



Minutes of the Limpsfield Parish Council Finance Committee held on 13th July 2023 at 6pm (postponed from 6th July) at St Peter's Church Parish Office

Attending Councillors: Mark Wilson (Chair), Thomas Briggs, Bernie De Haldevang and Antony Taylor (new member).*

Clerk: Sophie Martin

1. Apologies for absence

John Thompson is on holiday.

2. Declarations of Interest

None

3. Minutes from Last meeting (April 2023 draft minutes already online)

Agreed and signed as circulated

4. Review of Internal Audit

4.1. Brief discussion on the minor advisory points raised by the internal auditor, Andy Beams at Mulberry & Co.

4.2. Action points

4.2.1. Emails – The auditor recommended that all councillors had separate emails for privacy purposes and any FOI requests. All but 2 now have separate emails (gmail). MW would prefer that all the emails are cllr.xx.xx@limpsfield.org. Clerk to look at cost of adding all council emails to the www.Limpsfield.org

4.2.2. MW and AT to review current Financial Regulations, Standing Orders and Risk Assessment in order to iron out any discrepancies with payment process against our Financial Regulations. Auditor noted our payment process is fine, but some potential for confusion with Financial Regulations and could be made clearer. MW and AT to review.

4.3. Agree to also review current signatories.

5. Q1 reconciliation to note – all documents have been circulated, seen and checked by Finance Committee members and also circulated at LPC meeting on 10 July. Approved for filing.

6. VAT reclaim for Q1

6.1.1. VAT to reclaim for Q1 is fairly low with no large VAT expenditure to date this FY. Total is £348.59 for the Quarter. Agreed and signed as circulated. Clerk will submit.

7. CIL income update

There is an outstanding amount of £1,864 for final payment of Priest Hill House – due to LPC in October. No other known CIL income at this time until October/November consultation documents.

Clerk explains the CIL process to AT.

8. Finance note regarding payments process clarification – see 4.22

9. Standing Orders / Financial Regs / Risk Assessment – see 4.22

10. Clerk's Review – takes place after clerk has left. To organise a date for review meeting with the Clerk – TB and BdH.

11. AOB

11.1. As per the Limpsfield Parish Council meeting on Monday (10 July 2023), members agreed Antony Taylor, who is now an elected Parish Councillor, will join the Finance Committee.

11.2. As per the July 10 LPC meeting, TB would like the committee to look at large spending items, particularly with view to CIL eligible items as we have a large CIL income this year. These may include Parking areas in and outside of the village, owned by the National Trust, e.g. at the top of the village opposite Sylvan Close and at the front of Hazelwood School (in order to alleviate congestion at drop off and pick up). TB to talk to Roger Heaton (Governor at Hazelwood) and to the National Trust regarding areas that may be able to be turned into parking.

Meeting ends 7.13pm

A handwritten signature in black ink, appearing to read 'Thomas Briggs', written in a cursive style.

Thomas Briggs, Chair

