



## **DRAFT MINUTES**

### **Finance Committee Meeting**

**Tuesday 17 March 2026 at 6pm**

**St Peter's Parish Office**

**Attending Cllrs: Tom Briggs, Michael Tinker, Mark Wilson, Tony Taylor.  
Clerk/RFO – Sophie Martin**

1. Apologies for absence  
John Thompson
2. Declarations of Interest  
None
3. Minutes from last meeting (4 November 2025)  
Minor amendment Minute Ref 4. Otherwise signed as circulated.
4. Reconciliation of 2025/26 budget and carry forward  
The reconciliation is reviewed. TB says he is very satisfied with spending vs budget. We are under budget except for staff costs, which were anticipated and audit costs, which were higher due to a. timing of audits and b. addition of interim audit to alleviate time and stress at end of year. LPC demonstrated effectiveness of prudent budgeting.  
Carry forward estimated at £85,734 – to be finalised after month end.  
**Clerk to finalise reconciliation after 31 March and draft a year-on-year comparison.**
5. Budget FY26/27
  - a. Any amendments needed considering recent activity, developments, LGR etc.
    - To carry over Ellice Road car park and other CAT legals into 2026/27 – as yet invoiced/spent
    - Adjust Work from Home to £312 (£26 pcm - has not changed)
    - K6 budget has been reduced to £3,370 due to YFS grant of £2,000
    - There will likely be some additional expenditure relating to CAT.
    - To review again in October 2026 once we have a better idea.
6. Draft Q4 VAT reclaim (to be finalised and approved at April Full Council Meeting)  
Drafted. Estimated Q4 reclaim: £376.34 – to be finalised after 31.3.26 and approved at 12 April meeting.  
All other quarters have been submitted and funds already received and allocated.
7. Draft Q4 Reconciliation (to be finalised and signed off at April Full Council Meeting)

*Sophie Martin LPC Clerk 22/3/26*

## 8. Review of any actions or outstanding items from Interim Audit:

- Banking:
  - Dual access / costs with NATWEST – Agreed that we will look into this at some point but it will incur costs and potential bank account changes. At this point our approval process is sufficient.
  - Additional bank account to spread risk – This is no longer applicable in terms of insured funds as the government increased single institution insured funds to £105K. To be reviewed if financial situation changes (reserves increase).
- Policies & AGAR:
  - Draft Risk Management Policy – to review and approve at April meeting.
  - Draft Risk Register - MT identified some areas that need to be further populated, e.g. operational of clerk is indisposed etc. MT to make additions for review. Clerk to run by internal auditor. There may be some additions with new assets etc. To establish definitively operational responsibility for Chart Playground (TDC or LPC? LPC owned, TDC currently maintains and carries out report under its own parks and recreations team. Contractor: Safeplay).
  - Draft AGAR Assertions Matrix - looks complete. Clerk to run by internal auditors. For approval at April full council meeting ahead of end of year audit.
- Assertion 10 (data/IT/GDPR etc)
  - Draft Data Audit document – this is still in progress but should be finalised shortly. Clerk to finalise. For approval at April full council meeting.
  - Draft IT Policy – Clerk to run by internal auditor. For approval at April full council meeting.
  - Draft Assertion 10 overview – to be signed by Councillors at April full council meeting.
  - Emails and Domain - .gov.uk domain was implemented last year with generic email now: [clerk@limpsfieldparishcouncil.gov.uk](mailto:clerk@limpsfieldparishcouncil.gov.uk) .
  - All councillors now have a dedicated .gov.uk email.
- General finances:
  - To consider higher financial ordering limit for Clerk – recommendation to full council for increase from £500 to £1000. This will need to be changed in the Financial Regulations.
  - Update Bank Reconciliation front page to include summary of combined receipts and payments to prove balances. This has already been implemented.

*Sophie Martin LPC Clerk 22/3/26*

## 9. AGAR

- a. Draft AGAR S1 and S2 and Notice of (to be finalised and signed off at April Full Council Meeting)
- b. Review of Register of Assets  
Assets have been reviewed with additions for this year and any removals (stolen trough replaced by replica trough). Clerk to finalise.  
In terms of maintenance, TCB is reviewing all assets, locations and note on condition: OK, need to be destroyed, repaired or replaced.
- c. Review of Final Audit Checklist – all items either completed or in progress pending finalisation after 31 March and council approval.

## 10. CAT update - overview

- To review revised contract / TR1 document (if received)  
Not yet received by our solicitors.  
MT to itemise a list of what needs to be in place and draft updated schedule.
- To discuss any outstanding issues regarding the below transfers:
  1. Ellice Road Car Park  
To confirm with solicitors: “administrative transfer” [e.g. to an LLC for management purposes or transfer to sole parish council] will not trigger clawback. AND questions over surplus funds / revenue and how/where they may be used.  
To set up a call with auditors regarding management.  
MT to format questions and scenarios for clarity / guidance to be sent to SALC.
  2. Stoneleigh Road Allotments delayed currently due to TDC title deeds which need to extricate the allotments from wider title of multiple assets.
  3. Tidys Green – awaiting tree officer’s report regarding removal of diseased oak tree. Will not transfer until decision is made/ tree removed.

## 11. Clerk’s Salary Review (Clerk will not be present). Clerk leaves the room.

It was agreed to increase the clerk’s hourly rate from £16.75 to £17.25.

In addition, it was agreed that to increase the weekly hours payable from 18 to 20 hours per week (£17,940 pa).

Both will take effect from 01.04.2026.

## 12. AOB

- **Disaster Recovery.** It was noted that we do not have a clear reference document for Chair/Vice Chair/ Finance Chair in the event of Clerk being indisposed or other emergency. Clerk to draft overview one-page document on emergency access to files (online and hard copies), keys, bank account etc.

Meeting closes 8.12 PM

*Sophie Martin LPC Clerk 22/3/26*