



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

Chairman: Councillor Daniel Hall
Parish Clerk: Lauren Blatherwick CiLCA PSLCC
Deputy Clerk and RFO: Sue Frossard CiLCA PSLCC
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TO MEMBERS OF THE COUNCIL

In accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, you are hereby summonsed to attend a meeting of Chiddingfold Parish Council **on Monday 13 July 2020 at 5.00pm**, for the purpose of transacting the business below.

Signed: Lauren Blatherwick
Clerk to the Parish Council

Date: 07 July 2020

MEETING DETAILS

Zoom Meeting ID: Meeting ID: 833 8733 5352
Join the meeting at <https://us02web.zoom.us/j/83387335352>
To join by phone: 0203 051 2874 / 0203 481 5237 / or 0203 481 5240
(standard call charges apply).

MEMBERS OF THE PUBLIC are encouraged and welcome to attend Parish Council meetings. Please read the [Remote Meetings Protocol](#) available from the Parish Council website under *Documents >Policies and Procedures > Remote Meetings Protocol*

AGENDA – 13 July 2020

1.00 APOLOGIES FOR ABSENCE

To receive and consider accepting apologies for absence.

2.00 DECLARATIONS OF PERSONAL OR PECUNIARY INTEREST (DPI)

Registrable interests must be disclosed. If not registered, they 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 for other interests are as set out in the Code of Conduct.

To receive declarations of pecuniary and other interests and to consider any requests for dispensations.

3.00 APPOINTMENT OF RESPONSIBLE FINANCE OFFICER (RFO)

The current RFO has resigned effective 31 July 2020 and the Council therefore must appoint an RFO to be responsible for the financial administration of the authority in accordance with section 151 of the Local Government Act 1972 from 1 August going forwards. The RFO role also includes the running of the Council's pay roll.

- 3.00.1 **PROPOSED (DH):** Pending recruitment for a permanent appointment, to appoint a locum RFO from 1 August 2020 for up to 44 hours /month (averaging 10 hours a week), and to approve the associated costs for this appointment.
- 3.00.2 **PROPOSED (DH):** To appoint a working group to prepare a report to Council (including liaising with SSALC and discussion with external HR services as required in order to obtain quotes) on the Council's staffing requirements and options for achieving this following the resignation of the RFO, including consideration of potential restructuring of both officer roles.