

Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

Tel: 07557 344499
www.chiddingfold-pc.gov.uk

Parish Council 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 12 February 2020 in The Banking House, The Green, 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: 06 February 2020

AGENDA

1.00 APOLOGIES FOR ABSENCE

Recommendation: To RECEIVE AND ACCEPT apologies for absence.

2.00 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)

3.00 MINUTES OF THE FCC MEETING HELD ON 08 JANUARY 2020

Recommendation: To APPROVE the minutes of the FCC meeting held on 08 January 2020 as a true record of the 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. To present the proposal to the Clerk (as set out in the January FCC minutes, Item 8.01) and seek her advice.
- (PL) Parish Council Grant Awarding and Donations policy and process. PL to amend the draft policy to incorporate councillor feedback, to chase councillors (a final time) for their issues with the draft grants policy and to check the Godalming TC policy for possible points for inclusion. Then to bring the final draft back to FCC for approval for submission to the full council.
- (RFO) Change to the FCC Terms of Reference. RFO to pass the draft FCC Terms of Reference to the Clerk with a recommendation that the full council approve these at the February PCM.
- (PL) Business Plan. To pass the draft Business Plan to the Clerk, with a recommendation that the full council approves this at the February PCM.
- (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.

- 4.00 FINANCE
- 4.01 RFO'S BRIEFING ON FINANCES
Recommendation: To NOTE a briefing from the RFO on the current financial position.
- 4.02 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.
- 4.03 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.
- 4.04 BANK RECONCILIATIONS
Recommendation: To REVIEW and APPROVE the bank reconciliations.
- 4.05 OFFICERS' TIMESHEETS
Recommendation: To REVIEW the Officers' timesheets and the meeting Chairman to initial these to confirm accuracy.
- 4.06 CIL
Recommendation: To NOTE the balance of potential, local CIL currently stands at £37,253.39.
Recommendation: To NOTE that no CIL has yet been confirmed as due, collected or allocated.
- 4.07 OVERVIEW OF ACCOUNTING PROCEDURES
The newly formed FCC had raised a number of questions around the accounting process and reports. The RFO had invited FCC members to a meeting at her home office to demonstrate the monthly and annual processes and to invite questions. The aim being to enable the FCC to better understand the accounting system and the FCC role. This meeting was rescheduled from 21 Jan to the 05 Feb 2020.
Recommendation: The Chairman to provide a brief verbal UPDATE on the meeting for the benefit of those FCC members who had not been present.
- 4.08 PARISH INSURANCE
To NOTE that an asset check has been carried out by the Clerk and RFO and the asset register updated. The revised register was sent to all councillors.
Recommendation: DH can now meet with insurance brokers to discuss the council's actual requirement and report back to the FCC.
- 4.09 NATIONWIDE BUSINESS INVESTOR ACCOUNT
The RFO had received the 'closing account' form from Nationwide and this, together with accompanying documents had been passed to the Clerk for full council to confirm the account closure and transfer of the closing balance to the new Nationwide Business Savings Account.
Recommendation: To NOTE that the Business Investor Account closing form has been passed to full council to resolve to transfer the balance to the new Nationwide Business Savings Account and close the (soon to be discontinued) Investor Account.
- 5.00 COMPLIANCE
- 5.01 PARISH COUNCIL CIL POLICY
The RFO had produced a draft CIL Policy for the FCC to consider.
Recommendation: to REVIEW, AMEND, APPROVE the draft CIL policy for submission to the Parish Council with a recommendation to adopt.
- 6.00 CORRESPONDENCE AND GENERAL BUSINESS
- 6.01 CORRESPONDENCE RECEIVED
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 11 March 2020 in The Banking House, The Green, commencing at 7pm.

