



# Chiddingfold Parish Council

The Banking House  
The Green  
Chiddingfold  
Surrey  
GU8 4TU

Chairman: Councillor Daniel Hall  
Clerk: Lauren Blatherwick CiLCA PSLCC  
RFO: Andy Beams  
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## TO MEMBERS OF THE CHIDDINGFOLD PARISH 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 **Friday 25 September 2020** at **11.00am**, for the purpose of transacting the business below.

Signed: *Lauren Blatherwick*  
*Lauren Blatherwick, Clerk to the Parish Council*

Date: *21 September 2020*

## MEETING DETAILS

Zoom Meeting ID: 894 6887 4594  
Join the meeting at: <https://us02web.zoom.us/j/89468874594>  
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 and are invited to raise questions, relevant to items on the business of the Council, at the scheduled point in the proceedings. *Please read the [Remote Meetings Protocol](#) available from the Parish Council website under Documents >Policies and Procedures > Remote Meetings Protocol*

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## AGENDA – 25 SEPTEMBER 2020

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### 1.00 **APOLOGIES FOR ABSENCE**

*To receive and note apologies for absence.*

### 2.00 **DECLARATIONS OF PERSONAL OR PECUNIARY INTEREST (DPI)**

Interests not yet disclosed in the Council's Register must be declared and notified to the Monitoring Officer within 28 days. If a Member has a DPI, 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. Non-registrable interests are to be disclosed in accordance with the council's Code of Conduct.

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

## PUBLIC PARTICIPATION SESSION

### 3.00 **BANKING ARRANGEMENTS**

The council has appointed a locum Responsible Financial Officer (RFO), Andy Beams, following resignation of the previous officer, Suzanne Frossard. The Council needs to approve changes to its banking arrangements to reflect the current staffing arrangements.

**3.01 BANK MANDATE**

*To approve changes to the Bank Mandate with Lloyds to remove Suzanne Frossard from the mandate and add Andrew Beams to the mandate (full power signatory).*

**3.02 ONLINE BANKING**

Online banking access needs to be set up for all individuals the Council wishes to have access to internet banking facilities on the Lloyds account. Access rights are personal to the individual and not shared. The locum Responsible Financial Officer (RFO), Andy Beams, requires such access to administer the Council's banking, and the Clerk, Lauren Blatherwick, is proposed to have such access for continuity purposes when a new RFO appointment is made.

*1) To authorise online banking access for the Council's accounts with Lloyds for i) Andy Beams (locum RFO) and ii) Lauren Blatherwick (Clerk).*

*2) To approve a second officer having access to on-line banking not withstanding Financial Regulation 6.3 until such time as Council rescinds this access on the appointment of a permanent RFO, or Financial Regulations are changed, whichever is the sooner.*

**3.03 CHEQUES**

Financial Regulations require that cheques be signed by the RFO and 2 councillors [FR6.6], this is not possible pending the mandate change at 3.01 above. Cheques should not normally be signed away from Council meetings, and any so signed should be noted at the next meeting [FR6.7].

*1) To approve the signing of cheques by the Clerk, in place of the Responsible Finance Officer, pending the amendment of the mandate.*

*2) To NOTE that payments due on the September Order to Pay for electronic transfer, were instead made by cheque and these cheques were signed away from a meeting of the Council.*

**4.00 DATE OF THE NEXT MEETING**

*To note the date of the next Parish Council meeting will be 8 October 2020 at 6pm.*