



**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 TUESDAY 28 NOVEMBER 2017.**

- 556/17 Attendance and apologies**
In attendance: Cllrs Strickland (Chair), Mrs Clark, Camerer Cuss.
A. Pepler - Clerk.
Apologies: Cllr Rogers.
- 557/17 Declarations of interest in items on the agenda**
None.
- 558/17 Confirmation of minutes**
Resolved: The minutes of the Finance & Legal Committee meeting of 10 October 2017 were confirmed as being a true record of the business transacted.
- 559/17 Update on items agreed at last meeting**
The Clerk updated the meeting on 2 actions agreed at the last meeting as detailed on the agenda.
- 560/17 Public questions**
No members of the public were present.
- 561/17 Finances**
1. The current account bank statement figure of £60,284.60 as at 1 November 2017 was noted.
2. The reconciled current account figure of £58,463.66 as at 1 November 2017 was noted.
- 562/17 Bank signatories**
Resolved: To add Cllr Rogers as a bank signatory.
- 563/17 Budget**
1. The Clerk circulated an updated Pre-budget 2018/19 and Reserves spreadsheets. A discussion took place during which previous actual and

current budget receipts and expenditure were used as bases to produce guideline estimates of expenditure and receipts for the financial year 2018/19.

Agreed: Clerk to convert these estimates into proposed budgets for each cost centre and circulate for further consideration and final agreement prior to the next F&L meeting.

2. The Clerk reported that he has been running the council's Excel spreadsheet accounts in parallel with the Scribe accounting package, taking up their offer of free subscription for the year. There are benefits in the preparation of reports, budgeting and VAT. Excel spreadsheets are prone to errors in data entry and formulae fault. He recommended that consideration be given to adopting Scribe when the current subscription free year expires.

Resolved: To recommend to the next Full Council meeting that subscription to Scribe be continued with the intention of switching accounts handling and reporting wholly to Scribe as from the next financial year.

564/17

Reserves

The current position of reserves was noted.

565/17

VAT

HMRC.

The Clerk reported that he had submitted a VAT refund claim of £596.16 to

566/17

Business plan

The Clerk recommended that the Council considers preparing a 1-3 year Business Plan to assist with budgeting and plan ahead.

Agreed: It was agreed that this made financial sense. The Clerk to do some preparatory work regarding this.

567/17

Parish on Line

Cllr Mrs Clark reported that Parish on Line is a WSCC supported application which assists with identifying property boundaries and asset mapping. Arundel Town Council have offered their Town Hall for a SALC free training session for council staff, which it was agreed we should take advantage of.

568/17

Data protection

The Clerk reported that GDPR training is necessary for council staff and there will be a cost for this. He is working with Yapton, Ford and Clymping clerks to arrange this training through Process Matters2, the cost of which will then be shared.

569/17

Sec 137 grant awards

The Clerk circulated a draft advertisement inviting applications from community groups to apply for Sec 137 grant awards. Some minor amendments were made.

Agreed: The advertisement to be displayed on parish and public noticeboards and other appropriate locations. A full pages advertisement to be submitted for the next issue of the Parish News.

570/17

Staff matters

Cllr Strickland updated the meeting on the latest position with regards to outstanding income tax payments for the year 2016/17.

571/17

Any other business

The Clerk reported that notification had been received from Smaller Authorities' Audit Appointments Ltd that the Annual Return will now be known as the 'Annual Governance and Accountability Return', and that Moores Stephens has been appointed as External Auditor for West Sussex for 2017/18. The fee for limited assurance review will be £300.

572/17

Date of next meeting

The next meeting was confirmed as Tuesday 16 January 2018.

Signed
Date..... (Chair)