



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 CiLCA PSLCC
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 a meeting of the Chiddingfold Parish Council Finance and Compliance Committee on Wednesday 08 January 2020 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: 02 January 2020

AGENDA

1.00 ELECTION OF A MEETING CHAIRMAN

Following the resignation of Cllr Tim Forrest on 12 December the FCC has no elected Chairman.
Recommendation: To ELECT a Chairman for this meeting.

2.00 ELECTION OF A FINANCE COMMITTEE CHAIRMAN

Recommendation: To elect the Committee's Chairman for the year to the next FCC Annual Committee Meeting [on 13 May 2020].

[The newly-elected Chairman will take the meeting forward from here.]

3.00 APOLOGIES FOR ABSENCE

Recommendation: To RECEIVE AND ACCEPT apologies for absence.

4.00 DECLARATIONS OF INTEREST / DISPENSATIONS

Registrable interests must be disclosed and, if not yet registered, must be declared and notified to the Monitoring Officer within 28 days. Non-registrable interests are to be disclosed in accordance with the council's Code of Conduct. Where a councillor has a disclosable pecuniary interest they must not vote or speak on the item, unless a dispensation has been granted, or do anything to influence other Members in regard to that item. The requirements in relation to remaining present and for other interests are as set out in the Code of Conduct.
Recommendation: To receive declarations of pecuniary and other interests and to consider any requests for dispensations.

PUBLIC QUESTIONS (From 7.15 pm to 7.30 pm)

5.00 MINUTES OF THE FCC MEETING HELD ON 11 DECEMBER 2019

Recommendation: To APPROVE the minutes of the FCC meeting held on 11 December 2019 as a true record of the decisions taken and the Chairman to sign the minutes.

5.01 REVIEW OF OUTSTANDING ACTIONS FROM PREVIOUS FCC MEETINGS

Recommendation: To REVIEW outstanding actions from previous FCC meetings:

- (TW) Children's Playground. ITEM 6.01.
- (TF/PL) Business Plan. ITEM 6.02.
- (DH) Toilet facility at Combe Common. ITEM 6.03.
- (DH) Parish Council Insurance: ITEM 4.06.
- (TF) CIL: ITEM 4.05.

- (RFO) Risk Assessment: the RFO to pass the draft risk assessment to the Clerk for approval at the January PCM. COMPLETED.
- (PL & FCC) Parish Council grant awarding and donations policy and process. ITEM 5.01.
- (FCC) Meeting frequency and timings. ITEM 6.04.

6.00 FINANCE

Recommendation: To NOTE a briefing from the RFO on the current financial position.

6.01 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.

6.02 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.

6.03 BANK RECONCILIATIONS

Recommendation: To REVIEW and APPROVE the bank reconciliations, when available, and at least quarterly.

6.04 OFFICERS' TIMESHEETS

Recommendation: To RECEIVE the Officers' timesheets and the meeting chairman to initial to indicate these have been seen.

6.05 CIL

Recommendation: To NOTE the balance of potential, local CIL for Chiddingfold currently stands at £36,880.49.

Recommendation: To NOTE that no CIL has yet been confirmed as due, collected or allocated.

Recommendation: To NOTE an update from TW on how the Planning Committee will alert the RFO of possible, pending CIL.

6.06 PARISH INSURANCE

Following the update to the asset register in January, DH to meet with the insurance brokers to discuss the council's actual requirement and report back to the FCC. ONGOING.

6.07 NATIONWIDE BUSINESS INVESTOR ACCOUNT

The RFO received notice that the Nationwide Building Society is closing all Community Business Investor Accounts and have issued a replacement Business Savings Account. There is no significant difference except that it pays a higher, almost double, interest rate of 1% gross.

Recommendation: To NOTE. The RFO has opened a new account (which took 2 days) and the necessary signatories have been set up (FCC Members and the RFO). The closing balance will be transferred during 2020.

7.00 COMPLIANCE

7.01 PARISH COUNCIL GRANT AWARDING AND DONATIONS POLICY AND PROCESS

The FCC had been delegated the task of reviewing the draft policy and process, which had been rejected by the full Council but with no indication of the specific concerns.

Recommendation: To RECEIVE an update from PL on councillors' concerns with the draft and, if appropriate at this time, to RECEIVE a revised draft for approval prior to recommending approval by full council.

