



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
Deputy Clerk & RFO: Sue Frossard CiLCA PSLCC
clerk@chiddingfold-pc.gov.uk

Minutes of a meeting of the Finance and Compliance Committee of Chiddingfold Parish Council held on Wednesday 14 August 2019 at 7.00pm in The Charles Watts Room of the Village Hall.

Cllrs Present: Cllr Tim Forrest (TF), Elected Chairman Cllr Daniel Hall (DH)
Cllr Tony Wiener (TW) Cllr Peter Little (PL) from (19:27)
In Attendance: Sue Frossard (RFO) Public: 0

DRAFT MINUTES

1.00 TO ELECT A CHAIRMAN TO THE FCC

Cllr Tim Forrest was proposed as the FCC Chairman and agreed to stand.

PROPOSED: by DH

SECONDED: by TW

Cllr Tim Forrest was unanimously elected as Chairman of the Finance and Compliance Committee.

2.00 APOLOGIES FOR ABSENCE

There were no apologies for absence.

3.00 DECLARATIONS OF INTEREST

If an interest has not yet been disclosed in the Council's Register of Disclosable Pecuniary Interests, the Member must declare it here and notify the Monitoring Officer of it within 28 days. Where a Member has a disclosable pecuniary interest, the Member must not vote or speak on the agenda item in which it arises, or do anything to influence other Members in regard to that item.

There were no declarations of interest.

4.00 FINANCE

4.01 (TF) REVIEW THE PRECEPT AND BUDGET FOR 2019/2020

A briefing from TF was reviewed.

NOTED: that staff costs will increase by more than 1% in accordance with contracts. (Exact percentages are not known as increases for the forthcoming year have not yet been released by the National Joint Council.

AGREED: The Parish Council needs to have a capital project plan, flowing from the Neighbourhood Plan (NP) and covering the period of the current mandate - 4 years, 10 years and longer term – the life of the NP.

AGREED: That provisional research and costings can be done on some projects ahead of the NP or a project plan. Examples discussed were: a building at Combe Common (using Open Space funds and a loan); a building to house the nursery; a natural burial ground; the Village Hall, in order to obtain more income when the nursery are re-housed); and a car park.

4.02 (TF) REVIEW OF THE CURRENT EAR-MARKED RESERVES (EMRs)

TF gave a briefing on the current EMRs and the need to spend and not accumulate funds on reserve.

The RFO advised the meeting of the position in respect of holding EMRs (as opposed to carrying a large general reserve) and, whilst it was initially thought that some EMRs should be used or 'closed down' it was agreed that all were necessary.

Individual EMRs were discussed at some length.

Minutes of the 14 August 2019 meeting of the Chiddingfold Parish Council Finance and Compliance Committee

Signed by Chairman: Date:

2019-08-14 / 1

AGREED: The EMR for Election Costs will be left in place, even if WBC do not charge us for the last election it can accrue for a future election (eg if a councillor/councillors leave mid-term).

19:27 Cllr Peter Little arrived at the meeting and was brought up to speed on previous discussions.

AGREED: that the FCC will cost the provision of a new pavilion at Combe Common.

AGREED: that the FCC will look again at updating the WBC children's playground.

AGREED: that an EMR be set up (in the forthcoming budget) for a new website (which the Clerk is looking at).

4.03 FINANCIAL STATEMENT OF ACCOUNTS

RESOLVED: To approve the actual income and expenditure against the budget, which was as expected at this point in the year.

RESOLVED: No EMR virements need to be recommended to full Council.

4.04 RECEIPTS AND PAYMENTS

The receipts, future-dated payments, payments necessarily made since the last meeting and internal bank transfers on the Order to Pay form was reviewed and approved as being 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 payments.

4.05 BANK RECONCILIATIONS

The bank reconciliations between statements and the cash book on all accounts were reviewed and confirmed as accurate.

RESOLVED: that the bank reconciliations on all accounts are accurate.

5.00 COMPLIANCE

5.01 REVIEW OF FINANCIAL REGULATIONS

Revised Financial Regulations (Version 6), had been circulated in the working papers and reviewed by members of the FCC.

RESOLVED: to approve Version 6 of the Financial Regulations and to recommend these to full council for adoption.

6.00 CORRESPONDENCE AND GENERAL BUSINESS

There was no correspondence.

There was no other business.

7.00 LATE ITEMS

There were no late items.

8.00 DATE OF THE NEXT FCC MEETING

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

NOTED: the next FCC Meeting will be held on Wednesday 11 September 2019 in The Charles Watts Room of the Village Hall, commencing at 7pm.

ACTIONS

(TW) Children's Playground. TW to talk to CT on this and together to talk to WBC to pursue the installation of a new playground.

(FCC) To start work on producing a short-, medium-, long-term project plan for the parish council's consideration.

(FCC) To carry out provisional research and costing for the projects listed at Item 4 above, commencing with a pavilion at Combe Common, the car park and a building for the nursery.

(RFO) To set up a new EMR (for the next budget year) to fund a new website.