



## ***Minutes of the Limsfield Parish Council Finance Committee Meeting held on 16th July 2024 - 6PM, St Peter's Parish Office***

*Attending: Antony Taylor (Chair), Mark Wilson, Thomas Briggs, Sophie Martin (Clerk/RFO)*

### **1. Apologies for absence**

John Thompson, Bernie de Haldevang

### **2. Declarations of Interest**

None

### **3. Minutes From Last Meeting** (April 2024 draft minutes already online)

Signed as circulated.

Matters arising:

Item 12. CCTV – on LPC assets list, but to clarify maintenance will be undertaken by Oxted PC as part of the network.

Clerk to apply for gov.uk domain ASAP.

Investment/interest bearing account has been set up (MW)

AT has been added as signatory.

### **4. Review of Actions from Internal Audit**

- Emails – Most of the councillors do now have separate PC emails however SM is now applying for a gov.uk domain and all councillors will receive a separate email address once this is complete.
- Financial Regulations new model – the new model FR have now been drafted for adoption at September meeting.

### **5. Any queries from External Auditor**

Internal Audit form wet copy or confirmation email was requested by PKF due to remote audit. Mark Mulberry provided this to PKF. No further enquiries to date.

### **6. Q1 reconciliation to note**

Circulated by Clerk and signed. All accounts agree.

### **7. VAT reclaim for Q1**

Circulated by Clerk. Reviewed, agreed and signed. Claim is for £1,979.82 (mostly CIL)

### **8. New Model Financial Regs document for review and recommendation**

- AT and MW reviewed. Clerk edited and circulated.
- The Finance Committee recommends raising the amount that can be signed off by the Clerk/Chair from £250 to £500. These changes were made to the relevant points in the Procurement section. 5.15, 5.18, 5.20, 6.9
- 7.2 Signatories – where the model states “all signatories” for online banking, changed to “at least 3 signatories” to cover Clerk plus two councillors. To note

that as we do not have Dual Access banking, the signatories do not need access to online banking to sign off payments, as these are emailed by the Clerk anyway.

- Regarding 7.9 - Clerk to bring summary of Direct Debits for sign off at next available meeting.

- Regarding 9.1 Clerk. It is agreed that the Clerk may apply for a debit card.

***Motion to recommend the new Financial Regulations for adoption, subject to changes above. AT proposes, TCB seconds. All in favour. To be circulated to all councillors ahead of September meeting.***

## **9. Standing Orders for review and recommendation**

Reviewed and one change to 9b reflect Financial Regulations. Clerk TCB proposes adoption of standing orders, AT seconds. All agreed.

## **10. Risk Assessment – discuss any necessary updates (including Volunteer cover)**

Motion to approve the Risk Assessment as circulated. Clerk has included draft regarding volunteers cover (footpaths etc).

AT proposes to recommend approval, MW seconds. All agreed.

## **11. AOB**

- a. TCB suggests that we refresh all earmarked funds in September ahead of budget planning for 2025-26.
- b. Motion to approve Payroll invoice for £60 to be paid in July as no August meeting. All agreed.
- c. Community Hall initiative. Rev. Helen Cook attended to present top line thoughts about future of the Community Hall and potential development of a new community hall, which would require investment from LPC. The hall is currently mainly used for community activity rather than church related activities and is no longer sustainable for the long term in terms of repairs and running costs. SCC/Your Fund Surrey have said they may be willing to fund up to 65% of the cost of building a new hall if there is commitment to raise 35% elsewhere. St Peter's intends to also ask other local funding sources – TDC CIL pot, including LPC, Titsey Estate, private donations.

This would require going to the Public Works Loan Board which is set up for such endeavours for parish councils and SALC have provided several documents as to the process and criteria for a PWLB application and management of loan.

TCB to send initial email to councillors outlining the potential project for formal discussion at September meeting.

Meeting ends 20.10.

Signed TONY TAYLOR, Chair, Finance Committee

