



DRAFT MINUTES Limsfield Parish Council Finance

Date: Tuesday 4 November 6PM

Venue: St Peter's Parish Office

Attending: Cllrs Tony Taylor, Mark Wilson, Michael Tinker.

Sophie Martin (Clerk/RFO)

1. Apologies for absence

Tom Briggs, John Thompson

2. Declarations of Interest

None

3. Minutes from last meeting (7 October)

To be reviewed and signed at 10 November meeting (AT)

4. Budget FY26/27 discussion & overview

Initial thoughts on TCB's initial overview of 2026/7 budget draft:

- LW reserve to be re-allocated up to reserves
- Trough remaining funds should be put into reserves line item (ringfenced for trough/drinking fountain use only)
- To include slush fund for Planning Related and Legal - £10,000
- Everything has been slightly increased in accordance with inflation
- Staff costs to £19,500 – may need further look
- Insurance – increase but may need update pending new assets / K6 – Clerk to talk to Zurich
- Auditing – increase as costs have increased for internal and external and to accommodate need for more time due to interim audit/ new requirements for Assertion 10
- Website and Dropbox – slight increase to £300
- Footpaths reduce to £1500 – doubles up with Limsfield Way

Sophie Martin LPC Clerk 4/11/25

- LNP projects – minimal required £1000 as will also overlap with CAAMP (£3000).
- CAT items – increase annual allotment deficit to be safe; reduce management £2500. Ellice Road Management costs and all other costs will be from new JV entity's budget and separate to general council funds.

Clerk notes that improvements to Stoneleigh Road Allotments would be CIL eligible.

General budget: Clerk notes that we should optimise / prioritise CIL eligible projects.

5. Precept for recommendation

Following discussion, it is agreed to recommend the precept should stay the same for this year with review next year once asset transfer liabilities and potential LGR related activity have been established.

6. CAT update

- To draft overview documents on Ellice Road CP and Stoneleigh Road, Tidys Green for circulation at main council. Ellice Road - identical document will be circulated and discussed at OPC full council meeting.
- Heads of terms all received for signature
- Engagement and Conflict letters also received – for signature at Full Council
- To allow Clerk ability to sign these documents on behalf of council.

7. Interim Internal Audit – Review of any actions required

Interim Audit report has been circulated /read.

Deferred to next finance meeting or full council – items to be discussed/agreed and actioned as below:

- Banking recommendations:
 - To investigate dual access / costs with NATWEST
 - To agree to open a new bank account to spread risk (and keep balances under £85K in one institution)
- Policies & AGAR:
 - Clerk to draft Risk Management Policy / Register

- Clerk to draft AGAR Assertions Matrix
- Assertion 10 (data/IT/GDPR etc)
 - Clerk to draft Data Audit document
 - Clerk to draft IT Policy
 - Clerk to circulate Assertion 10 overview – to be signed by Councillors.
- General finances:
 - To consider agreeing higher financial ordering limit for Clerk (to £1000)
 - Clerk to modify template of Bank Reconciliation front page to include summary of combined receipts and payments to prove balances.

8. AOB

Meeting ended 19.26.