

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 11 March 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: 05 March 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. Completed.
- (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. See Item 5.02 below.
- (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. Completed.
- (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. 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. Now with the PC to progress.

- 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 relevant meeting.
- 4.04 BANK RECONCILIATIONS
Recommendation: To REVIEW and APPROVE the bank reconciliations, when available, and at least quarterly.
- 4.05 OFFICERS' TIMESHEETS
Recommendation: To REVIEW the Officers' timesheets and the meeting Chairman to initial these to confirm.
- 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 (Brought forward from February)
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 that meeting for the benefit of those FCC members who had not been present.
- 4.08 PARISH INSURANCE (Brought forward from February)
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 has now been signed but the completed form not yet received by the RFO to submit to Nationwide.
Recommendation: To NOTE that the Business Investor Account closing and transfer process will soon be completed.
- 5.00 COMPLIANCE
- 5.01 PARISH COUNCIL CIL POLICY (Brought forward from February)
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.
- 5.02 PARISH COUNCIL GRANT AWARDING AND DONATIONS POLICY AND PROCESS. (Brought forward from January).
PL has amended the draft policy to incorporate councillor feedback. The amended draft is now tabled for FCC approval for submission to the full council with a recommendation to adopt.
Recommendation: to APPROVE the revised draft Grant and Donations 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 first meeting of the FCC following the Annual Meeting of the Council]

Recommendation: To note the next FCC Meeting will be held on Wed 13 May 2020 in The Banking House, The Green, commencing at 7pm.

CHIDDINGFOLD PARISH COUNCIL
FINANCE AND COMPLIANCE COMMITTEE MEETING

11 MARCH 2020

WORKING PAPER

ITEM 3.00



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

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

11 MARCH 2020

WORKING PAPER

ITEM 4.01



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

RFO'S BRIEFING

DATE: 04 March 2020

RE: NOTES ON THE FEBRUARY 2020 PARISH ACCOUNTS

The total expenditure stands at 83.7% as at 29 Feb 2020; this is below budget. Additionally, if you take into account the budgeted use of reserves this reduces the percentage to 78.03%, so overall under budget for 92% of the way through the financial year.

The total income is 99.6% as most expected income has been received, with the possibility of a little more interest to bring this up to 100%.

I have yet to finalize 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. This was signed at the February PCM, but I have not yet received this..

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 18.1%). However, note: the VH has invoiced for the year's meeting room hire, but this has only just been received and will be paid in March; the budgeted Surveys (4053), intended mainly for NP development surveys has not been required to date; and (4057) further Legal Fees will be spent in March as the query on a current invoice has been resolved.

102 – Staff Costs

Over budget (by 5.4%). As reported previously, this is due to the Deputy's additional NP work during this year. From Apr 2019 to Feb 2020 16% of the Deputy's salary was incurred through work on the NP. Assuming there is no more work on the NP to the end of March, then this total should reduce to just over 15% by the end of the year. In addition, not included in that 16%, is the additional, unbudgeted cost of servicing the FCC meetings together with undertaking any additional FCC work required.

103 – Cllrs Costs

Councillors' direct costs are still very much under budget (by 52.7%). The increased spend since January was through the Chairman's Allowance for the Voluntary Award artwork. The election costs were funded from the EMR, so have not been counted in that total. 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 47.4%). With still a month to go to the end of the financial year, this is unlikely to be spent as most of the recent work has been recorded in the Lengthsman Scheme (kept separate to show how much is spent on verges, ditches and culverts) or posted according to which land it relates to.

301 – Highways

Slightly under budget (by 8.9%). A lot of work has been done in the last month due to the extremely wet weather. It is likely that more work will be done in March so this class may well be 'up to budget' by the end of the year.

401– Recreation Facilities

This class appears to be over-budget (by 23.4%). As stated previously, the overspend has been offset by funding for tree work from the EMR. If this were taken into account, then this expenditure class is under budget (by 14%).

601 – Community Support (using GPC)

The donations agreed in the budget have now all been paid for the year, hence this expenditure class appears to be over budget (by 5.6%). I have now paid the £500 that CPC granted to St Mary's Church. There is £239 left within budget under (4602) for any donations agreed up to the end of the year.

701 – Capital Projects

The NP is under budget (by 54.9%) but this will change in March when we receive the Nexus end of year invoice (although this won't be for much) and, of course, if any further work is undertaken. 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. Where there have been significant underspends but there is still the intention to purchase imminently in the new financial year I will be recommending moving some monies into the appropriate EMRs. I will report these, together with any accruals or pre-payments, in the year-end accounts, ahead of the final adjustments.