CHIDDINGFOLD PARISH COUNCIL
FINANCE AND COMPLIANCE COMMITTEE MEETING

12 FEBRUARY 2020

WORKING PAPER

ITEM 3.00



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Tel: 07557 344499
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Chairman: Councillor Daniel Hall
Parish Clerk: Lauren Blatherwick CiLCA PSLCC
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Minutes of a meeting of the Chiddingfold Parish Council Finance and Compliance Committee
held on **Wednesday 08 January 2020** at 7.00pm in The Banking House, The Green

Cllrs Present: Cllr Daniel Hall (DH) Cllr Peter Little (PL)
Cllr Tony Wiener (TW)
In Attendance: Sue Frossard (RFO) **Public:** 0

MINUTES

1.00 ELECTION OF A MEETING CHAIRMAN

Following the resignation of Cllr Tim Forrest on 12 December the FCC has no elected Chairman.

PROPOSED (DH): that he chair this meeting of the FCC.

AGREED: (unanimous) DH to chair this meeting.

2.00 ELECTION OF A FINANCE COMMITTEE CHAIRMAN

To elect the FCC Chairman for the year to the next FCC Annual Committee Meeting.

PROPOSED (DH): that Cllr Tony Wiener be elected as Chairman of the FCC.

SECONDED (PL)

RESOLVED: (unanimous) that Cllr Tony Wiener is elected as Chairman of the FCC.

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

3.00 APOLOGIES FOR ABSENCE

There were no 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.

5.00 MINUTES OF THE FCC MEETING HELD ON 11 DECEMBER 2019

RESOLVED: (unanimous) to approve the minutes of the FCC meeting, held on 11 December 2019, as a true record of decisions taken and the Chairman signed the minutes.

5.01 REVIEW OF OUTSTANDING ACTIONS FROM PREVIOUS FCC MEETINGS

NOTED: Outstanding actions from previous FCC meetings, not itemised on the agenda, were noted.

(RFO) Risk Assessment: the RFO to pass the draft risk assessment to the Clerk for approval at the January PCM.
COMPLETED.

6.00 FINANCE

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

Minutes of the 08 January 2020 meeting of the Chiddingfold Parish Council Finance and Compliance Committee

Signed by Chairman: Date:

2020-01-08 / 17

6.01 FINANCIAL STATEMENT OF ACCOUNTS

RESOLVED: (unanimous) to approve the balance sheet and the actual income and expenditure against the budget, which was as expected at this point in the year.

A question was raised that the RFO's briefing shows an overall percentage under/over budget against a cost centre, rather than on each specific item within that centre. The RFO pointed out that the Income and Expenditure report does show the expenditure and use of EMRs.

RESOLVED: (unanimous) that no EMR virements need to be recommended to full council.

6.02 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.

6.03 BANK RECONCILIATIONS

There were no bank reconciliations available for this meeting.

6.04 OFFICERS' TIMESHEETS

The Officers' timesheets were reviewed by DH. Questions were raised about the correlation between timesheets and payroll.

[The RFO offered to spend time with the FCC committee at her home office in order to demonstrate the monthly accounting process, as an understanding of this will make reading the reports more meaningful. This was welcomed by the FCC and will take place on 21 January.]

6.05 CIL

NOTED: that the balance of potential, local CIL for Chiddingfold had increased since the agenda was sent out and published and now stands at £37,253.39.

NOTED: that no CIL has yet been confirmed as due, collected or allocated.

NOTED: an update from TW on how the Planning Committee will alert the RFO of possible, pending CIL. The Planning Committee has been asked to alert the RFO to all planning applications that are approved and where there is the possibility of CIL. A question was raised as to whether CIL information from the Clerk would be received prior to being posted on Exacom or whether this would be a 'hindsight' exercise which doubles up the task of checking. It was AGREED that the viability of this process will be reviewed in six months.

6.06 PARISH INSURANCE

Following the update to the asset register in January, set for 15 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 confirmed that the new Nationwide Business Savings Account (replacing the Business Investor Account) is now open.

