



# Chiddingfold Parish Council

The Banking House  
The Green  
Chiddingfold  
Surrey  
GU8 4TU

Chairman: Councillor Daniel Hall  
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## FINANCE AND COMPLIANCE COMMITTEE MINUTES 09 SEPTEMBER 2020

Minutes of the Chiddingfold Parish Council Finance and Compliance Committee meeting held remotely on Wednesday 09 September 2020 at 11.00am under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Cllrs Present: Cllr Tony Wiener (TW) Chairman, Cllr Dan Hall (DH), Cllr Peter Little (PL)

In attendance: Andy Beams (Locum RFO) Public: 0

### 1.00 APOLOGIES FOR ABSENCE

None.

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

No declarations of interest were made, and no dispensations were requested.

**PUBLIC PARTICIPATION** – There were no members of the public present.

### 3.00 PREVIOUS MINUTES

#### 3.01 MINUTES OF THE LAST MEETING

**RESOLVED** (unanimous): To approve the minutes of the meeting of the Finance and Compliance Committee (FCC) on Wednesday 08 July 2020 as drafted. The Chairman to sign at the next 'in-person' FCC meeting.

#### 3.02 ACTIONS FROM PREVIOUS MINUTES (where not forming a separate agenda item)

New bank account – It was asked if this had been actioned yet. The Locum RFO explained that during the renewal of the council's insurance, it had been highlighted that banking fraud would not be covered unless dual controls existed with regard to online banking, which was not the case with the main Lloyds account a present.

The Locum RFO was asked to investigate whether the Lloyds set up could be altered to allow dual control and advise the committee of a suitable way to progress the new account opening.

### 4.00 FINANCE

#### 4.01 LOCUM RFO'S BRIEFING ON FINANCES

**NOTED:** The Locum RFO's briefing was noted.

It was agreed to continue to provide in this format for future meetings. The suggestion of reviewing the EMR's was accepted and will be considered as part of the budget setting process.

**4.02 FINANCIAL STATEMENT OF ACCOUNTS**

**RESOLVED:** The statement of accounts was approved.

The Locum RFO drew the committee's attention to the negative balance on the General Reserve, and it was agreed that the Locum RFO would investigate further to ensure no transfers between EMR's and General Reserve had been missed.

**4.03 RECEIPTS AND PAYMENTS**

**NOTED:** The receipts received and payments necessarily made since the last meeting were noted.

**RESOLVED:** The payments detailed on the Order to Pay form were authorised.

The Locum RFO drew the committee's attention to the ability of the RBS accounting system to produce all the information contained on the Order to Pay form, without the need to duplicate details onto a separate spreadsheet. It was agreed that the RBS data would be used to provide this information at the next meeting.

**4.04 BANK RECONCILIATIONS**

**RESOLVED:** The bank reconciliations to 31 August were reviewed against the cashbook and found to be accurate.

**4.05 OFFICER TIMESHEET**

**NOTED:** The Clerk's timesheets for July and August were reviewed.

As part of the staffing review currently taking place, a recommendation was to form a Human Resources Committee, and if agreed by council, future reviews of time sheets would be undertaken by the new committee.

**4.06 CIL**

**NOTED:** The balance of potential CIL funds of £31,618.80 as of 1 September 2020 was noted.

The Locum RFO was asked to confirm with Waverley Borough Council the process and timing of receipt of confirmed CIL amounts.

**4.07 2021/22 BUDGET**

The committee discussed the schedule of budget preparation and noted the suggested comments of the Clerk. The Locum RFO was asked to prepare a first draft based on actual need, which would be reviewed and revised by the committee members. In order to meet the required timescales for approval by council, an additional budget meeting for the committee is to be arranged for early October.

**5.00 COMPLIANCE**

**5.01 INTERNAL AUDIT**

**RESOLVED:** The committee agreed to recommend the appointment of Mulberry & Co to Full Council as internal auditors.

**6.00 CORRESPONDENCE AND GENERAL BUSINESS**

**CORRESPONDENCE RECEIVED**

**6.01 PAY AWARD**

**NOTED:** The committee noted the detail of the Local Government Services' Pay Agreement 2020-21.

**7.00 DATE OF THE NEXT MEETING**

**NOTED:** that an additional budget meeting of the will be held remotely, via Zoom, on Wednesday 14 October 2020, commencing at 11.00am.