Sue

Sue Frossard CiLCA PSLCC
Deputy Clerk and RFO
Chiddingfold Parish Council

CHIDDINGFOLD PARISH COUNCIL
FINANCE AND COMPLIANCE COMMITTEE MEETING

11 MARCH 2020

WORKING PAPER

ITEM 4.02

31st March 2019

29 February 2020

Current Assets		
2,671	VAT Control A/c	400
19,398	Lloyds Current Bank A/c	17,276
56,061	Lloyds 30 Day Deposit A/c	56,084
40,434	Nationwide Business Investor	75,479
118,564		149,238
118,564	Total Assets	149,238
Current Liabilities		
2,842	Creditors	0
400	Accruals	0
200	Receipts in Advance	150
3,442		150
115,122	Total Assets Less Current Liabilities	149,088
Represented By		
13,753	General Reserves	28,478
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	4,451
8,000	EMR - Tennis Courts	11,000
500	EMR - IT equipment	500
5,110	EMR - Tree and Hedge Cutting	2,000
2,000	EMR - Pitch Maintenance	2,000
11,000	EMR - Neighbourhood Plan	11,000
115,122		149,088

The above statement represents fairly the financial position of the authority as at 29 February 2020 and reflects its Income and Expenditure during the year.

Signed : _____ Date : _____
Chairman

Signed : _____ Date : _____
Responsible
Financial
Officer

14:01

Summary Income & Expenditure by Budget Heading 29 February 2020 - [92%]

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income	144,699	145,280	581			99.6%
	less Transfer to EMR	26,775					
	Movement to/(from) Gen Reserve	<u>117,924</u>					
101	Administration	8,640	11,695	3,055		3,055	73.9%
102	Staff Costs	50,192	51,541	1,349		1,349	97.4%
103	Cllrs Costs	1,045	6,500	5,455		5,455	16.1%
	plus Transfer from EMR	424					
	Movement to/(from) Gen Reserve	<u>(621)</u>					
201	General Parish Maintenance	2,652	5,950	3,298		3,298	44.6%
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(2,652)</u>					
301	Highways	3,614	4,350	736		736	83.1%
401	Recreation Facilities	21,976	19,051	(2,925)		(2,925)	115.4%
	plus Transfer from EMR	7,110					
	Movement to/(from) Gen Reserve	<u>(14,866)</u>					
	Movement to/(from) Gen Reserve	<u>0</u>					
601	Community Support (GPC)	9,771	10,010	239		239	97.6%
701	Capital Projects	12,842	23,150	10,308		10,308	55.5%
	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		144,699	145,280	581			99.6%
Expenditure		110,733	132,247	21,514	0	21,514	83.7%
Net Income over Expenditure		<u>33,966</u>	<u>13,033</u>	<u>(20,933)</u>			
plus Transfer from EMR		7,534					
less Transfer to EMR		26,775					
Movement to/(from) Gen Reserve		<u>14,725</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	-424.00	4,450.98
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	-3,110.00	2,000.00
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>19,241.00</u>	<u>120,610.72</u>

CHIDDINGFOLD PARISH COUNCIL
FINANCE AND COMPLIANCE COMMITTEE MEETING

11 MARCH 2020

WORKING PAPER

ITEM 4.04



24

Current Account Statement

Printed: 03 March 2020

Chiddingfold Parish Council Sort code 30-93-49 Account number 50073862
 THE BANKING HOUSE BIC: LLOYDGB21196 IBAN: GB75 LLOYD 3993 4600 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 (£)
20 Feb 20	CASTLE WATER LTD TW0302652151	DD		33.30 ✓	17275.98 ✓
20 Feb 20	SCC PENSION FUND	BP		524.08 ✓	17309.28
19 Feb 20	SURREY CC GENERAL 2005052862	BGC	900.00 ✓		17833.36
14 Feb 20	NEXUS PLANNING 100000000564644174 NP-6331 402080 10 14FEB20 13:36	FPO		1241.04 ✓	16933.36
13 Feb 20	ST MARY'S ROOM	BP		500.00 ✓	18174.40
13 Feb 20	LAUREN BLATHERWICK	BP		1839.96 ✓	18674.40
13 Feb 20	SURREY COUNTY PLAY	BP		10.00 ✓	20514.36
13 Feb 20	PIERROT PRINT	BP		82.80 ✓	20524.36
13 Feb 20	WAVERLEY BOROUGH C	BP		424.00 ✓	20807.16
13 Feb 20	SUZANNE FROSSARD	BP		1144.23 ✓	21031.16
13 Feb 20	CHRIS BALCHIN	BP		1254.00 ✓	22175.39
10 Feb 20	THURSLEY TREE SERV 100000000562868417 INV 00112 400321 10 09FEB20 16:25	FPO		750.00 ✓	23429.39
10 Feb 20	SURREY HILLS SCLS 500000000564445740 INV 3027 309009 10 09FEB20 16:25	FPO		960.00 ✓	24179.39
04 Feb 20	500068	DEP	121.00 ✓		25139.39 ✓

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2055. 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 119276.