NOTED: that the RFO now awaits a 'closing account' application form, which will allow the balance and closing interest from the old account to be transferred to the new account.

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.

PL reported that his request that councillors provide him details of their specific issues with the draft policy had not produced any responses, other than two positive responses. PL will send around a further request for issues and, at the request of the FCC Chairman, will check the Godalming TC policy.

(PL) ACTION: to chase councillors for any issues with the draft grants policy and to check the Godalming TC policy.

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].

RESOLVED: to approve the changes to the FCC Terms of Reference and for these to be submitted to the full council for approval.

(RFO) ACTION: pass the draft FCC Terms of Reference to the Clerk with a recommendation that the full council approve these at the February PCM.

8.00 GENERAL BUSINESS AND CORRESPONDENCE

8.01 CHILDREN'S PLAYGROUND

PROPOSAL (TW): 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:

- (a) 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.
- (b) 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.
- (c) 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.

RESOLVED: (unanimous) that TW will present the proposal to the Clerk and seek her advice (as set out in items (a) to (c) above.

8.02 COUNCIL BUSINESS PLAN

PL updated the meeting on progress. The draft Business Plan had not been changed since it was presented at the December FCC meeting, with the exception of comments received from one councillor which had been incorporated. It was reported that the feeling is that councillors are generally happy with it. PL advised that a template for projects is included in the draft, populated with sample projects, and full council needs to review this at its annual council meeting to set the actual projects and priorities. PROPOSAL (PL): to approve the draft Business Plan for submission to the full council for the February meeting.

RESOLVED: (unanimous) that the draft Business Plan is approved by the FCC for submission to the full council for approval at its February meeting.

(PL) ACTION: pass the draft Business Plan to the Clerk with a recommendation that the full council approves it at the February PCM.

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. DH reported that, with the Christmas period no progress has been made on this.

(DH) ACTION: (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.

8.04 FCC MEETING FREQUENCY AND TIMING

The FCC considered 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.

RESOLVED: (unanimous) that the FCC meets alternate months, commencing March 2020. [Subject to the full council approving the change to the Terms of Reference at its February meeting].

8.05 CORRESPONDENCE RECEIVED

There was no correspondence.

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).

There were no late items.

10.00 DATE OF THE NEXT FCC MEETING

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

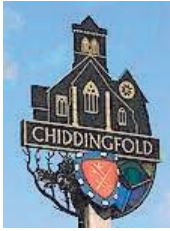
NOTED: that the next FCC Meeting will be held on Wed 12 February 2020 or, in respect of Item 8.04 above, on an alternative date to be notified, in The Banking House, The Green, commencing at 7pm.

CHIDDINGFOLD PARISH COUNCIL
FINANCE AND COMPLIANCE COMMITTEE MEETING

12 FEBRUARY 2020

WORKING PAPER

ITEM 4.01



Chiddingfold Parish Council

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RFO'S BRIEFING

DATE: 06 February 2020

RE: NOTES ON THE JANUARY 2020 PARISH ACCOUNTS

The total expenditure stands at 78.3% as at 31 Jan 2020; so overall roughly on budget for 83% of the way through the financial year.

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

I am still in the process of obtaining signatures for the closure of the Nationwide Business Investor account. The balance was reduced to £75,479k and this will be transferred to the new Nationwide Business Savings account as soon as I send off the signed mandate (hopefully after the PCM on the 13 February).

CIL Income

The PC has not yet received any CIL funding. The current potential CIL stands at £37,253, no CIL has yet been collected and passed to the PC by WBC.

Expenditure

101 – Admin

This class of expenditure is under budget (by 16%). However, note: the VH has yet to invoice for any meeting room hire for this financial year as their booking systems contained incorrect information and we have now resolved this; the budgeted Surveys (4053), intended mainly for NP development surveys has not been required to date; and (4057) Legal Fees will be spent when a query on a current invoice is resolved.

