

PIRBRIGHT PARISH COUNCIL



Minutes of the Finance & General Purposes Committee Meeting held in the Committee Room of Lord Pirbright's Hall on Monday 3rd November 2025 at 10.00am

The meeting was held in the Committee Room of Lord Pirbright's Hall, with details available for members of the public in advance.

Those present:

Councillors

Cllr Woollett (Chair)

Cllr Graham

Cllr Watson

Officers of the Council

Mrs Helen Myers (Clerk/RFO)

Members of the Public

No members of the public were present

1.	<u>FORMALITIES</u> 1.1 To Receive Members' Apologies for Absence Cllr Woollett welcomed members to the meeting. 1.2 To Receive Members' Declarations of Interest on any Agenda Item below There were no declarations of interest declared.
2.	<u>MINUTES</u> 2.1 To Approve the Minutes of the Previous Meeting of the Finance & General Purposes Committee (05/07/23) A copy of the draft Minutes was circulated to members prior to the meeting and a draft version was published on the website. Upon consultation with members, Cllr Woollett declared that the Minutes were an accurate reflection of the previous meeting and motioned to sign the Minutes dated 05/07/2023. <i>RESOLUTION:</i> A motion to approve and sign the Minutes of the previous meeting (05/07/2023) was proposed by Cllr Watson and seconded by Cllr Graham. The Minutes were unanimously approved and signed by Cllr Woollett.
3.	<u>PUBLIC FORUM & COMMUNICATIONS</u> 3.1 To Receive any Representation from Members of the Public There were no members of the public present.
4.	<u>FINANCE & GOVERNANCE</u> 4.1 To Discuss the 2026/2027 Budget and Precept request <i>Summary of the Budget and Precept Process</i> The primary source of income for Pirbright Parish Council comes from the precept. This money is required to run the Council and pay to maintain and improve the facilities, activities, and services that the Parish Council provide and is the operational cost difference between expected expenditure and income (Budget) in any one year. A proportion of this money is prudently held in reserve for either future planned projects and/or unexpected events. The budget is an agreed plan of income and expenditure for a specific financial year. The Council's financial year runs from the 1st of April to the 31st of March. The Parish Council must appoint an officer who is responsible for financial administration; this officer is known as the Responsible Financial Officer (RFO). The Clerk is the Responsible Financial Officer for Pirbright Parish Council. Pirbright Parish Council regularly reviews its budgets against its actual income and expenditure at full Council meetings which are open to the public. Each year, the Responsible Financial Officer produces a report for consideration by the Finance and General Purposes Committee which contains: 1. actual income and expenditure for at least the last 3 years 2. a forecast of the income and expenditure expected for the remainder of the financial year 3. the estimated closing amount 4. the estimated income and expenditure for the following year

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	Members of the Finance and General Purposes Committee carefully consider the above reports line by line and agree any changes to be made. Once members of the Finance and General Purposes Committee have agreed on the figures, they make a recommendation to the Full Council on what they feel the budget and precept should be for the following year. Regrettably, Guildford Borough Council had stated it is no longer providing any form of grants to parish councils. At the Full Council meeting on 11/11/25 members will consider the recommendations from the Finance and General Purposes Committee on the budget and precept for the following year. If the Full Council agrees with the recommendation, they will set the budget and precept by resolution of the Full Council. If the Full Council disagrees with the recommendation, they will request that the Finance and General Purposes Committee reconsiders the budget and precept and makes a further recommendation to Full Council. The suggested budget and precept for the financial year 2026/27 will take into consideration the statutory duties the parish council is obliged to fulfil. These include the grass cutting of the village greens and village hall areas, the maintenance of the village playground, car parks, bus shelters, benches, trees, pond maintenance, staff costs and administrative running costs. Once the budget and precept have been agreed by the Full Council, this will be recorded in the Minutes by the Clerk/RFO who will then complete and return the Precept Notification to Guildford Borough Council with the appropriate paperwork by the appropriate deadline. <i>Discussion in regards to the Budget and Precept 2026/27</i> The Finance & General Purposes Committee discussed the budget line by line and recognised that with the forthcoming Local Government Reorganisation that the Parish Council is looking at an upcoming period of uncertainty. There is the possibility that the Parish Council may be asked to take on additional services, such as litter collection and that it may also need to plan to take on additional assets such as Commons and Community Assets. These assets would generate no income but would incur considerable costs, not least in professional fees to transfer the assets from the existing County and Borough Councils to the Parish Council. With these concerns considered the Finance & General Purposes Committee would put to the Full Council a requested precept figure of £95,820. The previous precept (2025/26) being £87,820, this represents a 9.1% increase on the previous year. The Financial & General Purposes Committee feel that this increase will place the Parish Council in a good position should it wish to accept additional assets, whilst still recognising that most households are still experiencing a level of hardship with the current economic climate. A precept of £95,820 will result in a Band D property paying £6.36 more per annum, than the previous year, should the number of Band D properties remain unchanged. The recommendation for this precept amount by the Finance & General Purposes Committee is suggested with the consideration that it would likely not fully cover the cost of taking on and running a community asset and that the Parish Council would still mostly likely, be required to use a percentage of its free reserves to finance and maintain any asset transfer. However it was felt that the increase would put the Parish Council in the best position should it be required to take on any assets whilst maintaining its current obligations. It should be Minuted that should PPC choose to use its free reserves in 2026/27 that it would look to recover them in future years. <i>RESOLUTION:</i> A motion to put forward a Precept figure for 2026/27 of £95,820 to Full Council was proposed by Cllr Woollett and seconded by Cllr Watson. This motion was carried unanimously and this Precept figure will be put to Full Council at the next Full Council meeting on 11/11/25.
5.	<u>CHAIRMAN'S CONCLUSION</u> To Receive Chairman's Notices & Members' Questions No questions were received by the Chairman.

The meeting ended at 11.30am

Signed.....

Date.....