



Limpsfield 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
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

Handwritten signature and date: M.C. 19/10

- 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.

D.C. (19/10)

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

P.C. (14/10)