7.02 CHANGE TO THE FCC TERMS OF REFERENCE

In order to accommodate a possible change of frequency and timing of meetings the FCC Terms of Reference need to be changed. These have been made and a new document is now presented to the FCC for approval [with the changes highlighted]. In view of the minimal nature of the changes, the revised version is also being presented to full Council for approval at its January meeting.

Recommendation: to APPROVE the revised Terms of Reference.

8.00 GENERAL BUSINESS AND CORRESPONDENCE

8.01 CHILDREN'S PLAYGROUND

To RECEIVE a report and proposal from TW, to consider this and whether to make a recommendation to the full Council.

PROPOSAL (TW): It is proposed that the Clerk's advice should be sought on the practicality of owning and maintaining the playground. Subject to this the following should then follow:

1. The Clerk to be consulted on the likely costs of weekly (say 1 hour) and monthly inspections assumed to be in accordance with the supplier's instructions (say 3 hours), which might be added to existing maintenance duties or another suitable person, or, alternatively, if the Clerk believes Councillors could do this on rota. Check cost of annual RoSPA inspection.
2. The Responsible Financial Officer has advised that the insurance premium may increase as a result of change of ownership with the current provider, although the public liability element will be unchanged. The increase will be determined when the cost of replacing the equipment has been defined.
3. A Motion is laid before the full council that the process of transfer of the playground shall start, led by the Clerk, with support from councillors or others as she requires. Correct wording to be developed in conjunction with the Clerk.

- 8.02 COUNCIL BUSINESS PLAN
Update from PL on progress with informal meetings to draw up a draft business plan for approval by the FCC prior to recommendation to the full Council.
- 8.03 TOILET FACILITY AT COMBE COMMON
Update from DH on progress with obtaining at least 3 quotations for drawing up plans for this facility and preparing cost estimates for consideration by the FCC before making a recommendation to full council.
- 8.04 FCC MEETING FREQUENCY AND TIMING
The FCC were going to consider reducing their meeting frequency and changing the timings to allow more research to be done between meetings, to ensure less delays when making recommendations to the full Council and to cut down staff and room hire costs.
Recommendation: to APPROVE proposed changes to meeting frequency and timings for submission to the full council for approval.
- 8.05 CORRESPONDENCE RECEIVED
Recommendation: To NOTE business and correspondence since the last council meeting, to decide any action required.
- 9.00 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.
- 10.00 DATE OF THE NEXT FCC MEETING
[For information. Dates are set at the Annual Meeting of the FCC.]
Recommendation: To NOTE that the next FCC Meeting will be held on Wed 12 February 2020 or, in respect of Item 8.04 above, on an alternative date to be notified, in The Charles Watts Room of the Village Hall, commencing at 7pm.

CHIDDINGFOLD PARISH COUNCIL
FINANCE AND COMPLIANCE COMMITTEE MEETING

08 JANUARY 2020

WORKING PAPER

ITEM 5.00



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Minutes of a meeting of the Chiddingfold Parish Council Finance and Compliance Committee held on **Wednesday 11 December 2019** at 7.00pm in The Charles Watts Room of the Village Hall

Cllrs Present: Cllr Daniel Hall (DH) Cllr Peter Little (PL)
Cllr Tony Wiener (TW)

In Attendance: Sue Frossard (RFO) **Public:** 0

DRAFT MINUTES

1.00 APOLOGIES FOR ABSENCE

Apologies had been received from the Chairman of the FCC, Cllr Tim Forrest. These were accepted and duly noted.

ELECTION OF A MEETING CHAIRMAN

Cllr Dan Hall proposed he chair this meeting and this was unanimously agreed.

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.
There were no declarations of interest.

3.00 MINUTES OF THE MEETING OF THE FCC HELD ON 13 NOVEMBER 2019

RESOLVED: to approve the minutes of the FCC meeting, held on 13 November 2019, as a true record of decisions taken and the Chairman signed the minutes.