102 – Staff Costs

Over budget (by 7.3%). This is due to the additional NP work during this year which was not included in the budget. The NP extra work stopped from December to January.

103 – Cllrs Costs

Costs are still very much under budget (by 74.5%). 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 38.4%). 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 79.3%) but, as with (201) above, a lot of work on culverts/ditches will be done in the next couple of months.

401– Recreation Facilities

This is over-budget (by 26.7%). 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. As reported in previous months, 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 (27.5%) but this is subject to change depending on the work required following the next stages of the process. In addition to £10,369 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 PSLCC
Deputy Clerk and RFO
Chiddingfold Parish Council

CHIDDINGFOLD PARISH COUNCIL
FINANCE AND COMPLIANCE COMMITTEE MEETING

12 FEBRUARY 2020

WORKING PAPER

ITEM 4.02

31st March 2019

31 January 2020

Current Assets		
2,671	VAT Control A/c	226
19,398	Lloyds Current Bank A/c	23,777
56,061	Lloyds 30 Day Deposit A/c	56,082
40,434	Nationwide Business Investor	75,479
118,564		155,564
118,564 Total Assets		155,564
Current Liabilities		
2,842	Creditors	0
400	Accruals	0
200	Receipts in Advance	150
3,442		150
115,122 Total Assets Less Current Liabilities		155,414
Represented By		
13,753	General Reserves	33,629
6,057	EMR - Open Space Development	9,432
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
115,122		155,414

The above statement represents fairly the financial position of the authority as at 31 January 2020 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible

15:01

Summary Income & Expenditure by Budget Heading As at 31 January 2020 - 83% of year

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income	143,796	145,280	1,484			99.0%
	Income						
	less Transfer to EMR	26,775					
	Movement to/(from) Gen Reserve	<u>117,021</u>					
101	Administration	7,830	11,695	3,865		3,865	67.0%
	Expenditure						
102	Staff Costs	46,684	51,541	4,857		4,857	90.6%
	Expenditure						
103	CLRs 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	2,770	4,350	1,580		1,580	63.7%
	Expenditure						
401	Recreation Facilities	20,904	19,051	(1,853)		(1,853)	109.7%
	Expenditure						
	plus Transfer from EMR	6,360					
	Movement to/(from) Gen Reserve	<u>(14,544)</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	12,842	23,150	10,308		10,308	55.5%
	Expenditure						
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(12,842)</u>					
	Movement to/(from) Gen Reserve	<u>0</u>					
	Grand Totals:- Income	143,796	145,280	1,484			99.0%
	Expenditure	103,505	132,247	28,742	0	28,742	78.3%
	Net Income over Expenditure	<u>40,291</u>	<u>13,033</u>	<u>(27,258)</u>			
	plus Transfer from EMR	6,360					
	less Transfer to EMR	26,775					
	Movement to/(from) Gen Reserve	<u>19,876</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	3,375.00	9,432.24
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>20,415.00</u>	<u>121,784.72</u>

CHIDDINGFOLD PARISH COUNCIL
FINANCE AND COMPLIANCE COMMITTEE MEETING

12 FEBRUARY 2020

WORKING PAPER

ITEM 4.04

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LLOYDS BANK 

Current Account Statement

Printed: 06 February 2020

Chiddingfold Parish Council Sort code 30-93-49 Account number 00073662
 THE BANKING HOUSE BIC: LOYDSB21195 IBAN: GB75 LOYD 3093 4800 0736 62
 THE GREEN
 CHIDDINGFOLD
 GODALMING
 SURREY
 GU8 4TU

