



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 17 April 2018 in the Pavilion for the purpose of transacting the business set out below.

Signed:

Date: **April 2018**

A. Pepler. Parish Clerk.

AGENDA

1. **Record of attendance and apologies**
2. **Declarations of interest in items on the agenda**
Members are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on the agenda, and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent. Members and officers should make their declaration by stating:
 - a) the item they have the interest in
 - b) whether it is a pecuniary, personal and/or prejudicial interest
 - c) the nature of the interest
 - d) if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under Question Time.
3. **Confirmation of minutes**
To confirm the minutes of the Finance & Legal Committee meeting of 16 January 2018.
4. **Update on items agreed at last meeting**
Minute 30/18. Cllr Mrs Clark and the Clerk attended the Parish On Line training on 24 January 2018.
Minute 32/18. GDPR training for councillors took place on 22 January 2018, and a Data Protection Officer was appointed at the Full Council meeting of 20 March 2018.
Minute 33/18. The 12th applicant for a Sec 137 grant has been paid.
Minute 36/18. The revised Code of Conduct was adopted at the Full Council meeting of 23 January 2018.
5. **Public questions (max 15 mins)**
To consider any questions from members of the public.
6. **Finances**

- year.
 1. To note the bank statement as at 31 March 2018, being the end of the financial
 2. To note current accounts as per current accounts workbook.
 3. To note the current account less the total amount in Reserves.
7. **Bank signatories**
To note that Cllr Rogers is now a bank signatory.
8. **Budget**
 1. To review the actual results against budget for the year 2017/18.
 2. To review the budget for the year 2018/19.
9. **Reserves**
To note the current reserves position.
10. **VAT**
To note a VAT refund of £365.02 in February.
11. **Policies / Business plan**
 1. To consider the draft Data Protection policy prepared by the Clerk.
 2. To consider the draft Document Retention Scheme prepared by the Clerk.
 3. To consider the proposed draft Business Plan prepared by the Clerk.
12. **Leases and contracts**
To review terms and conditions of leases, contracts or other assignments of Council assets or property, whether on limited or indefinite basis, to determine if such assignments or contracts are being administered efficiently, and are ensuring good value and/or proper financial return if appropriate.
13. **Website**
To receive an update on expenditure.
14. **Data protection**
 1. To receive an update.
 2. To note the appointment of a Data Protection Officer.
15. **Staff matters**
16. **Quotes and payments**
 1. To note the insurance quote from Zurich Municipal for the year June 2018 - May 2019 and approve payment.
 2. Consider any other quotes and payments.
17. **Any other business**
18. **Date of next meeting**
To confirm the date of the next meeting as Tuesday 17 July 2018. The following meeting will on 23 October 2018.