3.01 REVIEW OF OUTSTANDING ACTIONS FROM PREVIOUS FCC MEETING(S)

(TW) Children's Playground. TW will prepare a report and recommendation for a future FCC meeting to consider. A discussion paper had been circulated and, pending further investigation the following points were debated and agreed as follows:

1. Do we recommend refreshing the playground? AGREED Yes.
2. Do we recommend expanding the playground size (and/or finding an additional/alternative site) expanding and expanding the range of equipment in recognition of the increased village population (and to suit a greater age range)? AGREED Yes.
3. Are we prepared to fund the total cost – say £100k and, if not, how much can we budget for? AGREED that funding be further investigated with WBC, SCC, the local school and nursery and other organizations.
4. Do we want to engage in an appeal? See (6) below.
5. Do we expect Waverley Borough Council to contribute and, if not, what percentage? AGREED Yes, WBC should contribute.
6. WBC want evidence of local support. Councillor Tebbot has a view that parishioners are tired of questionnaires and has recommended no further consultations. The emerging local plan has some limited data supporting a playground refresh. WBC are unlikely to provide any funds without firm evidence from the community. Do we use the emerging local plan data or engage on another consultation? AGREED that a further, specific consultation will be necessary as evidence to accompany applications for funding.

Minutes of the 11 December 2019 meeting of the Chiddingfold Parish Council Finance and Compliance Committee

Signed by Chairman: Date:

2019-12-11 / 13

7. In many ways it would be desirable to take ownership of the playground and ground lease so we have total control over it. The major negatives are that we would be responsible for maintaining the equipment, its safety and area cleaning. Should we explore taking over the playground lease? AGREED, capital and ongoing expenditure costs should be investigated for both options: to fund and organize replacing the playground, WBC retain ownership and all responsibility; or to take a Lease on the land, take over funding and ongoing responsibility for the equipment and its use. TW to progress this, to liaise with Witley PC, who own their playground.

ONGOING – to be put on main agenda.

- (TF/PL) Business Plan. FCC to meet to develop this and bring a new draft for consideration at a future FCC meeting. ONGOING – to be put on the main agenda.
- (TF) To circulate the 2004 and 2009 (review) of the Parish Plan, to inform the new Business Plan. COMPLETED.
- (RFO) To book the CWR from 12noon to 2pm on Wednesday 20 November for a meeting of FCC to develop the Plan. COMPLETED.
- (DH) Toilet facility at Combe Common. DH to obtain at least three quotations for drawing up plans for this facility and prepare cost estimates to bring to the next FCC meeting for consideration before making a recommendation to full council. No progress yet. ONGOING – to be put on the main agenda.
- (RFO) Risk Assessment: the RFO will review the risk assessment and produce an amended version for consideration by the FCC at the December meeting. (See Item 5.01 below). COMPLETED.
- (DH) Parish Council Insurance: following the update of the asset register, DH will meet with the insurance brokers to discuss the parish council's actual requirement and will report back to the FCC. ONGOING.
- (TF) CIL: TF to ask the Planning Committee to monitor planning decisions and pass details of those expected to attract CIL or S.106 monies to the RFO. TW reported that this had been discussed at the Planning Committee meeting. TW will discuss with that committee how best to direct possible pending CIL to the RFO.
- (RFO) To add a column in the CIL spreadsheet headed 'PENDING' to record CIL and S.106 funds that might be expected to appear on Exacom as advised by the Planning Committee. COMPLETED.
- (RFO) To check Exacom monthly to ensure that the funds expected are received and to query any that do not. COMPLETED. (This appears on each FCC Agenda).
- (RFO) PR and Advertising budget: to draft provision in the next budget (2021-2022) for more funds for PR and Advertising. COMPLETED.
- (RFO) To post the PC's contribution towards the Remembrance Day lunch to the 'PR and Advertising' nominal account (and not to the Chairman's Allowance). COMPLETED.

4.00 FINANCE

NOTED: the RFO's briefing on the year's accounts to end of November, circulated with the agenda pack.

4.01 FINANCIAL STATEMENT OF ACCOUNTS

RESOLVED: To approve the balance sheet and 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.

4.02 RECEIPTS AND PAYMENTS

Receipts, future-dated payments, payments necessarily made since the last meeting and transfers of funds between accounts listed on the Order to Pay form were reviewed and were 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 future-dated payments.

4.03 BANK RECONCILIATIONS

The reconciliations between bank statements and the cash book on the current and 30-day savings accounts were presented to the FCC for review.

RESOLVED: That bank reconciliations to 30 November 2019 agree to the cash book.

4.04 CIL

NOTED: that the balance of potential, local CIL currently stands at £36,880.49 and that no CIL has yet been confirmed as due, collected or allocated.

4.05 PRECEPT, TAX BASE, COMPENSATORY GRANT AND COUNCIL TAX SUPPORT GRANT

NOTED: that the RFO has made a precept demand to WBC and this has been confirmed as received.