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.

Date: 03/03/2020

Chiddingfold Parish Council Current Year

Page 1

Time: 13:29

Bank Reconciliation up to 29/02/2020 for Cashbook No 1 - Current Bank A/c

24

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
29/01/2020	ET	1,241.04		1,241.04		R <input type="checkbox"/>	Nexus Planning
04/02/2020	500088		121.00	121.00		R <input type="checkbox"/>	Receipt(s) Banked
10/02/2020	ET	750.00		750.00		R <input type="checkbox"/>	Thursley Tree Services
10/02/2020	ET	960.00		960.00		R <input type="checkbox"/>	Surrey Hills Solicitors
13/02/2020	ET	10.00		10.00		R <input type="checkbox"/>	Surrey Playing Fields
13/02/2020	ET	1,839.96		1,839.96		R <input type="checkbox"/>	Lauren Blatherwick
13/02/2020	ET	1,144.23		1,144.23		R <input type="checkbox"/>	Sue Frossard
13/02/2020	ET	1,254.00		1,254.00		R <input type="checkbox"/>	Chris Balchin
13/02/2020	ET	500.00		500.00		R <input type="checkbox"/>	St Mary's Church
13/02/2020	ET	82.80		82.80		R <input type="checkbox"/>	Pierrot Print & Design Ltd
13/02/2020	ET	424.00		424.00		R <input type="checkbox"/>	Waverley Borough Council
19/02/2020	BACS		900.00	900.00		R <input type="checkbox"/>	Receipt(s) Banked
20/02/2020	ET	524.08		524.08		R <input type="checkbox"/>	Local Government Pension Schem
21/02/2020	ET	33.30		33.30		R <input type="checkbox"/>	Castle Water
		<u>8,763.41</u>	<u>1,021.00</u>				

Date: 03/03/2020

Chiddingfold Parish Council Current Year

Page 1

Time: 13:29

Bank Reconciliation Statement as at 29/02/2020
for Cashbook 1 - Current Bank A/c

User: SMF

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	29/02/2020	24	17,275.98
			<u>17,275.98</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			<u>17,275.98</u>
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	<u>0.00</u>
			<u>17,275.98</u>
		Balance per Cash Book is :-	17,275.98
		Difference is :-	0.00

LLOYDS BANK



46

PC 30-day Deposit Statement

Printed: 03 March 2020

Chiddingfold Parish Council - Sort code 30-93-49 Account number 07498955

THE BANKING HOURS
THE GREEN
CHIDDINGFOLD
SODALMING
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 (£)
10 Feb 20	INTEREST (GROSS)		2.48 ✓		56084.36 <i>R</i>
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
06 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
08 Jul 19	CHIDDINGFOLD PARIS 309349 00073662	TFR		15000.00	41067.58
10 Jun 19	INTEREST (GROSS)		2.45		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	80058.20
11 Feb 19	INTEREST (GROSS)		3.84		85058.20
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

46

Date: 03/03/2020
Time: 13:31

Chiddingfold Parish Council Current Year

Page 1

Bank Reconciliation up to 29/02/2020 for Cashbook No 2 - 30 Day Deposit A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
10/02/2020	INT		2.46	2.46		R <input type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>2.46</u>				

46

Date: 03/03/2020
Time: 13:31

Chiddingfold Parish Council Current Year

Page 1

User: SMF

Bank Reconciliation Statement as at 29/02/2020 for Cashbook 2 - 30 Day Deposit A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
30 Day Deposit A/c	29/02/2020	46	56,084.36
			<u>56,084.36</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>56,084.36</u>
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>56,084.36</u>
		Balance per Cash Book is :-	56,084.36
		Difference is :-	0.00

CHIDDINGFOLD PARISH COUNCIL
FINANCE AND COMPLIANCE COMMITTEE MEETING

11 MARCH 2020

WORKING PAPER

ITEM 5.01



Chiddingfold Parish Council

DRAFT POLICY: THE USE OF COMMUNITY INFRASTRUCTURE LEVY

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:

