



Limpstield Parish Council – Finance Committee Meeting

Tuesday 7 October, 2.30pm

Venue: St Peter's Parish Office

Attendees:

Cllrs Tom Briggs (Chair), Mark Wilson, Tony Taylor, Michael Tinker

In attendance: Sophie Martin (Clerk)

1. Apologies for Absence

Cllr John Thompson

2. Declarations of Interest

None.

3. Minutes from Last Meeting (8 July)

Minutes were signed as circulated.

Arising:

Further to Item 7 (Trough Funds), it was agreed that any remaining funds should be ring-fenced and may be invested into the interest-earning account.

Action: Clerk to circulate an update on current fund allocations within this account and interest earned to date.

4. Q2 Bank Reconciliation – Review and Approval

All documents (cashbook, statements, and bank reconciliation) were circulated, reviewed, and approved.

Balances at end of Q2: £90,020.80

5. VAT Reclaim for Q2 – Review and Approval

Reviewed and approved – £139 for Q2.

Q1 reclaim has been received and correctly allocated back to CIL as appropriate.

6. Initial Budget Discussion – FY 2026/27

- The Council is currently in a strong financial position, with budgeted expenditure well within expectations.

- With current projections, at least **£65,000+** is expected to be carried forward into FY 2026/27.
- Action:** Clerk and Finance Chair to review 2025/26 general expenditure to form the basis for the 2026/27 budget.
- MW** suggested that the precept discussion should follow upcoming **LNP Committee** and **Assets Committee** meetings, once any additional expenditure needs are identified for the remainder of 2025/26 and beyond.

7. Community Asset Transfers (CAT) – Updates, Budgets & Actions

a. Ellice Road Car Park

- An initial meeting has been held with Oxted Parish Council (OPC).
- Following TDC approval to proceed with asset transfers, a meeting with legal advisors is awaited to discuss corporate structure, terms, and next steps.
- The Finance Committee discussed and agreed to jointly (with OPC) instruct a surveyor to carry out an initial site survey – **to be ratified at Full Council**.
- Note: The **Ellice Road Car Park Toilets** will be dealt with separately under a different management contract (TBC). Clerk to review the current TDC contract.
- Next OPC/LPC Working Group meeting: **8 October, 2.00pm**.
- Reference: [Understanding Community Asset Transfer – MyCommunity](#)

b. Stoneleigh Road Allotments

- Awaiting meetings with TDC and Anthony Collins solicitors.
- Action:** Clerk to contact **Simon Mander / Darryn Mellor** regarding:
 - Planned works ahead of transfer.
 - Overview of existing allotment contracts.
- LPC to outline its preferred position, including:
 - Clear identification of individual plots.
 - A list of active, vacant, and newly tenanted allotments.
 - Clearance of rubbish/debris from the site.
 - Clarification of why there is currently no water supply and whether a water source could be installed (LPC would oversee this if TDC funding is available).

c. Tidys Green

- Awaiting TDC meeting to confirm details
- Awaiting meeting with solicitors to discuss fees / next steps
- The site requires only low-level maintenance (regular mowing as per other LPC-owned areas).
- Possible work required on an oak tree at the site boundary – to be assessed.

8. Review of Assets / Valuation Review

- Action:** Clerk to circulate the updated asset list and verify all entries and valuations.

- **MT** to explore mapping asset locations visually.
- A list allocating responsibility for each asset area to individual councillors will be circulated.

9. Review of Banking Resolution / Mandate (Online Banking Access)

Clerk to draft a motion for Full Council to amend the current bank mandate to allow for “**one to sign**” online payments, subject to:

- Appropriate approval processes being followed, and
- A “second pair of eyes” verification of payment details prior to release.

10. Interim Internal Audit (14 October)

- No issues anticipated ahead of the audit, aside from ongoing email set-up.
- Clerk to hold clinic to assist individual councillors.

11. Any Other Business

None.

Meeting closed: 4.20pm