NOTED: that WBC have confirmed that, for the year 2020-2021 the following applies:

the tax base for Chiddingfold has risen by 11.3 to 1,397.1;

the Compensatory Grant will be £2,470; and

the Council Tax Support Grant is zero and there will be no further support in future years.

RESOLVED: that the actual figures make no significant change to the agreed budget or precept demand, which had been calculated on estimated figures and had been agreed by full council. No action required.

5.00 COMPLIANCE

5.01 PARISH COUNCIL RISK ASSESSMENT METHODOLOGY AND RISK MANAGEMENT PLAN

The RFO had reviewed the parish risk assessment format and methodology and had amended the schedule of risks.

RESOLVED: that the revised Risk Assessment is approved by the FCC for recommendation to the full council to approve and adopt.

5.02 PARISH COUNCIL GRANT AWARDING AND DONATIONS POLICY AND PROCESS

The Parish Council had not approved the draft policy and had delegated to the FCC the task of reviewing the draft policy and process. A revised draft to be recommended to the full council with a proposal for adoption.

RESOLVED: that, as no specific issues had been raised at the full council meeting, the FCC will invite all councillors to respond formally with details of their concerns with the draft policy and process (by a given date). The FCC will then produce a briefing, including all the comments received on the existing draft, and a revised draft to submit to full council together with their recommendations.

6.00 CORRESPONDENCE AND GENERAL BUSINESS

6.01 CORRESPONDENCE RECEIVED

The RFO advised receipt (today) of a letter from Nationwide advising the closure of all Community gross savings accounts during 2020. This matter will be brought to a future FCC meeting after the RFO has investigated this fully.

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).

7.01 TIMING AND FREQUENCY OF FCC MEETINGS

The RFO raised a question as to whether it is necessary to hold FCC meetings every month. A number of projects take some time to research fully before bringing to the FCC for a resolution and the consequence is that few resolutions (other than on standard items which could be done less frequently) are brought to each meeting. Meeting time is used for preliminary discussion which could be done outside of a formal meeting. The RFO also suggested that cutting down meetings to, for example, alternate months would lower the admin cost of room hire and staff costs, which had for some time been cause for concern.

AGREED: that the FCC members will discuss and decide if reduced frequency is desirable and/or if the timing of meetings should be changed to better facilitate the process of recommendation to the full council and avoid loss of a month in order to comply with the statutory deadlines for advising and holding meetings.

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 Wed 08 January 2020 in The Charles Watts Room of the Village Hall, commencing at 7pm.

ACTIONS SUMMARY

- TW Children's Playground. TW to progress investigations in line with the AGREED direction given above, including to liaise with Witley PC, who own their playground.
- (FCC) Business Plan. FCC to meet to develop this and bring a new draft for consideration at a future FCC meeting.
- (DH) Toilet facility at Combe Common. (Carried forward). DH to obtain at least three quotations for drawing up plans for this facility and prepare cost estimates to bring to the next FCC meeting for consideration before making a recommendation to full council.
- (DH) Parish Council Insurance: (Carried forward). following the update of the asset register (Clerk and RFO to carry this out), DH will meet with the insurance brokers to discuss the parish council's actual requirement and will report back to the FCC.
- TW CIL. TW will discuss with the Planning Committee how best to alert possible pending CIL to the RFO.
- (RFO) Risk Assessment. To be passed to the Clerk for inclusion on the full council January meeting agenda for approval and adoption.

- (PL & FCC) Parish Council grant awarding and donations policy and process, to invite all councillors to respond formally with details of their concerns with the draft policy and process (by a given date) and to produce a briefing, listing all comments received, and a revised draft for approval by the FCC prior to submission to full council together with a recommendation.
- (FCC) Meeting frequency and timings. To discuss whether meeting frequency and timings should be changed and to bring a decision on this to a future FCC meeting.

CHIDDINGFOLD PARISH COUNCIL
FINANCE AND COMPLIANCE COMMITTEE MEETING

08 JANUARY 2020

WORKING PAPER

ITEM 6.00



Chiddingfold Parish Council

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RFO'S BRIEFING

DATE: 02 January 2020

RE: NOTES ON THE DECEMBER 2019 PARISH ACCOUNTS

The total expenditure stands at 71.6% as at 31 Dec 2019; so roughly on budget for three-quarters of the way through the financial year.

The total income is 99% as most expected income has been received, with only the possibility of a little interest to bring this up to 100%.

