



**WALBERTON PARISH COUNCIL  
INCLUDING FONTWELL AND BINSTED**

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**MINUTES OF THE WALBERTON PARISH COUNCIL FINANCE & LEGAL COMMITTEE HELD IN THE PAVILION AT  
6.30pm ON MONDAY 5 AUGUST 2019.**

**346/19 Record of attendance**

In attendance: Cllrs Ratcliffe, Rogers, Mrs Clark, Stevens.

A. Pepler – Clerk.

Apologies: None, all members present.

**347/19 Election of Chairman and Vice Chairman**

1. Chairman

Cllr Rogers was proposed by Cllr Mrs Clark and seconded by Cllr Ratcliffe. A vote was held, and the motion carried unanimously.

Resolved: Cllr Rogers be appointed as Committee Chairman.

Cllr Rogers chaired the meeting from this point.

2. Vice Chairman

Cllr Ratcliffe was proposed by Cllr Stevens and seconded by Cllr Mrs Clark. A vote was held, and the motion carried unanimously.

Resolved: Cllr Ratcliffe be appointed as Committee Vice Chairman.

**348/19 Declarations of interest in items on the agenda**

None.

**349/19 Update on items agreed at last meeting**

The Clerk updated the meeting on actions agreed at the last meeting as per the agenda.

**350/19 Public questions**

No members of the public were present.

**351/19 Finances**

1. The Clerk reported that at 31 July 2019 the bank statement showed £40,417.14 in the current account

2. The Clerk reported that at the close of business 4 August 2019 there was £40,231.89 shown in the current account workbook.

3. The Clerk reported that the current account less the amount in Reserves (£46,948) is £6716.

**352/19 Public Sector Deposit Fund**

1. The successful application for, and the initial deposit of £25,000 into, a Public Sector Deposit Fund was noted.

2. The Clerk reported that as at 31 July 2019 the fund stood at £25,018.72

- 353/19 Budget**  
Cllr Rogers reported that, at the end of the first financial quarter, the finances are in keeping with the budget and there are no causes for concern.
- 354/19 Reserves**  
The Clerk reported that the amount in Reserves current stood at £46,948. There is a commitment of £2472.00 under Major Works to pay for the removal of a vegetation mound from the playing field.
- 355/19 VAT**  
The Clerk reported on a VAT refund of £1912.14 in May and £1624.12 in July 2019.
- 356/19 Polices / Business Plan**  
There were no polices to review. The Clerk was asked to circulate the Business Plan to members.
- 357/19 Data Protection**  
Cllrs Mrs Clark, Vawer and the Clerk have received some training in SharePoint from Maureen Chaffe. There is more to follow.
- 358/19 Staff matters**  
Cllr Stevens gave feedback on the excellent training given by SALC recently at Avisford. Cllr Mrs Clark reported that Cllrs VAWER and McElvogue have benefitted from training by SALC on Planning.
- 359/19 Quotes and payments**  
The meeting approved payment of five invoices as per a draft list prepared by the Clerk.
- 360/19 Any other business**  
1. The Clerk reported that he had received an update of the Model Financial Regulations and that he would be looking to see what amendments are necessary to the council's own Financial Regulations.  
2. Cllr Mrs Clark reported that she had received a quote of £300 from Angela English for preparation of the special issue of Neighbourhood News and £578 for printing.  
3. Cllr Mrs Clark reported on a recent wedding party at the Village Hall where guests were sitting at tables on the playing field.
- 361/19 Date of next meeting**  
The date of the next meeting was confirmed as Tuesday 8 October 2019.

Signed .....

Chair

Date .....