



WALBERTON PARISH COUNCIL INCLUDING FONTWELL AND BINSTED

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TO ALL MEMBERS OF THE COMMITTEE - You are summoned to attend a meeting of the FINANCE & LEGAL COMMITTEE at 6.30pm on Tuesday 16 January 2018 in the Pavilion for the purpose of transacting the business set out below.

Signed:

Date: 11 January 2018

A. Pepler. Parish Clerk.

AGENDA

1. **Record of attendance and apologies**
2. **Declarations of interest in items on the agenda**
3. **Confirmation of minutes**
To confirm the minutes of the Finance & Legal Committee meeting of 28 November 2017.
4. **Update on items agreed at last meeting**
Minute 563/17/1 - The Clerk converted budget estimates into proposed budgets for each cost centre and circulated for further consideration.
Minute 566/17 - The Clerk did some preparatory work on a draft Business Plan which he circulated.
Minute 569/17 - Notices displayed on parish and public notice boards.
5. **Public questions (max 15 mins)**
To consider any questions from members of the public.
6. **Finances**
 1. To note the latest bank statement.
 2. To note current accounts as per current accounts workbook.
7. **Bank signatories**
8. **Budget**
To agree the budget and precept for 2018/19 for recommendation to Full Council.

9. **Reserves**
To note the current reserves position.
10. **VAT**
To note a VAT refund of £596.16 in December.
11. **Policies / Business plan**
 1. To consider the draft Data Protection policy prepared by the Clerk.
 2. To consider the draft Lone Worker policy prepared by the Clerk.
 3. To consider the proposed draft Business Plan prepared by the Clerk.
12. **Parish on Line**
13. **Website**
To consider costings of new website.
14. **Data protection**
 1. Update on GDPR training for councillors.
 2. To consider the appointment of a Data Protection Officer.
15. **Sec 137 grant awards**
To consider submitted applications for Sec 137 grant awards.
16. **Staff matters**
17. **Quotes and payments**
18. **Any other business**
19. **Date of next meeting**
To confirm the date of the next meeting as Tuesday 10 April 2018. A provisional date of Tuesday 27 February 2018 has been reserved in case it is necessary to review finances before the end of the financial year.