



# Chiddingfold Parish Council

The Banking House  
The Green  
Chiddingfold  
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GU8 4TU

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Chairman: Councillor Daniel Hall  
Parish Clerk: Lauren Blatherwick CiLCA PSLCC  
Deputy Clerk & RFO: Sue Frossard 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

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## 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.

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

Signed by Chairman: ..... Date: .....

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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.