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
30 Jan 20	VODAFONE LTD 681702347-00003	DD		13.32 ✓	25018.39 ✓
20 Jan 20	CASTLE WATER LTD TW0302652151	DD		33.30 ✓	25031.71
20 Jan 20	SCC PENSION FUND	BP		522.09 ✓	25066.01
17 Jan 20	SME INVOICE FINANC	BP		86.76 ✓	25587.90
16 Jan 20	HMRC - ACCOUNTS OF	BP		3410.56 ✓	25674.66
13 Jan 20	SUZANNE FROSSARD	BP		1158.91 ✓	29085.24
13 Jan 20	CHRIS BALCHIN	BP		576.00 ✓	30244.15
13 Jan 20	HMRC VTR XNV126000102458	BGC	1984.06 ✓		30820.15
10 Jan 20	LAUREN BLATHERWICK 400000000558283255 JAN SALARY 600423 10 10JAN20 19:02	FPO		1836.36 ✓	28836.09
09 Jan 20	SLCC SUBS	BP		195.00 ✓	30672.47
02 Jan 20	VODAFONE LTD 681702347-00003	DD		13.32 ✓	30867.47

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk/.

Bank Reconciliation up to 31/01/2020 for Cashbook No 1 - Current Bank A/c

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Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
20/09/2019	REV		-1,125.00	-1,125.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/09/2019	BACS		1,125.00	1,125.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/12/2019	DD	14.42		14.42		R <input checked="" type="checkbox"/>	Vodafone
09/12/2019	ET	14.19		14.19		R <input checked="" type="checkbox"/>	LB - VAT element of mileage
10/12/2019	BACS		0.48	0.48		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/12/2019	ET	420.09		420.09		R <input checked="" type="checkbox"/>	The Chiddingfold Archive
12/12/2019	ET	732.00		732.00		R <input checked="" type="checkbox"/>	Surrey Hills Solicitors
12/12/2019	ET	1,836.38		1,836.38		R <input checked="" type="checkbox"/>	Lauren Blatherwick
12/12/2019	ET	1,231.11		1,231.11		R <input checked="" type="checkbox"/>	Sue Frossard
12/12/2019	ET	209.97		209.97		R <input checked="" type="checkbox"/>	LB - Disking-laptop repair
12/12/2019	ET	35.69		35.69		R <input checked="" type="checkbox"/>	Lauren Blatherwick
12/12/2019	ET	846.00		846.00		R <input checked="" type="checkbox"/>	Chris Balchin
15/12/2019	TSF		15,000.00	15,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/12/2019	ET	12.00		12.00		R <input checked="" type="checkbox"/>	St Mary's Church
17/12/2019	DD	32.22		32.22		R <input checked="" type="checkbox"/>	Castle Water
19/12/2019	ET	522.89		522.89		R <input checked="" type="checkbox"/>	Local Government Pension Schem
20/12/2019	TSF		10,000.00	10,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/12/2019	BACS		1,125.00	1,125.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/12/2019	ET	3,000.00		3,000.00		R <input checked="" type="checkbox"/>	Nexus Planning
30/12/2019	ET	290.40		290.40		R <input checked="" type="checkbox"/>	Chambers Waste Management
31/12/2019	ET	1,452.00		1,452.00		R <input checked="" type="checkbox"/>	Thursley Tree Services
31/12/2019	ET	483.00		483.00		R <input checked="" type="checkbox"/>	Thursley Tree Services
31/12/2019	ET	50.00		50.00		R <input checked="" type="checkbox"/>	Thursley Tree Services
02/01/2020	DD	13.32		13.32		R <input checked="" type="checkbox"/>	Vodafone
02/01/2020	ET	1,836.38		1,836.38		R <input checked="" type="checkbox"/>	Lauren Blatherwick
09/01/2020	ET	195.00		195.00		R <input checked="" type="checkbox"/>	SLCC Enterprises (SLCC & ALCC)
13/01/2020	ET	576.00		576.00		R <input checked="" type="checkbox"/>	Chris Balchin
13/01/2020	ET	1,158.91		1,158.91		R <input checked="" type="checkbox"/>	Sue Frossard
01/2020	BACS		1,984.06	1,984.06		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/01/2020	ET	3,410.58		3,410.58		R <input checked="" type="checkbox"/>	HM Revenue & Customs
17/01/2020	ET	86.76		86.76		R <input checked="" type="checkbox"/>	SME Invoice Finance Ltd
20/01/2020	ET	522.89		522.89		R <input checked="" type="checkbox"/>	Local Government Pension Schem
20/01/2020	DD	33.30		33.30		R <input checked="" type="checkbox"/>	Castle Water
29/01/2020	ET	1,241.04			1,241.04	<input type="checkbox"/>	Nexus Planning
30/01/2020	DD	13.32		13.32		R <input checked="" type="checkbox"/>	Vodafone
		<u>20,270.06</u>	<u>28,109.54</u>				

