



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 PAVILION AT 7.15pm ON TUESDAY 9 JANUARY 2024.

- 1. Record of attendance and apologies**
1/24 In attendance: Cllrs Vawer, Titmus, and McElvogue.
Apologies: Cllr McAuliffe.
C Stevens – Clerk.
- 2. Declarations of interest in items on the agenda**
2/24 Cllr Titmus declared at personal interest in agenda item 8 - Fontwell Meadows Community Building.
Cllr McElvogue declared a personal interest in agenda item 9 - Avisford Tennis Courts transfer.
- 3. Confirmation of minutes**
3/24 The minutes of the Finance & Legal Committee meeting of 3 October 2023 were confirmed as being a true record of the business conducted.
- 4. Matters arising**
4/24 None.
- 5. Finances**
5/24 1. The Clerk circulated the current financial position on:
 - Public Sector Deposit Fund
 - Reserves
 - Bank accounts
 - VAT refund
- 6. Budget**
6/24 a. The budget for 2023/2024 was viewed. It was agreed that spending was within the budgeted amount.
b. The budget and therefore precept was finalised which will be put to Full Council for approval on Tuesday 16 January 2024.
- 7. Legal matters**
7/24 There was a discussion on statutory compliance. It was agreed that there needs to be a list of what obligations WPC has in terms of contracted spending and legal compliance in terms of fire extinguisher checks etc mostly in relation to The Pavilion.
- 8. Fontwell Meadows Community Building**

8/24 Internal works are complete but external works are still ongoing. Some snagging points still giving cause for concern in relation to the play area which need to be fixed before anything is transferred to WPC.

9. Avisford Grange Tennis Courts transfer

9/24 Some snagging points still ongoing. These points are to be highlighted to the developer for correction before being transferred to WPC.

10. Policies / Business plan

10/24 The clerk presented a lone worker policy.

Resolved: To adopt lone worker policy and carry out a risk assessment.

11. Data Protection / GDPR

11/24 GDPR training was completed in November and will be completed annually going forwards.

12. Staff matters

12/24 a. Resolved: To approve the backdated pay scale for 2023/2024.

b. Resolved: To contact payroll to investigate pension requirements.

13. Correspondence

13/24 None.

14. Quotes and payments

14/24 The Clerk presented a draft list of eighteen payments for retrospective authorisation along with three pending payments.

Resolved: To approve the retrospective payments and two of the pending payments.

15. Any other business

15/24 The clerk confirmed that fence around Walberton allotments was checked over by a fencing contractor and it was agreed that it was fine and does not require any remedial work.

There was a discussion about double yellow lines, and it was suggested this could be added to the next planning agenda for further discussion.

16. Date of next meeting

16/24 The date of the next meeting was confirmed as 7.15pm Tuesday 16 April 2024.

There being no other business the meeting closed at 9.15pm.

Signed..... Chair

Date.....