- take into account the objectives and policies set out in the emerging Neighbourhood Plan;
- 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;
- consider the potential benefits of contributing to wider infrastructure projects in the Borough which will benefit Chiddingfold residents;
- investigate opportunities to realize local, larger projects, co-funded with WBC, Surrey County Council (SCC) or neighbouring towns and parishes;
- where appropriate, use CIL funding to deliver smaller, local projects for the benefit of residents;
- to consider applications from community groups to fund their infrastructure projects; and
- 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

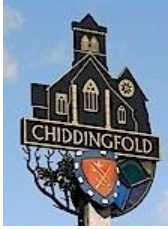
CIL Policy: Version Number 1.0
Prepared By: Sue Frossard CiLCA PSLCC (RFO)
Prepared: 31 January 2020
Adopted:
Next Review Due:

CHIDDINGFOLD PARISH COUNCIL
FINANCE AND COMPLIANCE COMMITTEE MEETING

11 MARCH 2020

WORKING PAPER

ITEM 5.02



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

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

This policy was adopted by Chiddingfold Parish Council at its meeting held on xxxxxxx

GRANTS AND DONATIONS POLICY

Chiddingfold Parish Council ("the Council") is able to award a limited number of grants and/or donations to groups and organisations that provide or support activities that benefit the residents of Chiddingfold parish ("the Parish").

The Council may award:

1. Annual Revenue Grants
2. Small Grants
3. Donations

Applications for each type of grant must:

- State clearly the intended use of the grant
- Demonstrate a clear benefit to a significant number of residents of the Parish

Applications for either type of grant must not:

- Be for retrospective funding
- Be for funds which may contribute to a surplus for charitable distribution or increase the reserves of the group/organisation

Grants can only be made to groups/organisations which are able to demonstrate to the Council that they exercise sound financial management. This demonstration can normally be achieved by providing a copy of the previous year's audited accounts or, where these do not exist, a forecast budget of income and expenditure relating to the grant application. This information should accompany the application, or its absence must be explained.

If a group/organisation is able to reclaim VAT (whether or not it actually does so), the amount requested must NOT include the associated VAT amount.

ANNUAL REVENUE GRANTS

An annual revenue grant is intended to provide revenue support to a group or organisation providing a service that the Council recognises as providing a significant ongoing benefit to the residents of the Parish, whether that service is physically in the Parish or not. Any annual revenue grant will not normally exceed £2,000.

Applications for annual revenue grants (and the required supporting documents/ information as stated on the application form) must be received by the Parish Clerk by 31st August for applications for the next (April-March) financial year. An annual revenue grant can only be paid to a bank account in the name of the group/organisation applying.

Applications for annual revenue grants are considered by the Council as part of its annual budget setting process.

Each applicant will be notified in writing (by email) by the Parish Clerk of whether or not their application has been successful following approval of the Council's budget (normally in December).

Annual revenue grants are typically paid in August following confirmation being received by the Parish Clerk from the applicant of the payment account details. Applicants are responsible for updating the Parish Clerk of any changes to contact details and requesting the payment of any grant awarded.

Any annual revenue grant which is awarded but not paid within the financial year for which it is awarded will be voided.

SMALL GRANT AWARDS

The Council allocates a specific budget in each financial year to provide small grants. Once this has been allocated the Council will not normally consider any further applications and this will be notified on the Council's website.

A small grant is typically expected to be a contribution towards a project that the Council recognises as providing a significant benefit to the residents of the Parish. Any small grant will not normally exceed £500.

The Parish Clerk will assist the applicant to meet the application criteria. If the application criteria cannot be met the application will be rejected by the Clerk. Valid applications will proceed to consideration.

An application for a small grant may be made to the Parish Clerk at any time during the year (and must include the required supporting documents/information as stated on the application form). A small grant can only be paid to a bank account in the name of the group/organisation applying.

Applications for grants of up to £500 will be considered by the Council's Finance and Compliance Committee, over £500 they must be considered at a meeting of the Council.

Each small grant application will be considered in relation to:

- Viability of the proposal
- Any proven record of delivery of community benefit by the applicant
- Likely number of residents of the Parish to benefit
- Other funding obtained / or evidence of ongoing efforts to obtain other funding
- Previously awarded grants to the same group/organisation by the Council

It may take up to 12 weeks for an application for a small grant to be considered, but the Council aims to determine applications at the next available meeting where possible.

Each applicant will be notified in writing (by email) by the Parish Clerk of whether or not their application has been successful.

