

**MINUTES OF THE WALBERTON PARISH COUNCIL FINANCE COMMITTEE HELD IN THE PAVILION AT 6.30pm ON MONDAY 12<sup>TH</sup> DECEMBER 2016.**

**Attendees:** Councillors Strickland (Chair), Mrs Clark, Camerer Cuss, Rogers.  
Mr Pepler – Acting clerk.

**506/16 Apologies**  
None

**507/16 Declarations of interest on items on the agenda**  
None

**508/16 Confirmation of the minutes**  
The minutes of the meeting of 15 November 2017 were confirmed as being a true record.

1. Cllr Strickland reported that he now has internet banking access. The only payments yet to be changed to a direct debit basis are those for the water companies. However, changing other payments (such as to RJ May) to a BACS basis will also be considered.
2. Cllr Rogers reported that Arun District Council are willing to manage staff pay as from April. However, he was unsure if they would still be willing to do this without charge.
3. Cllr Mrs Clark reported that the budget for Community Issues arising out of the Neighbourhood Plan has not been agreed at this time.

**509/16 Finances**

1. To note latest income/expenditure and bank balance as at 30 November  
Cllr Strickland reported that the bank balance on 8 December 2016 stood at £48591.29
2. To consider new proposed cost centre structure for Expenditure and Receipts  
Sheets detailing bank payments and receipts, and payments by cost centre had been previously circulated. The latter shows payment by month and proposed group and individual cost centres.  
The allocation of reserves and expenditure between POP and NDP Plan cost centres was clarified. Cllr Mrs Clark will itemize which costs should be attributed to the Nbd Plan or POP accounts.
3. To view expenditure vs budget actual and projected year end figures  
Considered. Some overspend is expected, particularly in the area of Staff costs. Higher than budgeted expenditure in other areas has been covered by income from grants, VAT refund and Pavilion hire.
4. To note revised statement of actual and projected reserves  
Cllr Rogers presented the reserves for period 31/3/16 to 28/11/16. With some clarification of attribution of funds, together with removal of reserves no longer relevant, this will allow an accurate reserve position going forward to 1/4/17.

**510/16 Budget**  
The 2017/18 budget to be presented to the Full Parish Council Meeting of 24 January 2017. After consideration of all probable expenses it was **Resolved:** to propose a Precept that would provide £5000 to POP funds, while not requiring any further use of reserves. This figure was estimated at £47300, but on later recalculation amended to £48800.

**511/16 VAT**  
The clerk reported that a VAT claim of £1374.49 had been made for the period 31/12/15 to 31/3/16.

- 512/16           Accounts handling**  
Cllr Strickland will meet regularly with the clerk from 17 January 2017 to transfer the handling of accounts. Excel will continue to be used, with a review in February 2017 with regard to transferring to Scribe.
  
- 513/16           Year-end accounts**  
The clerk is attending a Year-end accounts training session on 23 February 2017 with Cllr Strickland. Additionally, Cllr. Rogers will be able to assist in submission of year-end accounts, if required.
  
- 514/14           Correspondence**  
None.
  
- 515/14           Date of next meeting**  
Monday 27 February 2017 at 6.30pm in the Pavilion.

Signed .....,  
Chair

Date.....