



**WALBERTON PARISH COUNCIL
INCLUDING FONTWELL AND BINSTED**

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DRAFT - NOT YET CONFIRMED

**MINUTES OF THE WALBERTON PARISH COUNCIL FINANCE & LEGAL COMMITTEE
HELD IN THE PAVIION AT 6.30pm ON TUESDAY 16 JANUARY 2018.**

- 19/18 Attendance and apologies**
In attendance: Cllrs Strickland (Chair), Mrs Clark, Rogers, Camerer Cuss.
A. Pepler - Clerk.
Apologies: None.
- 20/18 Declarations of interest in items on the agenda**
Cllrs Strickland and Rogers declared separate interests in applications pertaining to agenda item 15.
- 21/18 Confirmation of minutes**
Resolved: The minutes of the Finance & Legal Committee meeting of 28 November 2017 were confirmed as being a true record of the business transacted.
- 22/18 Updates on items agreed at last meeting**
The Clerk updated the meeting on 3 actions agreed at the last meeting as detailed on the agenda.
- 23/18 Public questions**
No members of the public were present.
- 24/18 Finances**
1. The current account bank statement figure of £53,832.90 as at 31 December 2017 was noted.
2. Cllr Strickland reported that the current account was currently £52,425.90
3. For future meetings, the Clerk is asked to report on the current account less the total amount in Reserves.
4. Some minor anomalies in amounts in cost code centres and reserves were identified, which will be addressed by the Clerk.

- 25/18 Bank signatories**
Cllr Rogers was added as a bank signatory, approved by Cllrs Strickland and Mrs Clark.
- 26/18 Budget**
The proposed budget for the 2018/19 financial year (previously circulated) was discussed and agreed.
Resolved: To recommend approval of a Precept of £54240 to Full Council. This represents a sum of £55.35pa for a Band D household, an increase of £4.99pa.
- 27/18 Reserves**
The current reserves position was noted. Some minor anomalies in amounts were identified, which will be addressed by the Clerk.
- 28/18 VAT**
The VAT refund of £596.16 in December 2017 was noted.
- 29/18 Policies / Business plan**
Resolved: To defer this item to the next meeting.
- 30/18 Parish on Line**
Cllr Mrs Clark reported that she and the Clerk will be attending a training session at Arundel Town Hall on Wednesday 24 January 2018. Parish on Line will prove to be a useful tool in identifying land ownership and logging council assets.
- 31/18 Website**
Cllr Mrs Clark reported on the costings of the proposed new website:
 - Initial set up £300
 - Annual fee £432pa
 - Bi-annual hosting £62.50pa
 - Redirection of email addresses by J&R approx £50Resolved: To recommend the above costings to Full Council.
- 32/18 Data protection**
1. GDPR training for councillors has been arranged for Monday 22 January 2018.
2. Resolved: To defer the consideration of appointment of a Data Protection Officer until after the GDPR training.
- 33/18 Sec 137 grant awards**
12 applications for grant awards were considered.
Resolved: To recommend 11 to Full Council for approval. A 12th is to be referred back to the applicant by the Clerk for further information.
- 34/18 Staff matters**
Cllr Mrs Clark reported on NALC staff pay increases and pension scheme.

35/18 **Quotes and payments**
The meeting approved the payments of 4 cheques (372-375) as per a draft payments list prepared by the Clerk.

36/18 **Any other business**
Cllr Mrs Clark recommended that the revised Code of Conduct circulated by Arun District Council be considered for adoption at the next Full Council meeting.

37/18 **Date of next meeting**
The next meeting was confirmed as Tuesday 17 April 2018. A provisional date of 6 March 2018 has been reserved in case it is necessary to review finances before the end of the financial year.

Signed.....
Date.....
Chair