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| Logo  Description automatically generated with low confidence | **WALBERTON PARISH COUNCIL**  **INCLUDING FONTWELL AND BINSTED**  Parish Council Office, The Pavilion, The Street,  Walberton, Arundel, West Sussex, BN18 0PJ  Tel: 01243 554528  email:clerk@walberton-pc.gov.uk  www.walberton-pc.gov.uk |

**DRAFT – NOT YET CONFIRMED**

**MINUTES OF THE WALBERTON PARISH COUNCIL FINANCE & LEGAL COMMITTEE HELD IN THE PAVILION AT 7pm ON TUESDAY 25 APRIL 2023.**

**1. Record of attendance and apologies**

**163/23** In attendance: Cllrs Ratcliffe (Chair), Titmus, McAuliffe and McElvogue.

A Peppler – Clerk.

Apologies: Apologies were received from Cllr Vawer.

**2. Declarations of interest in items on the agenda**

**164/23** Cllr Titmus declared a personal interest in agenda item 8.

**3. Confirmation of minutes**

**165/23** The minutes of the Finance & Legal Committee meeting of 11 October 2022 were confirmed as being a true record of the business conducted.

**4. Finances**

**166/23** 1. Public Sector Deposit Fund

The Clerk reported that as of 31 March 2023 the account stood at £285257.67

2. Reserves.

At 25 April 2023, specific reserves stood at £73060.59

3. Accounts:-

1. At 31 March 2023 the main account bank statement was £38619.29.

2. At 25 April 2023 the main current account stood at £68765.29 and the Walbinfont account at £94.64.

3. At 25 April 2023 the current account plus PSDF less the total amount in Reserves was £280962.37.

4. VAT

The VAT refund for the end of the third quarter of 2022 for £7846.69 was noted.

**5. Budget**

**167/23** The budget at the end of the financial year 2022/2023was reviewed. It was noted that general expenditure in 2022/23 was within budget with a small surplus of £5k. During the year £34k was released from reserves for improvements and repairs to the Pavilion and £20k was spent on the Play Area using S106 money. Total expenditure was £128k.

**6. Internal audit**

**168/23** The Internal Auditor’s report for the year ended 31 March 2023 was noted. The accounting arrangements, procedural controls, record and documentary evidence were considered satisfactory, and no matter came to attention that gave reasonable cause to believe that the regulatory requirements had not been complied with. Members thanked the Clerk for his work.

**7. Legal matters**

**169/23** 1. A draft Deed of Agreement relating to Sec 106 payments from the Avisford Grange development between Arun District Council and WPC was considered. It was noted that the planning reference on the title page appears incorrect. Clerk to refer document back to ADC for clarification.

2. Cllr McAuliffe referred to the asset and liability register which was introduced to track these liabilities are, and how they are being managed. He expressed some concern over inspection and mitigation. Some work is currently being done on Parish Online. The register is available on Teams and the Clerk was asked to provide a copy of the spreadsheet for future meetings.

**8. Fontwell Meadows Community Building**

**170/23** This was reported on at a recent General Purposes committee meeting. The Fontwell Green Committee will be meeting on 27 Aril 2023.

**9. Avisford Grange Tennis Courts transfer**

**171/23** Cllr Ratcliffe reported that the documentation is with the solicitors and there has been no recent movement. The courts are nearing completion.

**10. Policies / Business plan**

**172/23** The below policies were reviewed:

* Reserves Policy
* Investment Policy
* Business Plan

Resolved: To recommend the reviewed documents to Full Council for adoption. To be reviewed again in six months.

**11. Data Protection**

**173/23** Nothing to report.

**12. Staff matters**

**174/23** None.

**13. Correspondence**

**175/23** None.

**14. Quotes and payments**

**176/23**

The Clerk presented a draft payment list of four payments for authorisation.

Resolved: To approve the payments as per the draft payment list.

**15. Any other business**

**177/23** Cllr McAuliffe suggested that opportunities for financial investment other than the Public Sector Deposit Fund ought to be explored. He will research. The Clerk will circulate PSDF investment information.

**16. Date of next meeting**

**178/23** The date of the next meeting was confirmed as Tuesday 18 July 2023.

There being no other business the meeting closed at 8.05pm.

Signed…………………………………………………………………… Date…………………………………………………….

Chair