Bank Reconciliation Statement as at 31/01/2020
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/01/2020	23	25,018.39
			<hr/> 25,018.39
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
29/01/2020 ET Nexus Planning		1,241.04	
			<hr/> 1,241.04
			23,777.35
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			23,777.35
		Balance per Cash Book is :-	23,777.35
		Difference is :-	0.00

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LLOYDS BANK 

PC 30-day Deposit Statement

Printed: 06 February 2020

Chiddingfold Parish Council Sort code 30-93-40 Account number 07468855
 THE BANKING HOUSE
 THE GREEN
 CHIDDINGFOLD
 GODALMING
 SURREY
 GU8 4TU

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
09 Jan 20	INTEREST (GROSS)		2.50		56081.90
16 Dec 19	CHIDDINGFOLD PARIS 309349 00073662 15DEC19	TFR		15000.00	56079.40
09 Dec 19	INTEREST (GROSS)		2.73		71079.40
11 Nov 19	INTEREST (GROSS)		3.21		71076.67
09 Oct 19	INTEREST (GROSS)		1.00		71073.46
08 Oct 19	CHIDDINGFOLD PARIS 309349 00073662	TFR	50000.00		71072.46
09 Sep 19	INTEREST (GROSS)		0.95		21072.46
12 Aug 19	CHIDDINGFOLD PARIS 309349 00073662	TFR		20000.00	21071.51
09 Aug 19	INTEREST (GROSS)		1.74		41071.51
09 Jul 19	INTEREST (GROSS)		2.19		41069.77
06 Jul 19	CHIDDINGFOLD PARIS 309349 00073662	TFR		15000.00	41067.58
10 Jun 19	INTEREST (GROSS)		2.46		56067.58
09 May 19	INTEREST (GROSS)		2.30		56065.12
09 Apr 19	INTEREST (GROSS)		2.32		56062.82
29 Mar 19	CHIDDINGFOLD PARIS 309349 00073662	TFR		4000.00	56060.50
11 Mar 19	INTEREST (GROSS)		2.30		60060.50
12 Feb 19	CHIDDINGFOLD PARIS 309349 00073662	TFR		25000.00	60056.20
11 Feb 19	INTEREST (GROSS)		3.84		85056.20
09 Jan 19	INTEREST (GROSS)		3.50		85054.36
10 Dec 18	INTEREST (GROSS)		3.61		85050.86
09 Nov 18	INTEREST (GROSS)		5.94		85047.25
08 Nov 18	CHIDDINGFOLD PARIS 309349 00073662	TFR		40000.00	85041.31
06 Nov 18	CHIDDINGFOLD PARIS 309349 00073662	TFR		20000.00	125041.31
09 Oct 18	INTEREST (GROSS)		3.46		145041.31

Bank Reconciliation Statement as at 31/01/2020
for Cashbook 2 - 30 Day Deposit A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
30 Day Deposit A/c	31/01/2020	45	56,081.90
			56,081.90
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			56,081.90
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			56,081.90
		Balance per Cash Book is :-	56,081.90
		Difference is :-	0.00

