

Minutes of the **MEETING** of **NORMANDY PARISH COUNCIL** held at the **ROYAL BRITISH LEGION HALL** on **THURSDAY 23 APRIL 2026** at 7.30pm.

Members present

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

Non-members present

Briony Howarth	Assistant Clerk
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C25-158 APOLOGIES

None

C25-159 DECLARATIONS OF INTEREST

None

C25-160 MINUTES OF PREVIOUS MEETINGS

The minutes of the council meeting held on 12 March 2026 were accepted and approved.

C25-161 QUESTIONS FROM THE PUBLIC

None

C25-162 REPORTS FROM OTHER AUTHORITIES

To receive reports from representatives of other authorities:

- (a) Surrey County Council
Cllr Witham sent out his report via email.
- (b) Guildford Borough Council
Nothing received

C25-163 FINANCE AND GOVERNANCE

To hear an update from the committee, including

- (a) To approve the schedule of invoices for payment
RESOLVED – The committee approved the invoices for payment.
- (b) To note a fund transfer between accounts since the March meeting
RESOLVED – The committee noted the fund transfer.
- (c) To hear an update on the funds from the CCLA investment and agree next steps
RESOLVED – The council heard an update on the investment account and agreed to carry on with the deposit account.
- (d) To discuss the top up of reserves for infrastructure and recreation
RESOLVED – The committee agreed an infrastructure provision of £12,000 due to the council being aware of projects that need doing at.

Cllr Hutton requested a view of the EMR's more regularly and asked to reinstate the F&G Committee which will go back onto the agenda in 6 months.

- (e) To consider an EMR for allotment deposits
RESOLVED – further information required around the EMR deposit.
- (f) To consider a community grant application
RESOLVED – no grant funding information available, will be added to the next meeting.

C25-164 FINANCIAL REPORTS Q4

- (a) To approve the Receipts and Payments
RESOLVED – The committee approved the receipts and payments
- (b) To note cashbook transactions
RESOLVED - The committee noted the cashbook transactions.
- (c) To approve and sign the monthly Bank Reconciliations
RESOLVED - The committee approved the monthly bank reconciliations for signing by the Chairman.
The council agreed to introduce a monthly licence register.

C25-165 BUDGET MONITORING

- (a) To review overall actuals v. budget;
RESOLVED – The council reviewed the budget and was noted.
- (b) To review reserve levels
RESOLVED – The current reserve levels were agreed as appropriate. It was noted that CLA deposit fund is excluded from this but can be drawn upon if required.
- (c) To note the s.137 spend
RESOLVED – The council noted the s.137 spend.
- (d) To note the VAT position
RESOLVED – The council noted the VAT Position

C25-166 INTERNAL AUDIT

RESOLVED – The committee noted the internal audit report.

C25-167 ESTATES AND FACILITIES

- (a) To discuss the next steps of the asbestos found at MFF
RESOLVED – The committee were made aware that asbestos was found at MFF and the estimated cost to remove is £540+VAT. The cost was noted.
- (b) To hear an update on the peace garden project
RESOLVED - The council agreed to the project and for it to be based around a memorial for Luis Guembes and to explore special reserve fund. Further information would be required on funding the project should it fall short.
- (c) To discuss the business case for the Asset Transfer
RESOLVED - The council would like to understand if there are any responsibilities, including insurances. Cllr Mitchell requested help with the business case. Cllr Schofield agreed to help.
- (d) To discuss the Benchmark fuel surcharge
RESOLVED – The council were made aware that Benchmark will be charging and additional 5% surcharge due to the rising cost of fuel. The extra would be £1.16. The additional surcharge was accepted.

C25-168 EVENTS AND COMMUNICATIONS

- (a) To hear an update from the bonfire working group
RESOLVED - The councillors heard and update on the firework evening, which will not have a bonfire and procession. Contractors will be notified of no bonfire. The council were also made aware of the rising cost of the fireworks this year due to the cost of ignitors rising. The council agreed the additional cost of £200. The council were also asked if they agree that additional speaker are required to make the sound travel better and be intimate with the fireworks. The council requested further info on how many speakers are used currently and how many extra were required with a cost breakdown.
- (b) To discuss attendance to the Civic Service on Sunday 10th May 2026
RESOLVED – no one was available to attend the service.
- (c) To approve the pagination for the Villager
RESOLVED – the pagination was approved.

C25-169 ELECTION POLL CARDS FOR 2027

The committee discussed sending out poll cards to house holds and the costs involved.
RESOLVED – The committee agreed to send poll cards out, bit wanted to research the costs involved in sending them out.

C25-170 REMOTE MEETINGS

The council discussed the requirements for remote meetings.
RESOLVED The council would like to assess the requirements once the legislation passes.

C25-171 URGENT COMMITTEE BUSINESS

None

C25-172 EXCLUSION OF THE PRESS AND PUBLIC

None

C25-173 ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS

None

The meeting closed at 20.52