

Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

Tel: 07557 344499
www.chiddingfold-pc.gov.uk
Chairman: Councillor Daniel Hall
Parish Clerk: Lauren Blatherwick
Deputy Clerk & RFO: Sue Frossard CiLCA PSLCC
clerk@chiddingfold-pc.gov.uk

TO MEMBERS OF THE FINANCE AND COMPLIANCE COMMITTEE (FCC)

You are hereby summonsed to attend the inaugural meeting of the Chiddingfold Parish Council Finance and Compliance Committee on Wednesday 11 September 2019 in The Charles Watts Room of the Village Hall commencing at 7 pm, for the purpose of transacting the following business.

MEMBERS OF THE PUBLIC are encouraged and welcome to attend Parish Council Committee meetings and are invited to put questions, relevant to items on the agenda, to the Committee between 7.15 pm and 7.30 pm.

Signed: Sue
Sue Frossard CiLCA PSLCC, Deputy Clerk and RFO.

Date: 05 September 2019

AGENDA

1.00 APOLOGIES FOR ABSENCE

Recommendation: To receive and accept apologies for absence.

2.00 DECLARATIONS OF INTEREST

If an interest has not yet been disclosed in the Council's Register of Disclosable Pecuniary Interests, the Member must declare it here and notify the Monitoring Officer of it within 28 days. Where a Member has a disclosable pecuniary interest, the Member must not vote or speak on the agenda item in which it arises, or do anything to influence other Members in regard to that item.

Recommendation: To receive declarations of pecuniary and other interests not previously notified to the WBC Monitoring Officer.

PUBLIC QUESTIONS (From 7.15 pm and 7.30 pm)

3.00 MINUTES OF THE MEETING OF THE FCC HELD ON 14 AUGUST 2019

Recommendation: To approve the minutes of the FCC meeting held on 14 August 2019 as a true record of decisions taken and the Chairman to sign the minutes.

3.01 REVIEW OF OUTSTANDING ACTIONS FROM PREVIOUS FCC MEETINGS

Recommendation: To review outstanding actions from previous FCC meetings:

- (TW) Children's Playground. TW to talk to CT on this and together to talk to WBC to pursue the installation of a new playground.
- (FCC) To start work on producing a short-, medium-, long-term project plan for the parish council's consideration.
- (FCC) To carry out provisional research and costing for the projects listed at Item 4 above, commencing with a pavilion at Combe Common, the car park and a building for the nursery.
- (RFO) To set up a new EMR (for the next budget year) to fund a new website. [Diarized].

4.00 FINANCE

4.01 FINANCIAL STATEMENT OF ACCOUNTS

Recommendation: To review actual income and expenditure against the budget and discuss any issues or EMR virements to be recommended to full Council.

Recommendation: To approve the financial statements of accounts against budget for the year 2019-2020.

4.02 RECEIPTS AND PAYMENTS

Recommendation: To note receipts. In accordance with the 2019-2020 budget, to authorize the payments detailed on the Order to Pay form. To note any payments necessarily made since the last council meeting.

4.03 BANK RECONCILIATIONS

Recommendation: To review and confirm the accuracy of the bank reconciliation when available and at least quarterly.

4.04 TO PREPARE A DRAFT BUDGET FOR 2020-2021

The RFO had sent a budget working spreadsheet to each member of the FCC, in advance of the agenda, by email.

Recommendation: To commence preparation of a draft budget for 2020-2021 for recommendation to the full council at its November meeting. (December is the deadline for submission to WBC).

5.00 COMPLIANCE

5.01 UPDATE ON WEBSITE ACCESSIBILITY COMPLIANCE

Recommendation: To note a briefing from the Deputy Clerk on progress to date.

6.00 CORRESPONDENCE AND GENERAL BUSINESS

Recommendation: To note business and correspondence since the last council meeting, to decide any action required.

7.00 LATE ITEMS

For information and discussion only. (Lawful decisions can only be made on items specified on the agenda where sufficient information has been provided for councillors to make an informed decision).

Recommendation: To note and discuss late items.

8.00 DATE OF THE NEXT FCC MEETING

[For information. Dates are set at the Annual Meeting of the FCC.]

Recommendation: To note the next FCC Meeting will be held on Wed 09 October 2019 in The Charles Watts Room of the Village Hall, commencing at 7pm.

CHIDDINGFOLD PARISH COUNCIL
FINANCE AND COMPLIANCE COMMITTEE MEETING

11 SEPTEMBER 2019

WORKING PAPER

ITEM 3.00



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Minutes of a meeting of the Finance and Compliance Committee of Chiddingfold Parish Council held on Wednesday 14 August 2019 at 7.00pm in The Charles Watts Room of the Village Hall.

Cllrs Present: Cllr Tim Forrest (TF), Elected Chairman Cllr Daniel Hall (DH)
Cllr Tony Wiener (TW) Cllr Peter Little (PL) from (19:27)
In Attendance: Sue Frossard (RFO) Public: 0

DRAFT MINUTES

-
- 1.00 TO ELECT A CHAIRMAN TO THE FCC
Cllr Tim Forrest was proposed as the FCC Chairman and agreed to stand.
PROPOSED: by DH
SECONDED: by TW
Cllr Tim Forrest was unanimously elected as Chairman of the Finance and Compliance Committee.
- 2.00 APOLOGIES FOR ABSENCE
There were no apologies for absence.
- 3.00 DECLARATIONS OF INTEREST
If an interest has not yet been disclosed in the Council's Register of Disclosable Pecuniary Interests, the Member must declare it here and notify the Monitoring Officer of it within 28 days. Where a Member has a disclosable pecuniary interest, the Member must not vote or speak on the agenda item in which it arises, or do anything to influence other Members in regard to that item.
There were no declarations of interest.
- 4.00 FINANCE
4.01 (TF) REVIEW THE PRECEPT AND BUDGET FOR 2019/2020
A briefing from TF was reviewed.
NOTED: that staff costs will increase by more than 1% in accordance with contracts. (Exact percentages are not known as increases for the forthcoming year have not yet been released by the National Joint Council.
AGREED: The Parish Council needs to have a capital project plan, flowing from the Neighbourhood Plan (NP) and covering the period of the current mandate - 4 years, 10 years and longer term – the life of the NP.
AGREED: That provisional research and costings can be done on some projects ahead of approval of the NP or production of a project plan. Examples discussed were: a building at Combe Common (using Open Space funds and a loan); a building to house the nursery; a natural burial ground; the Village Hall, in order to obtain more income when the nursery are re-housed; and a car park.
- 4.02 (TF) REVIEW OF THE CURRENT EAR-MARKED RESERVES (EMRs)
TF gave a briefing on the current EMRs and the need to spend and not accumulate funds on reserve.
The RFO advised the meeting of the position in respect of holding EMRs (as opposed to carrying a large general reserve) and, whilst it was initially thought that some EMRs should be used or 'closed down' it was agreed that all were necessary.
Individual EMRs were discussed at some length.

Minutes of the 14 August 2019 meeting of the Chiddingfold Parish Council Finance and Compliance Committee

Signed by Chairman: Date:

2019-08-14 / 1

AGREED: The EMR for Election Costs will be left in place, even if WBC do not charge us for the last election it can accrue for a future election (eg if a councillor/councillors leave mid-term).

19:27 Cllr Peter Little arrived at the meeting and was brought up to speed on previous discussions.

AGREED: that the FCC will cost the provision of a new pavilion at Combe Common.

AGREED: that the FCC will look again at updating the WBC children's playground.

AGREED: that an EMR be set up (in the forthcoming budget) for a new website (which the Clerk is looking at).

4.03 FINANCIAL STATEMENT OF ACCOUNTS

RESOLVED: To approve the actual income and expenditure against the budget, which was as expected at this point in the year.

RESOLVED: No EMR virements need to be recommended to full Council.

4.04 RECEIPTS AND PAYMENTS

The receipts, future-dated payments, payments necessarily made since the last meeting and internal bank transfers on the Order to Pay form was reviewed and approved as being in accordance with the 2019-2020 budget.

RESOLVED: to note receipts and transfers and the payments made between meetings; to authorize the RFO to make the payments.

4.05 BANK RECONCILIATIONS

The bank reconciliations between statements and the cash book on all accounts were reviewed and confirmed as accurate.

RESOLVED: that the bank reconciliations on all accounts are accurate.

5.00 COMPLIANCE

5.01 REVIEW OF FINANCIAL REGULATIONS

Revised Financial Regulations (Version 6), had been circulated in the working papers and reviewed by members of the FCC.

RESOLVED: to approve Version 6 of the Financial Regulations and to recommend these to full council for adoption.

6.00 CORRESPONDENCE AND GENERAL BUSINESS

There was no correspondence.

There was no other business.

7.00 LATE ITEMS

There were no late items.

8.00 DATE OF THE NEXT FCC MEETING

[For information. Dates are set at the Annual Meeting of the FCC.]

NOTED: the next FCC Meeting will be held on Wednesday 11 September 2019 in The Charles Watts Room of the Village Hall, commencing at 7pm.

ACTIONS

(TW) Children's Playground. TW to talk to CT on this and together to talk to WBC to pursue the installation of a new playground.

(FCC) To start work on producing a short-, medium-, long-term project plan for the parish council's consideration.

(FCC) To carry out provisional research and costing for the projects listed at Item 4 above, commencing with a pavilion at Combe Common, the car park and a building for the nursery.

(RFO) To set up a new EMR (for the next budget year) to fund a new website.

CHIDDINGFOLD PARISH COUNCIL
FINANCE AND COMPLIANCE COMMITTEE MEETING

11 SEPTEMBER 2019

WORKING PAPER

ITEM 4.00



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RFO'S BRIEFING

DATE: 05 September 2019

RE: NOTES ON THE AUGUST 2019 PARISH ACCOUNTS

The total expenditure as at 31 August 2019 is again low at 34% as we are now 42% through the financial year. The total income remains at 51.2%, so slightly high for the reason stated last briefing. The amount held in the Nationwide account remains unchanged.

Outlined below are comments on the accounts worth noting:

Income

Nothing to remark on income, it remains unchanged from last month.

Expenditure

101 – Admin

Expenditure is still generally low to date. The insurance and audit fee are yet to be paid. Further share of outgoing for The Banking House have now been received and set up to pay in September (so not on the accounts reports).

102 – Staff Costs

At 31 August these appear to be right on budget. However, the PAYE and NIC will be paid out in September, so staff costs are actually running slightly higher than budget.

103 – Cllrs Costs

Councillor training has been booked, this will be paid in September. Costs are still very much under budget.

201 – General Parish Maintenance

Under budget at 21% spent, but a lot of this work is carried out later in the year, in preparation for the winter.

301 – Highways

Under budget but, as with (201) above, a lot is done in the autumn.

Less than budgeted as areas previously maintained under the Lengthsman Scheme heading have been left, to be dealt with when councillors advise SCC of the priorities for work under their new 'local work' scheme.

[Note: Lauren has not, to date, received any feedback from council as to what work it would like SCC to carry out. I am concerned that we will be left out of this and any future scheme of work if we do not respond].

401 – Recreation Facilities

The spend on this maintenance is on budget but with quite some fluctuations within this ledger.

Allotment General Maintenance (4401) is overspent, mainly due to hire of a skip for clearance of old metal and rubber waste which keeps resurfacing (the site was originally a car breakers yard on the banks of the river which is now running underground).

/Contd...

601 – Community Support (using GPC)

These donations have now mostly been paid and are noted on the September Order to Pay. There are two exceptions, £2,500 to St Mary's cemetery and £1,100 to Hoppa. The beneficiaries were late in confirming their bank details and so these payments will show on the accounts to end of September.

701 – Capital Projects

No change from my previous report.

Sue

Sue Frossard CiLCA PSLCC
Deputy Clerk and RFO
Chiddingfold Parish Council

CHIDDINGFOLD PARISH COUNCIL
FINANCE AND COMPLIANCE COMMITTEE MEETING

11 SEPTEMBER 2019

WORKING PAPER

ITEM 4.01

**(Receipts and Payments (Item 4.02) are listed on the Order to Pay
which will be tabled at the meeting)**

31st March 2019

31 March 2020

| Current Assets | | |
|----------------------------|--|----------------|
| 2,671 | VAT Control A/c | 912 |
| 19,398 | Lloyds Current Bank A/c | 22,329 |
| 56,061 | Lloyds 30 Day Deposit A/c | 21,070 |
| 40,434 | Nationwide Business Investor | 100,453 |
| 118,564 | | 144,765 |
| 118,564 | Total Assets | 144,765 |
| Current Liabilities | | |
| 2,842 | Creditors | 0 |
| 400 | Accruals | 0 |
| 200 | Receipts in Advance | 150 |
| 3,442 | | 150 |
| 115,122 | Total Assets Less Current Liabilities | 144,615 |
| Represented By | | |
| 13,753 | General Reserves | 20,080 |
| 6,057 | EMR - Open Space Development | 7,182 |
| 0 | EMR - Allotment Deposits | 700 |
| 468 | EMR - Allot Main & Repairs | 1,168 |
| 8,360 | EMR - Recreation Ground Dev | 8,360 |
| 55,000 | EMR - PWLB Reserve | 70,000 |
| 4,875 | EMR - Election Expenses | 4,875 |
| 8,000 | EMR - Tennis Courts | 11,000 |
| 500 | EMR - IT equipment | 500 |
| 5,110 | EMR - Tree and Hedge Cutting | 7,750 |
| 2,000 | EMR - Pitch Maintenance | 2,000 |
| 11,000 | EMR - Neighbourhood Plan | 11,000 |
| 115,122 | | 144,615 |

The above statement represents fairly the financial position of the authority as at 31 August 2019 and reflects its Income and Expenditure during the year.

Signed : _____ Date : _____
Chairman

Signed : _____ Date : _____
Responsible
Financial
Officer

Summary Income & Expenditure by Budget Heading 31 August 2019

Cost Centre Report

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|--------------------------------|--------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| 100 | Income | 74,405 | 145,280 | 70,875 | | | 51.2% |
| | less Transfer to EMR | 24,525 | | | | | |
| | Movement to/(from) Gen Reserve | <u>49,880</u> | | | | | |
| 101 | Administration | 2,069 | 11,695 | 9,626 | | 9,626 | 17.7% |
| 102 | Staff Costs | 21,684 | 51,541 | 29,857 | | 29,857 | 42.1% |
| 103 | Cllrs Costs | 350 | 6,500 | 6,150 | | 6,150 | 5.4% |
| | plus Transfer from EMR | 0 | | | | | |
| | Movement to/(from) Gen Reserve | <u>(350)</u> | | | | | |
| 201 | General Parish Maintenance | 1,238 | 5,950 | 4,712 | | 4,712 | 20.8% |
| | plus Transfer from EMR | 0 | | | | | |
| | Movement to/(from) Gen Reserve | <u>(1,238)</u> | | | | | |
| 301 | Highways | 841 | 4,350 | 3,509 | | 3,509 | 19.3% |
| 401 | Recreation Facilities | 8,377 | 19,051 | 10,674 | | 10,674 | 44.0% |
| | plus Transfer from EMR | 1,360 | | | | | |
| | Movement to/(from) Gen Reserve | <u>(7,017)</u> | | | | | |
| | Movement to/(from) Gen Reserve | <u>0</u> | | | | | |
| 601 | Community Support (GPC) | 5,651 | 10,010 | 4,359 | | 4,359 | 56.5% |
| 701 | Capital Projects | 4,702 | 23,150 | 18,448 | | 18,448 | 20.3% |
| | plus Transfer from EMR | 0 | | | | | |
| | Movement to/(from) Gen Reserve | <u>(4,702)</u> | | | | | |
| | Movement to/(from) Gen Reserve | <u>0</u> | | | | | |
| Grand Totals:- Income | | 74,405 | 145,280 | 70,875 | | | 51.2% |
| Expenditure | | 44,913 | 132,247 | 87,334 | 0 | 87,334 | 34.0% |
| Net Income over Expenditure | | <u>29,492</u> | <u>13,033</u> | <u>(16,459)</u> | | | |
| plus Transfer from EMR | | 1,360 | | | | | |
| less Transfer to EMR | | 24,525 | | | | | |
| Movement to/(from) Gen Reserve | | <u>6,327</u> | | | | | |

Earmarked Reserves

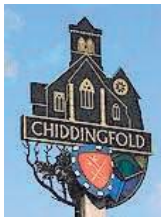
| <u>Account</u> | <u>Opening Balance</u> | <u>Net Transfers</u> | <u>Closing Balance</u> |
|----------------------------------|--------------------------|-------------------------|--------------------------|
| 314 EMR - Open Space Development | 6,057.24 | 1,125.00 | 7,182.24 |
| 315 EMR - Allotment Deposits | 0.00 | 700.00 | 700.00 |
| 320 EMR - Allot Main & Repairs | 467.50 | 700.00 | 1,167.50 |
| 321 EMR - Recreation Ground Dev | 8,360.00 | | 8,360.00 |
| 322 EMR - Con Area Enhancements | 0.00 | | 0.00 |
| 323 EMR - PWLB Reserve | 55,000.00 | 15,000.00 | 70,000.00 |
| 324 EMR - CL Pavilion Repairs | 0.00 | | 0.00 |
| 325 EMR - CP Estate fencing | 0.00 | | 0.00 |
| 326 EMR - Election Expenses | 4,874.98 | | 4,874.98 |
| 327 EMR - General Contingencies | 0.00 | | 0.00 |
| 328 EMR - Green Car Park Resurf | 0.00 | | 0.00 |
| 329 EMR - Traffic Calming | 0.00 | | 0.00 |
| 330 EMR - Tennis Courts | 8,000.00 | 3,000.00 | 11,000.00 |
| 331 EMR - Emergency Relief | 0.00 | | 0.00 |
| 332 EMR - Playground Replacement | 0.00 | | 0.00 |
| 333 EMR - IT equipment | 500.00 | | 500.00 |
| 334 EMR - Tree and Hedge Cutting | 5,110.00 | 2,640.00 | 7,750.00 |
| 335 EMR - Pitch Maintenance | 2,000.00 | | 2,000.00 |
| 336 EMR - Banking House | 0.00 | | 0.00 |
| 337 EMR - Neighbourhood Plan | 11,000.00 | | 11,000.00 |
| 338 EMR - Bus Shelter | 0.00 | | 0.00 |
| 339 EMR - Butchers Paving | 0.00 | | 0.00 |
| | <u>101,369.72</u> | <u>23,165.00</u> | <u>124,534.72</u> |

CHIDDINGFOLD PARISH COUNCIL
FINANCE AND COMPLIANCE COMMITTEE MEETING

11 SEPTEMBER 2019

WORKING PAPER

ITEM 5.01



Chiddingfold Parish Council

The Banking House
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DEPUTY CLERK'S BRIEFING

DATE: 04 September 2019

RE: WEBSITE ACCESSIBILITY – PROGRESS TO DATE

Testing

I have got as far as I can testing on four browsers: Firefox, Chrome, IE and Edge.

I have a number of test fails that are possible to correct 'in-house' and I have diarized these for action. However, some fails are not possible for me to correct, they require changes to the structure of the website.

I have today sent a copy of my test plan and results to Neil Pfister at ParishCouncil.Net, who developed the website and continue to maintain it. It is not clear yet exactly what they can fix and what they can't. Therefore, at this time I am unable to recommend the action towards compliance, ie pay ParishCouncil.Net to fix what's missing/wrong or commission a new website.

The cost/benefit is an important element of the Website Accessibility regulation. If the potential/estimated/guessed numbers of disabled visitors/users/readers of the website is deemed to be minimal and the importance to them of accessibility is also minimal (eg. They are not required to complete and submit important forms directly from the website for housing or claiming a benefit) then a parish council may resolve that the cost is prohibitive and unreasonable.

Provided this decision outcome is included in the Statement then no action is required. Therefore, waiting for ParishCouncil.Net to provide their schedule and costs is key.

Website Accessibility Statement

The test plan, results and proposed actions will form the basis for the Statement. Until I hear back from Neil I cannot complete this.

Sue

Sue Frossard CiLCA PSLCC
Deputy Clerk and Responsible Financial Officer
to Chiddingfold Parish Council