Bank Reconciliation up to 31/01/2020 for Cashbook No 2 - 30 Day Deposit A/c

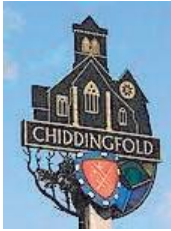
<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
09/01/2020	INT		2.50	2.50		R <input type="checkbox"/>	Receipt(s) Banked
		0.00	2.50				

CHIDDINGFOLD PARISH COUNCIL
FINANCE AND COMPLIANCE COMMITTEE MEETING

12 FEBRUARY 2020

WORKING PAPER

ITEM 5.01



Version 1.0 of Community Infrastructure Levy policy was adopted by Chiddingfold Parish Council under Item ???? at the Parish Council meeting held on ??????????.

BACKGROUND

The Community Infrastructure Levy (CIL) is a planning charge on development, introduced by the Planning Act 2008, as a tool for local authorities in England and Wales to help deliver the increased infrastructure requirements following development within a planning area. Waverley Borough Council (WBC) is our local planning authority and they implemented CIL on 01 March 2019. Full details of all aspects of CIL can be found on the WBC website at:

https://www.waverley.gov.uk/info/200361/community_infrastructure_levy_cil

All planning applications determined on or after 01 March 2019 may be liable to pay CIL as determined in the WBC CIL Charging Schedule. This schedule is available to view or download from the WBC website at:

<https://www.waverley.gov.uk/cilcs>

In accordance with CIL Regulations, a proportion of the CIL income collected by WBC for development within a town or parish will be passed to the relevant local council to use for infrastructure improvements. CIL funds are divided between three sources:

- ÿ 70-80% is for 'Strategic CIL' which will be allocated to infrastructure projects by WBC, in accordance with the approved CIL Governance arrangements;
- ÿ 15% is for 'Neighbourhood CIL' which is made available to Chiddingfold Parish Council (capped at £100 per council tax dwelling). This will rise to 25% (uncapped) when Chiddingfold has an approved and adopted Neighbourhood Plan; and
- ÿ 5% is retained by WBC to fund the administration associated with the operation of the CIL.

CIL gives town and parish councils the funds and power to decide where and how best to provide additional benefit or to make improvements to the infrastructure of the community it serves, either directly or in association with other agencies, eg. Surrey Highways. There are a few restrictions, including: provision of fireworks, carnivals or decorative lighting; improvements to council offices; improvements to allotments; and grounds, hedge and verge maintenance.

WBC's definition of 'infrastructure' is broad, including: roads and other transport infrastructure, eg cycle links; energy supply; flood defences; improved communications; schools and other educational facilities; medical facilities; sporting and recreational facilities; and open spaces such as parks and woodlands. CPC would need to work with other authorities and agencies to deliver some of these types of infrastructure.

POLICY

Chiddingfold Parish Council (CPC) will consider all opportunities to utilise CIL funds to improve infrastructure of all kinds to support and benefit the Parish and its residents. CPC will:

- Ÿ take into account the objectives and policies set out in the emerging Neighbourhood Plan;
- Ÿ where appropriate, apply available CIL to fund the short, medium and long-term projects identified in the Neighbourhood Plan and itemized and prioritized in the short- to long-term CPC Business Plan;
- Ÿ consider the potential benefits of contributing to wider infrastructure projects in the Borough which will benefit Chiddingfold residents;
- Ÿ investigate opportunities to realize local, larger projects, co-funded with WBC, Surrey County Council (SCC) or neighbouring towns and parishes;
- Ÿ where appropriate, use CIL funding to deliver smaller, local projects for the benefit of residents;
- Ÿ to consider applications from community groups to fund their infrastructure projects; and
- Ÿ adhere to WBC's CIL regulations in respect of annual reporting and transparency, with CIL annual reports being made available to the community through the CPC website.

VERSION HISTORY

CIL Policy: Version Number 1.0
Prepared By: Sue Frossard CiLCA PSLCC (RFO)
Prepared: 31 January 2020
Adopted:
Next Review Due: