

CAPEL PARISH COUNCIL

MINUTES OF FINANCE COMMITTEE HELD ON MONDAY 07 SEPTEMBER 2026 IN CAPEL PARISH HALL

Present: Mr Salter, Mr McLachlan, Mr Ball, Mrs Schryver the Clerks.

In attendance: Mr Palmer and Mr Handley. Mrs Lynne Nazer, Treasurer (Item 6(i))

1. **Apologies:** None
2. **Declarations of Interest:** Mr Ball (Helpdesq) (Item 7)
3. **Matters Arising:** None
4. **Questions from Members of the Public:** None
5. **Profit and Loss to 30 August 2026:**

30 August 2026	NS&I Reserve Account	£623.19
30 August 2026	NatWest Reserve Account	£59.86
30 August 2026	NatWest Current Account	£695.96
30 August 2026	High Interest Account	£91,116.15

Mr Salter addressed the meeting. The account figures were discussed and budget totals reviewed. With the pending court case, the Legal budget would be overspent. The IT budget had already been spent due to the installation of a new router, purchase of a Scribe Accounts package and the appointment of a new payroll officer.

The second half of the precept had been received: (£63,505 precept; £4,492 concurrent grant and £1,140 extra grant). The balance of the precept has now been transferred to the Reserve Account. Mr Salter reviewed the current bank balances, and it was agreed that with careful management, the Parish Council should end this financial year with a reserve of approximately £70,000.00.

6. **Grant Application – 24th Dorking Scouts (Capel/Beare Green/South Holmwood)**

A grant application had been submitted by 24th Dorking Scouts and their Treasurer was in attendance to outline the need for the grant. Mrs Nazer explained that the scout hut had required a new roof, and once these repairs were underway, it was evident the electrics needed immediate attention, having been damaged by rodents. Mrs Nazer confirmed that a very reasonable quote had been received. The Scouts had the funds to cover the quote, but this would leave them without any finances should future repairs be required.

The Committee asked Mrs Nazer if grants had been requested from other sources, and she confirmed they had and those grants had been used to cover the cost of repairing the roof. The Committee questioned whether Holmwood Parish Council had been approached for a grant. Mrs Nazer confirmed they had not.

Mr Salter suggested Capel Parish Council would agree, in principle, to match funding any grant Holmwood Parish Council would approve. It was also suggested that an application should be made to Surrey County Councillor Stephen Cooksey, asking for a grant to be approved from his Members Allocation Fund. It was agreed that Mrs Nazer would apply to Holmwood and inform Capel Parish Council if any funding would be made available.

It was hoped that a decision would be made available before Capel Parish Council meets again for the Full meeting in September.

Grant Application – Beare Green Community Association

A grant application had been submitted by Beare Green Community Association for the purchase of a lockable under the counter chiller unit to enable trustees to run an occasional bar at weekends and

during events. The total cost of the chiller, plus works is £1,542.79 and BGCA is seeking a grant of 50%, £771.39.

The Committee agreed that this would assist BGCA to enhance their events programme. The Finance Committee recommended the grant be approved and this will be proposed at the September Full Parish Council meeting for a final decision.

Grant Application – Misbrooks Green Road

A grant application had been submitted by a resident of Misbrooks Green Road to cover the cost of repairs to potholes. The Committee discussed what benefit this grant would be to the whole community and was reminded that Misbrooks Green Road is not Parish owned land. The road is a designated bridleway and Surrey County Council Highways should be responsible for the improvements. The Committee recommended to decline this request and agreed that approving Parish funds for funding work outside the Council's remit could set a precedent.

The grant applicant will be contacted and made aware of the Committee's decision.

7. To Discuss and Approve Purchase of Office Equipment:

An application was put before the Finance Committee for the purchase of a new scanner and shredder for office use. It was agreed that Helpdesq would procure a scanner. The purchase of a shredder to the value of £100 was approved.

The Committee approved the purchase of toners and a waste cartridge for the printer and cartridges for the photocopier. Total cost approximately £800.00.

8. To Consider and Approve Increase in Charges:

Parish Hall hire charges will increase from 1 January 2027, in line with Memorial Hall rates.

Hall Charge	£24.00 hour	Weekdays
	£27.00 hour	Weekends and Friday evenings
Regular users and Residents	£20.50 hour	Weekdays
	£23.50 hour	Weekends and Friday evenings
Children's Parties	£90.00 for a Four-hour session. Additional hours £18.50 an hour	

Following a recent Freedom of Information request, the Committee agreed to update the FOI Policy, increasing the photocopying charge from 20p to **40p per copy** to cover printing and staff time.

9. NALC Pay Increase

The payroll provider had informed the Parish Council the 2026/27 pay agreement had been announced advising a 3.3% increase, backdated to 1 April 2026. The Finance Committee agreed that the payroll provider would include the backpay in the September pay.

Projects Earmarked for future funding:

It was agreed that funds should continue to be earmarked for

- Public Works Loan repayment.
- Solar panels
- Upgrading Children's playground

10. Date and time of next meeting:

Monday 02 November 2026 at Capel Parish Hall immediately following the Planning Committee meeting