Where additional funding is required for the project, the award of a small grant is conditional upon the applicant providing to the Parish Clerk satisfactory written evidence of those monies also being available. The applicant is responsible for providing this evidence and requesting release of grant funds. Subject to this requirement, all small grant awards will be paid following confirmation being received of the payment account details. Applicants are responsible for updating the Parish Clerk of any changes to contact details and requesting the payment of any grant awarded.

Any small grant which is awarded but not paid within the financial year for which it is awarded will be voided.

CONDITIONS OF ALL GRANT AWARDS

Grants are paid from public funds, which are subject to scrutiny. Therefore, the Council must be able to demonstrate that all monies are awarded within the powers of the Council and that the monies are properly spent.

A grant may only be used for the purposes set out on the application form. If the funding cannot be used for the stated purpose or a project be completed by the stated Project End Date then the applicant must notify the Parish Clerk at the earliest opportunity. The applicant may propose an alternative use of the grant funds or alternative Project End Date for consideration by the Council, but the Council reserves the right to rescind the grant and require the return of the monies.

If, for any reason, grant monies are not fully used, then the surplus must be returned to the Council, unless otherwise agreed in writing by the Council.

The applicant must give written confirmation to the Parish Clerk by the 'Project End Date' as stated in the grant application form (or as otherwise agreed by the Council) that (i) the project has indeed been completed and (ii) the funding has only been used for the stated purpose.

If an application for a grant is approved, the Council's financial support must be acknowledged in any publicity relating to the project (for a small grant), and in the group's/organisation's annual report (for both an annual revenue grant and a small grant).

DONATIONS

The Council may make donations to registered charities/not for profit groups/organisations with a demonstrable connection to the Parish. Donations will not normally exceed £100. The Council will not normally contribute to national appeals other than the Royal British Legion Poppy Appeal.

Applications for donations must be made in writing to the Parish Clerk, setting out why the Council should support the stated cause. Applications will be considered by the Council's Finance and Compliance Committee.

Any donation will only be payable to a bank account in the name of the charity/not for profit organisation.

Grants and Donations Policy:

Version Number 2.0

Prepared By:

Lauren Blatherwick (Clerk)

Prepared:

March 2020

Adopted:

Review Due:

Reviewed:



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

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

Please read the Council's Grants and Donations Policy before completing this form and returning it to the Parish Clerk at the above address.

GRANT APPLICATION FORM

APPLICANT DETAILS

Group/Organisation Name:

Contact Name:

Position in Group/Organisation:

Contact Address:

.....

Contact Telephone No:

Registered Charity: YES / NO If YES, Charity No:

Bank account details for where any payment will be made:

Account Name:

Account Number: Sort Code:

DETAILS OF FUNDING REQUEST

Amount Requested: £..... Date funds required: / /

Type of Application: Annual Revenue Grant / Small Grant / Donation (delete as appropriate)

What are you seeking funding for?

.....

.....

Continue on separate sheet if required

Who (and how many) Parish residents will benefit

.....

.....

Continue on separate sheet if required

Total annual revenue expenditure (*for Annual Revenue Grants only*):

£.....

- For applications for small grants for capital projects, please attach quotes/prices received (or provide a written explanation of why these cannot be provided)
- For all other grant applications, please attach detailed budget revenue/expenditure forecast (or provide a written explanation of why this cannot be provided)
- Information not required for applications for donations

Other funding sources (information not required for applications for donations):

Agreed funding £ Source:

Agreed funding £ Source:

Agreed funding £ Source:
Continue on separate sheet if required

Applied for funding £ Source:

Applied for funding £ Source:

Applied for funding £ Source:
Continue on separate sheet if required

Any other funding source: YES / NO Details:

What is the group's/organisation's contribution to the funding? £.....

Project End Date: / / (only applicable for small grants)

Has the Council previously granted funds to your group/organisation and/or for this project? YES / NO

If YES, give details:

.....
Continue on separate sheet if required

Previous year's audited accounts attached? YES / NO (not required for donations)

If NO, explain why not:

.....
Continue on separate sheet if required

Declaration

In submitting this application on behalf of the stated group/organisation, I hereby certify that:

- all statements made and information enclosed are true;
- I have read the Council's Grants and Donations Policy and agree to the conditions therein; and
- I understand and agree that this application and any supporting information may be made public.

Signed: Date:

Position in Organisation:

Data Protection: The information provided in this application form will only be used by the Council in the administration of its grants and donations process and for no other reason. The information will be processed in accordance with the Council's data retention policy.