During December, the balance in the Nationwide Business Investor account has been reduced to £75,479k. The new Nationwide Business Savings account has been confirmed as opened and functioning, and I will be arranging for the total of the above, plus any interest due, to be moved into the new account.

Overall the council is pretty much on budget, with just a few areas worthy of note:

CIL Income

The PC has not yet received any CIL funding. The current potential CIL stands at £36,880.

Expenditure

101 – Admin

Under budget (by 10%). The situation regarding the PC insurance is still unchanged from that reported last month.

102 – Staff Costs

Slightly over budget (by 2%). The absence of any NP work during December has resulted in a decrease in the overspend.

103 – Cllrs Costs

Costs are still very much under budget (by 66%). There is still scope for all councillors to take training sessions or to attend seminars and financial and legal updates. Potentially there could be expenditure (on training) if a new councillor starts before the end of the year.

201 – General Parish Maintenance

This remains under budget (by 30.4%). With still three months to go through the winter, so work on culverts and ditches will increase. A lot of this work is done under Code 301. Although we are not receiving funding from Surrey Highways it is useful to keep 'Lengthsman' expenditure separate for analysis.

301 – Highways

Under budget (by 22.3%) but, as with (201) above, a lot of work on culverts/ditches will be done in the next few months.

401 – Recreation Facilities

This is over-budget (by 33.6%). The overspend has been offset by funding for tree work from the EMR.

601 – Community Support (using GPC)

The donations agreed in the budget have now all been paid. I still have not received payment instructions in respect of the £500 that full council granted to St Mary's Church.

701 – Capital Projects

The NP is under budget (40%) but this is subject to change depending on the work required following the next stages of the process. In addition to £11,600 available from expenditure there is a further £11k set aside in an EMR.

EMRs

I have looked at these and all the EMRs are valid 'pots' of money, clearly identified for specific purposes. I do not propose any changes to EMR at present.

Sue

Sue Frossard CILCA
Deputy Clerk and RFO
Chiddingfold Parish Council

CHIDDINGFOLD PARISH COUNCIL
FINANCE AND COMPLIANCE COMMITTEE MEETING

08 JANUARY 2020

WORKING PAPER

ITEM 6.01

Printed on : 02/01/2020

Chiddingfold Parish Council Current Year

At : 14:08

Balance Sheet as at 31 December 2019

31st March 2019

31 December 2019

Current Assets			
2,671	VAT Control A/c	1,984	
19,398	Lloyds Current Bank A/c	30,881	
56,061	Lloyds 30 Day Deposit A/c	56,079	
40,434	Nationwide Business Investor	75,479	
<u>118,564</u>			<u>164,423</u>
118,564	Total Assets		164,423
Current Liabilities			
2,842	Creditors	0	
400	Accruals	0	
200	Receipts in Advance	150	
<u>3,442</u>			<u>150</u>
115,122	Total Assets Less Current Liabilities		164,273
Represented By			
13,753	General Reserves		43,613
6,057	EMR - Open Space Development		8,307
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		2,750
2,000	EMR - Pitch Maintenance		2,000
11,000	EMR - Neighbourhood Plan		11,000
<u>115,122</u>			<u>164,273</u>

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

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial
Officer _____ Date : _____

Summary Income & Expenditure by Budget Heading 31 December 2019 (75%)

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income	143,794	145,280	1,486			99.0%
	Income						
	less Transfer to EMR	26,775					
	Movement to/(from) Gen Reserve	<u>117,019</u>					
101	Administration	7,613	11,695	4,082		4,082	65.1%
	Expenditure						
102	Staff Costs	39,755	51,541	11,786		11,786	77.1%
	Expenditure						
103	Cllrs Costs	552	6,500	5,948		5,948	8.5%
	Expenditure						
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(552)</u>					
201	General Parish Maintenance	2,652	5,950	3,298		3,298	44.6%
	Expenditure						
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(2,652)</u>					
301	Highways	2,294	4,350	2,056		2,056	52.7%
	Expenditure						
401	Recreation Facilities	20,698	19,051	(1,647)		(1,647)	108.6%
	Expenditure						
	plus Transfer from EMR	6,360					
	Movement to/(from) Gen Reserve	<u>(14,338)</u>					
	Movement to/(from) Gen Reserve	<u>0</u>					
601	Community Support (GPC)	9,271	10,010	739		739	92.6%
	Expenditure						
701	Capital Projects	11,808	23,150	11,342		11,342	51.0%
	Expenditure						
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(11,808)</u>					
	Movement to/(from) Gen Reserve	<u>0</u>					
	Grand Totals:- Income	<u>143,794</u>	<u>145,280</u>	<u>1,486</u>			<u>99.0%</u>
	Expenditure	<u>94,643</u>	<u>132,247</u>	<u>37,604</u>	<u>0</u>	<u>37,604</u>	<u>71.6%</u>
	Net Income over Expenditure	<u>49,151</u>	<u>13,033</u>	<u>(36,118)</u>			
	plus Transfer from EMR	<u>6,360</u>					
	less Transfer to EMR	<u>26,775</u>					
	Movement to/(from) Gen Reserve	<u>28,736</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	2,250.00	8,307.24
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	-2,360.00	2,750.00
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>19,290.00</u>	<u>120,659.72</u>

CHIDDINGFOLD PARISH COUNCIL
FINANCE AND COMPLIANCE COMMITTEE MEETING

08 JANUARY 2020

WORKING PAPER

ITEM 7.02

CHIDDINGFOLD PARISH COUNCIL
FINANCE AND COMPLIANCE COMMITTEE [FCC]
TERMS OF REFERENCE

Constitution

The FCC is constituted as a Standing Committee of Chiddingfold Parish Council. These Terms of Reference were approved at the Parish Council meeting on xxxxxxxxxxxxxxxx – Minute Item xxxxxxxxxxxx.

The Parish Council will review the FCC at each Annual Council Meeting.

The Parish Council may at any time review, alter or dissolve the FCC.

The FCC operates under regulation of the Council's Standing Orders and Financial Regulations.

The FCC will hold its Annual Committee Meeting on a date to comply with the Council's Standing Orders.

An FCC meeting is quorate when at least 3 Ordinary Members or Substitute Members are present.

The FCC will meet at a frequency of not less than 6 times a year and will outline the meeting schedule meeting at each Annual Committee Meeting. Provided the necessary statutory requirements are met, changes to the meeting schedule may be made to benefit the function of the FCC. Meetings will be minuted in accordance with the Council's Standing Orders. The RFO, or the Clerk in her absence, will be present at meetings, to advise and clerk the meeting.

Chairmanship

The first business of the first meeting of the FCC is to elect a Chairman. Subsequently a Chairman will be elected at each Annual Committee Meeting or, in the event of the Chairman ceasing to be a member of the FCC, as the first item of business of the next FCC meeting.

Membership

The FCC shall comprise four Ordinary Members, appointed by the Parish Council and a minimum of two Substitute Members.

Substitute Members

An Ordinary Member of the committee who is unable to attend a meeting must confirm their apologies to the Proper Officer at least 3 clear days prior to the relevant meeting. The Proper Officer will then seek to confirm the attendance of a Substitute Member who will have full voting rights.

Objectives

To ensure that the financial affairs of the Parish Council are managed in accordance with its Financial Regulations and comply with the requirements of Governance and Accountability in Local Councils in England and Wales and the Audit Commission for Local Councils in England and Wales.

To provide assurance to the Parish Council that accounting procedures are in place and are followed.

To provide reports to the Parish Council on aspects of finance and compliance as and when required.

To ensure that arrangements are in place to enable the Parish Council to meet its public accountability and reporting obligations.

To make recommendations to the Parish Council on financial matters, including budgets, precepts, grants, insurance, risk assessment and compliance with legislation in force governing Local Councils.

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Responsibilities

To ensure that Councillors' suggestions for expenditure items and capital projects are considered and, together with the Clerk and RFO, to submit a draft budget and suggested precept demand for approval by full Council no later than the December Parish Council Meeting.

At each meeting, to review actual expenditure against budget. To submit to full Council suggestions for variations or increases in reserves.

At each meeting, to approve the Order to Pay and payments necessarily made since the last meeting.

To review the bank reconciliations at least quarterly.

To approve any 'out of pocket' expenses necessarily incurred by Councillors, Clerk or RFO.

To approve small grants (not specified in the annual budget) up to a maximum of £500 per grant.

To consider the merits of contracts for Council projects and to make recommendations to Council.

To review banking arrangements and, if necessary, to submit recommendations to Council.

To review internal and external audit reports and to make recommendation to Council on any matters arising.

To approve payments for non-budgeted items up to the amount specified in the Financial Regulations.

To research and apply for grants and funding applicable to this Council.

To receive officers' timesheets at each meeting and the Chairman of the meeting to initial them. The timesheets to be filed with the payroll records. (For the purpose of the Internal Auditor's check on correctly applied payroll hours).

Following the year end, to review the Annual Accounts and supporting documents prior to approval by the full Council and onward submission to the External Auditor.

To review the Council's charges, policies and procedures for services, rentals and hires and to make recommendations to full Council.

To review the Council's borrowing requirement and to make recommendations to full Council.

Together with the Clerk and RFO to review the Council's compliance with legislation and regulation and to make recommendations to Council for changes as appropriate.

Annually, with the Clerk and RFO, to review the Council's Financial Regulations and Standing Orders and to make recommendations for consideration at the Annual Meeting of the full Council.

(At least) annually, to carry out the parish risk assessment and to make recommendations to the Council.

To maintain the parish asset register in accordance with current legislation (in respect of reporting values).

Annually, to review the Council's insurance policy and to continue with or change providers as appropriate.

Annually, to review staff salaries and to recommend non-statutory, non-contractual changes to full Council.

CHIDDINGFOLD PARISH COUNCIL
FINANCE AND COMPLIANCE COMMITTEE MEETING

08 JANUARY 2020

WORKING PAPER

ITEM 8.01

Chiddingfold Parish Council Confidential

Notes of discussion with Witley Parish Council regarding playgrounds, 13 December 2019.

Background

As part of the investigation into improving the Chiddingfold playground, the Finance Committee (11/1/2/19) proposed that Witley Parish Council should be consulted on their costs and experience of playgrounds. The following is a summary of the discussion with their Deputy Clerk, David Relph.

1. Witley Parish Council (WPC) own and maintain 3 playgrounds.
2. WPC are currently in the process of taking over a Waverley Borough Council (WBC) playground at their Amberley Road site. This is being handled by Matt Lank at WBC. As part of pre-handover, all playground equipment will be checked, a RoSPA audit performed and any remedial work paid by WBC prior to handover. WBC will give a grant of £4k in the first year reducing by 25% per annum so that WPC will be wholly financially responsible by year 5. This gives WPC time to build up their reserves. (This seems a good deal for WPC.)
3. WPC have a groundsman working 2 days per week. As part of his responsibilities, he does a weekly inspection, checking for obvious problems such as broken swing cradles, damaged hinges, torn matting and so on. Once a month he does an inspection as specified by the equipment suppliers. The groundsman charges about £200 per day. It was suggested that Councillors could do this in Chiddingfold.
4. RoSPA conduct an annual inspection which costs around £100 per site.
5. The equipment needs very little maintenance and should last 15 years. Chiddingfold Parish Council playground equipment is 12 years old, with one piece much older.
6. WPC are in the process of replacing equipment at 2 sites.
7. WPC consulted on the need and range of equipment through their six monthly newsletter which is delivered to all residents. A range of teenager and adult equipment will be added to the playground equipment at the Cherry Tree site.
8. The equipment at Witley Recreation Ground and Chichester Hall will be replaced. The estimated cost per site is £80k for 12 pieces, fencing and matting. The WPC Clerk is negotiating with Playdale Playgrounds.
9. WPC have obtained grants from Waverley Borough Council and their Surrey County Council Councillor. The rest is funded by CIL and reserves.

Proposal

The operational costs do not look prohibitive. Taking over the playground and associated ground will give Chiddingfold Parish Council (CPC) the freedom to develop the area in accordance with the needs of the parishioners. It is proposed that:

1. The CPC Clerk's advice should be sought on the practicality of owning and maintaining the playground. Subject to this the following should then follow.
2. The CPC Clerk to be consulted on the likely costs of weekly (say 1 hour) and monthly inspections assumed to be in accordance with the supplier's instructions (say 3 hours), which might be added to existing maintenance duties or another suitable person, or, alternatively, if the CPC Clerk believes Councillors could do this on rota. Check cost of annual RoSPA inspection.
3. The Responsible Financial Officer has advised that the insurance premium may increase as a result of change of ownership with the current provider, although the public liability element will be unchanged. The increase will be determined when the cost of replacing the equipment has been defined.
4. A Motion is laid before Chiddingfold Parish Council that the process of transfer of the playground shall start, led by the Clerk, with support from councillors or others as she requires. Correct wording to be developed in conjunction with the Clerk.

Cllr Tony Wiener, 22 December 2019.