

Minutes of a **MEETING** of **NORMANDY PARISH COUNCIL** held at the **ROYAL BRITISH LEGION HALL** on **THURSDAY 12 MARCH 2026** at 7.30pm.

Members present

Councillor Simon Schofield
Councillor Bob Hutton
Councillor Isa Nagle-Taylor
Councillor Louise McCrow
Councillor Philippa Mitchell
Councillor Pat Tugwell
Councillor Jeremy Ward

Chairman
Vice Chairman

Non-members present

Briony Howarth
1 member of the public

Assistant Clerk

C25-142

APOLOGIES

Apologies were received and accepted from Keith Witham

C25-143

DECLARATIONS OF INTEREST

None

C25-144

MINUTES OF PREVIOUS MEETINGS

RESOLVED: The minutes of the Council meeting held on 29th January 2026 were approved as a true record.

C25-145

QUESTIONS FROM THE PUBLIC

Two members of the public were in attendance in relation to C25-152(b). It was agreed to start on this matter.

C25-152

(e) Scouts Jamboree Fundraising

Maisie McLeod presented to the council her ideas for fundraising to get her and another member of scouts (from another country) to the World Scout Jamboree in 2027. The council agreed to support Maisie any way they can, this included posting on social media regarding her events.

C25-146

REPORTS FROM OTHER AUTHORITIES

It was noted that Councillor Witham sent his apologies and that he had circulated his monthly newsletter in advance of the meeting

C25-147

CO-OPTION

No further candidates have come forward. The council will continue to promote the vacancies.

C25-148

FINANCE AND GOVERNANCE

(a) Members approved the **schedule of invoices** paid

Amount	Item Purchased	Payee
£211.20	Playground inspection	Safe play
£1,396.80	Scribe accounts renewal	Starboard Systems Limited
£144.00	Ditch clearance common scrub	Surrey Choices
£215.00	Councillor training	Surrey first aid training
£110.00	Maintenance	James McLeod
£106.00	Hall hire	Normandy Village Hall
1000.00	Community grant	St Marks Church Council
£800.00	Community grant	Normandy Cricket Club
£904.99	Grounds maintenance January	Larkstel
£60.00	Litter picking December 25	Morgan McCrow
£60.00	Litter picking January 26	Morgan McCrow
£1,044.00	Tree survey	Dryad Tree Specialists
£1,518.00	Playground equipment	Caledonia Play
1,260.00	Normandy Common survey	Penfold's woodland management limited
£60.00	Litter picking January 26	Leila Mitchell-Gaskin
£60.00	Litter picking December 25	Leila Mitchell-Gaskin
£68.00	Meeting room hire January 26	Royal British Legion
£190.00	SLCC membership Briony Howarth	SLCC
£660.00	Tree services	Meadows Landscaping & Tree Services
£48.00	Job vacancy advertisement	Hampshire Association of Local Councils Ltd
£900.00	Mature oak fell	Meadows Landscaping & tree services
£465.00	The Villager printing	Printways
£6,085.19	Tree works	Meadows landscaping & tree services
£108.00	Training	Mulberry Local Authority
VISA	Item Purchased	Payee
£67.90	Ink cartridges	Cartridge Ink
£138.24	Monthly subscription	Microsoft
£5.75	Postage	Post office
£8.80	Pavillion tap	Wolseley
£138.24	Monthly subscription	Microsoft
£258.60	MMF rock salt and bin	NWT supplies Limited

(b) The Council noted **fund transfers** between accounts since the November meeting from Lloyds Commercial to Community

09/03/2026	£3,000	to cover planning consultant
26/02/2026	£5,000	to cover staffing
23/02/2026	£6,000	to cover tree works
09/02/2026	£5,500	to cover tree work and Normandy common plan
26/01/2026	£4,500	to cover staffing and accounting system subscription

(c) Bank reconciliations

In C25-129 (January 2026) a query was raised in relation to the councillors who cross check bank reconciliations being able to sign section A of the reconciliation of all banks. The RFO looked into the report and notes that the Cash In Hand noted in section A is as per the AGAR and therefore pre agreed by council, however the remaining figures of total receipts and payments for the year are

not something the councillor who is cross checking would have easy access to. It was therefore determined by the RFO that only the RFO and Chair (or Chair of F&G where relevant) should sign this page.

RESOLVED: The committee agreed that the figures of total receipts and payments should be signed only by the RFO and the Chair of the council.

(c) Budget Journals

The council were recommended to budget journal £5.4k from Events & up to £4k from MFF if required to HR and Journal £1.8k from pavilion to E&F other if required

RESOLVED: The council agreed the suggested journals.

(d) EMR requirement for 2026/27

The council considered EMRs for both planning matters and for 2027 parish elections

RESOLVED : (1) The council agreed a reserve of £7,000 for legal or consultancy fees in relation to major planning applications. (2) In 2027 the parish council will be needing to absorb the full cost of the election process as they will be standalone elections. Financial guidance was received from Election Services at Guildford Borough Council, who will be the team managing the elections, despite the prior move to unitary authorities. Council agreed a reserve of £6,500.

(e) Engagement of internal auditor

Our current internal audit contract with Mulberry Local Authority Services Ltd is due to expire at the end of this financial year. The current contract covers the year-end internal audit work due to take place between April and June. Following the CIPFA review of local government finances, there are a number of recommendations currently going through a consultation process. These are likely to require more detailed financial information to be included on the AGAR in future, and subsequently a more robust audit process for both internal and external auditors and securing a sector specialist internal auditor will be more important than ever in the coming years. The council were asked to consider a 3 year quote.

RESOLVED – The council agreed to engagement of Mulberry and Co for 3 years.

(f) Internal Control

It is the opinion of our internal auditor that the systems and internal procedures at Normandy Parish Council are well established and followed. However, following the resignation of the Parish Clerk it is recommended the Council reassess whether controls remain appropriate, given the changes in staffing. The Clerk is remaining as the Proper Officer and RFO until her replacement is in post, but a lack of Clerk introduces a set of governance, financial, and operational risks that the council should actively manage. To mitigate any risk the council have formally minuted the temporary arrangement and defined duties, working hours and expectations with all officers.

RESOLVED – the council agreed that recommendations come from RFO so the internal controls remain effective.

(g) Grant Request

Normandy Therapy Garden- grant request for £1,599 to purchase a lean-to greenhouse, application attached.

RESOLVED – The council agreed that The Therapy Garden must provide evidence of the actual cost of the lean to and the council will give 50% of the actual cost. This will be capped at £800. The council also requested that the grant policy includes having visibility of the evidence of the spend.

(h) Bad Debt

The Council's Finance Regulations section 13.3 states: "Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records."

The council have been chasing £350 spread across 7 invoices from September to date.

RESOLVED – The council agreed to continue to pursue the money from the debtor.

C25-149 POLICY AND PROCEDURES

To considered the following policies:

- a. Complaints Policy and Procedures
- b. Freedom of Information and Publication Scheme
- c. Representation of Outside Bodies Policy

RESOLVED: All policies were approved and readopted

C25-150 FLOOD FORUM

Two councillors represented the parish council at the last meeting held on 9th January 2026; however, the flood forum is not currently supported by a nominated councillor.

RESOLVED: Cllrs Mitchell, Schofield and McCrow agreed to share this between them.

C25-151 ESTATES AND FACILITIES

(a) NCS&C signage

RESOLVED – the council agreed to the shop and café to erect a sign on the end of the building.

(b) MFF green hire

RESOLVED – the council agreed to the hire of the green provided there is evidence shown to the clerk of insurance, how they were cordoned off the area and where the food vendors will be sighted.

(c) hire of a skip

RESOLVED – the council agreed the hire of a skip from Chambers Waste Management for the rubbish at the allotments and at MFF.

Chambers Group

£256

VAT 51.20

£307.20

C25-152 EVENTS AND COMMUNICATIONS

(a) Bonfire night 2026

RESOLVED: the first working group meeting will be on 13th March.

(b) Village Assembly review

RESOLVED: the assembly wasn't very well attended. This does need a draw for next year.

(c) Draft comms plan

RESOLVED: this was approved and now the document can be finalised when the new clerk is in place.

C25-134 AGE FRIENDLY COMMUNITY

(a) Review of guide to create age friendly communities

RESOLVED: the council noted this guide.

(b) Good Neighbour Scheme

RESOLVED: the council noted this will publicised within the community

C25-138 URGENT COMMITTEE BUSINESS

None

C25-139 EXCLUSION OF THE PRESS AND PUBLIC

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

C25-140

RECRUITMENT UPDATE

The recruitment of a new Parish Clerk / RFO was discussed

RESOLVED: The initial round of interviews was not successful in recruiting a Parish Clerk / RFO. The Council will re-advertise using NALC, Jobs Go Public and Indeed with the maximum budget being £1,000 (net) and the advertisement period being up to 4 weeks.

C25-141

ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS

To receive any urgent information items and agree any items for inclusion on future council and/or committee agendas.

None

There being no further business, the meeting closed at 21.05hrs

DRAFT