



**WALBERTON PARISH COUNCIL
INCLUDING FONTWELL AND BINSTED**

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**MINUTES OF THE WALBERTON PARISH COUNCIL FINANCE & LEGAL COMMITTEE HELD IN
THE PAVIION AT 6.30pm ON THURSDAY 4 APRIL 2019.**

160/19 Attendance and apologies

In attendance: Cllrs Rogers (Chair), Ratcliffe, Mrs Clark.

A. Pepler – Clerk.

Apologies: None – all members present.

161/19 Declarations of interest in items on the agenda

Cllrs Rogers and Ratcliffe declared a pecuniary and personal interest in agenda item 14 (Grant awards) in relation to an application from Walberton Allotments as both are members of the Allotment Association.

162/19 Confirmation of minutes

The minutes of the Finance & Legal Committee meetings of 8 January 2019 and 21 January 2019 were confirmed as being a true record of the business transacted.

163/19 Updates on items agreed at last meeting

The Clerk updated the meeting on the single action agreed at the last meeting as detailed on the agenda.

164/19 Public questions

No members of the public were present.

165/19 Finances

1. The Clerk reported that the current account bank statement figure of £60,227.92 as at 31 March 2019.

2. The Clerk reported that the current account was £54,411.32. There were still some invoices yet to be taken into account.

3. The Clerk reported that the current account bank statement less the amount in Reserves was £13,781. There were still some invoices yet to be taken into account

166/19 Budget

The budget for the financial year 2018/19 was reviewed. The meeting was satisfied that the budget had been well managed. The budget for 2019/20 will be reviewed at the next meeting.

167/19

Reserves

The amount of £39,986 in the current reserves was noted. The amounts for each reserve heading for the financial year 2019/20 was reviewed in line with the Reserves Policy. The following amounts were considered:

Council Emergency	£5000
POP	£22466
Neighbourhood Plan	£1000
Walberton Action Group	£221
Op Watershed	£7464
Village Car Park	£1972
Pavilion works	£1500
Other major works	£0
Parish events	£750

Resolved: To set the reserve headings as above.

168/19

Asset register

The asset register was reviewed. Some minor adjustments are required. Cllr Rogers said he will do these and forward it to the Clerk when completed.

169/19

Investments

1. A draft Investment Policy prepared by the Clerk was considered.

Resolved: To recommend the policy to Full Council for adoption.

2. Investment opportunities were considered. The Public Sector Deposit Fund, which is widely used by other public organisation, appears to suit the council's needs.

Resolved: To open a Public Sector Deposit Fund and transfer £25,000 into it. Committee members present are permitted to authorise the investment. Clerk to make the application.

170/19

VAT

The Clerk reported that a VAT claim for £713.65 had been submitted, which has been refunded.

171/19

Policies / Business plan

1. The Business Plan was reviewed. Some minor updates were agreed.

Resolved: To recommend the updated policy to Full Council for adoption.

2. The Code of Conduct was reviewed without any amendments necessary.

172/19

Working Groups

The setting up of a Highways Working Group to focus on the A27 and A29 bypasses was considered.

Resolved: To set up a Highways Working Group to come under the Planning Committee.

173/19

Data protection

The Clerk had nothing to report. He recommended that Maureen Chaffe be appointed as the council's Data Protection Officer for the financial year.

Resolved: To appoint Maureen Chaff as Data Protection Officer.

174/19

Staff matters

The meeting considered an increase in the pavilion cleaner's pay.

Resolved: To approve an increase in the Pavilion cleaner's pay to £180.00 per calendar month.

175/19

Quotes and payments

The meeting approved 14 payments as per a draft list prepared by the Clerk.

176/19

Any other business

None.

177/19

Date of next meeting

The next meeting was confirmed as Tuesday 9 July 2019. The proposed date of the following meeting was 8 August 2019.

Signed.....

Date.....

Chair