



**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 11 JULY 2017.**

- 283/17 Election of Chairman**
Cllr Strickland was proposed by Cllr Mrs Clark, seconded by Cllr Rogers. Cllr Strickland accepted the nomination.
Resolved: Cllr Strickland be elected Chairman of the Committee.
- 284/17 Record of attendance**
Cllrs Strickland, Rogers and Mrs Clark.
A. Peppler – Clerk.
- 285/17 Apologies for absence**
Apologies were received from Cllr Camerer Cuss.
Resolved: Cllr Camerer Cuss's apologies was accepted.
- 286/17 Declaration of interest in items on the agenda**
None.
- 287/17 Confirmation of Minutes**
The minutes of the Finance Committee meeting of 16 May 2017 were confirmed as being a true record of the business transacted.
- 288/17 Update on items agreed at last meeting**
1. Minute 194/17. Cllr Mrs Clark reported that the Asset Register had been updated for insurance purposes.
2. Minute 195/17. The clerk reported that he had attended a risk assessment course in June. He will be preparing a risk management scheme covering workplace activities and environmental factors that will enable the Council to identify any potential inherent risks to reduce or eliminate the risks, insofar as is practically possible.
- 289/17 Public questions**
No members of the public were present.

- 290/17 Draft policies**
The following draft documents and policies as prepared by the Clerk were considered for commendation to the Full Council for adoption:
1. Standing Orders
Resolved: Commend to Full Council for adoption
2. Financial Regulations
It was noted that the last few words of Article 3 and the first two items of Article 4 were missing from the latest draft as circulated.
Resolved: The Clerk to insert the missing items and circulate these for approval by members so that the whole document might be commended to Full Council.
3. Health & Safety policy
Resolved: Commend to Full Council for adoption.
Cllr Strickland moved that the following documents be considered later in the agenda should time permit:
1. Publication Scheme
2. Communications policy
3. Complaints policy
- 291/17 Finances**
1. Cllr Strickland reported that the current account stood at £37937.68. The bank reconciliation as at 30 June 20-17 was £40480.36. The money from Lightsource, which was believed to have been paid on or about 1 July 2017, had not yet been paid.
Agreed: Clerk to follow up.
2. The current accounts as per the accounting workbook was noted. Cllr Strickland said that an update of accounts at the end of each quarter would be prepared before each Finance and & Legal committee meeting.
- 292/17 Budget**
1. Cllr Strickland reported on the progress of the 1st quarter budget (previously circulated).
2. The cost centre for the repair to the twitten wall was discussed.
Resolved: The cost of repair to the twitten wall to be debited to Major Works rather than Maintenance.
- 293/17 Reserves policy**
1. The attribution of balances of specific reserves to succeeding years was discussed, with particular reference to those between 2016/17 and 2017/18.
2. The allocations assumed for the current year were agreed with the exception of the Neighbourhood Plan, which Cllr Mrs Clark considered to be incorrect, specifically the transfer of surplus to POP reserve. She agreed to prepare a mini budget for the Neighbourhood Plan.
Resolved: Money received from Lightsource to be put into Major Works reserve.
Resolved: To reconcile difficulties in Reserve headings relating to Neighbourhood Plan reserves before the Full Council meeting in September.
- 294/17 VAT**
Recent VAT refunds were noted. The Clerk reported he had made a further claim of £1151.72. He has now caught up with claims to the end of April 2017.
- 295/17 On-line banking**

It was agreed that the on-line banking card would be used instead of cheques whenever possible.

296/17 There being sufficient time Cllr Strickland moved that the remaining documents and policies be considered.

1. Publication Scheme

Resolved: Commend to Full Council for adoption.

2. Communications policy

Resolved: Commend to Full Council for adoption.

3. Complaints policy

Resolved: Commend to Full Council for adoption.

297/17 Any other business

1. Cllr Rogers reported that the Allotment Association is planning an Open Sunday event in August and queried public liability insurance cover.

Action: The Clerk to enquire.

2. The Clerk reported that he had written to HMRC regarding difficulties with the previous clerk's tax payments.

298/17 Date of next meeting

In the Pavilion at 6.30pm on Tuesday 10 October 2017.

Signed.....

Chair

Date.....