



Chiddingfold Parish Council

The Banking House
The Green
Chiddingfold
Surrey
GU8 4TU

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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 remote meeting of the Chiddingfold Parish Council Finance and Compliance Committee held on **Wednesday 20 May 2020** at 7.00pm via Zoom.

Cllrs Present: Cllr Tony Wiener (TW) (Chairman) Cllr Peter Little (PL)
Cllr Dan Hall (DH)
In Attendance: Sue Frossard (RFO) **Public:** 0

MINUTES

PUBLIC QUESTIONS (From 7.00 pm to 7.15 pm)
There were no questions.

1.00 APOLOGIES FOR ABSENCE

There were no 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. No declarations of interest were made and no dispensations were requested or approved.

3.00 MINUTES OF THE FCC MEETING HELD ON 11 MARCH 2020

RESOLVED: (unanimous) subject to a change of wording to Item 4.05, amended to read: "The Officers' timesheets were reviewed and the meeting Chairman initialled them to confirm they had been seen by the FCC". The minutes of the FCC meeting, held on 11 March 2020 were approved as a true record of decisions taken and the meeting Chairman will, because of Covid-19 restrictions, sign the minutes at a later date.

3.01 REVIEW OF OUTSTANDING ACTIONS FROM PREVIOUS FCC MEETINGS

NOTED: There were no outstanding actions from previous FCC meetings.

4.00 FINANCE

4.01 ANNUAL ACCOUNTS FOR 2019-2020

NOTED: the 2019-2020 year-end accounts. (Together with a briefing from the RFO, these had been circulated by email to all councillors on the 07 April 2020).

NOTED: the full annual audit pack for the 2019-2020 accounts. (Submitted to full council for approval at its June meeting).

Minutes of the 20 May 2020 meeting of the Chiddingfold Parish Council Finance and Compliance Committee

Signed by Chairman: Date:

2020-05-20 / 23

- 4.02 **RFO'S BRIEFING ON FINANCES**
NOTED: the RFO's briefing on the accounts to 30 April 2020 was noted.
ACTION: the RFO was asked to prepare a proposal from the FCC to the full council to open a further bank account.
ACTION: the RFO to pay out grants and donations to the specific recipients outlined in the budget as soon as possible and, ongoing, at the beginning of May each year.
- 4.03 **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.
RESOLVED: (unanimous) that no EMR virements need to be recommended to full council.
- 4.04 **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 2020-2021 budget and matched supporting documentation.
RESOLVED: (unanimous) to review receipts, transfers, payments made between meetings and future-dated payments against supporting documentation and to confirm their accuracy. The RFO, the meeting Chairman and one other councillor present to sign the Order.
ACTION: the RFO to review and change the narrative in the accounts system for the Banking House share of outgoings.
- 4.05 **BANK RECONCILIATIONS**
RESOLVED: (unanimous) that the bank reconciliations to 30 April 2020 were reviewed against the cashbook and were found to be accurate, with no differences.
- 4.06 **OFFICERS' TIMESHEETS**
 The Officers' timesheets since the last meeting and up to 30 April had been emailed to FCC members for review. There were no queries raised. The meeting Chairman will, post-Covid-19, initial the timesheets to confirm they have been viewed by the FCC.
- 4.06 **CIL**
NOTED: that the balance of potential, local CIL for Chiddingfold had not changed since the agenda was issued to the time of this meeting; and stands at £37,253.39.
NOTED: that no CIL has yet been confirmed as due, collected or allocated.
- 5.00 **COMPLIANCE**
 The RFO was asked if there are any policies or documents requiring review. The RFO suggested that the Chairman liaise with the Clerk to determine a working routine for future reviews.
- 6.00 **GENERAL BUSINESS AND CORRESPONDENCE**
 6.01 **CORRESPONDENCE RECEIVED**
 There had been no correspondence.
- 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).
 There were no late items.
- 8.00 **DATE OF THE NEXT FCC MEETING**
 [For information. Dates are set at the FCC meeting following the annual meeting of the full council].
NOTED: that the next FCC Meeting will be held remotely, via Zoom, on Wed 08 July May, commencing at the new time of 11am.