4/25