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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 |

**MINUTES OF THE WALBERTON PARISH COUNCIL FINANCE & LEGAL COMMITTEE HELD IN THE PAVILION AT 7.15pm ON TUESDAY 18 JULY 2023.**

**1. Record of attendance and apologies**

**304/23** In attendance: Cllrs Vawer, Titmus and McElvogue.

A Peppler – Clerk.

Apologies: Cllr McAuliffe.

**2. Election of Chair and Vice Chair**

**305/23** 1. Committee Chair

Cllr Titmus proposed Cllr Vawer who consented to stand. Seconded by Cllr McElvogue.

Resolved: Cllr Vawer be appointed as Committee Chair.

Cllr Vawer chaired the meeting from this point.

2. Vice Chair

Cllr Vawer proposed Cllr McElvogue who consented to stand. Seconded by Cllr Titmus.

Resolved: Cllr Titmus be appointed as Committee Vice Chair.

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

**306/23** Cllr Titmus declared at personal interest in agenda item 10 - Fontwell Meadows Community Building.

**4. Confirmation of minutes**

**307/23** The minutes of the Finance & Legal Committee meeting of 25 April 2023 were confirmed as being a true record of the business conducted.

**5. Matters arising**

**308/23** None.

**6. Finances**

**309/23** 1. The Clerk circulated the current financial position on:

* + Public Sector Deposit Fund
  + Reserves.
  + Bank accounts
  + Bank accounts
  + VAT refund

No concerns were expressed.

2.Deed of Agreement Sec 106 contributions.

1. Receipt of the draft Deed of Agreement Sec 106 contributions relating to the Avisford Grange development from ADC was noted.

2. The Clerk reported the receipt of the first of two contribution payments, the second to be made on the 75th occupation. The contributions were for authorised purposes under the agreement and a discussion took place on disbursements.

Resolved: To disburse the Sec 106 payment as directed by ADC. £3000 for the Pavilion to be put into the Pavilion Works specific reserve, £7000 to be paid to the village hall, £6200 to be put into the village car park specific reserve, and £2607.98 to be put into the Pavilion general reserve.

**7. Budget**

**310/23** The budget at the end of the first quarter 2023/2024 was reviewed. The Clerk reported on receipts vs expenditure, and that currently 17.15% of the budget has been used.

**8. Annual audit**

**311/23** The external auditor’s report is awaited.

**9. Legal matters**

**312/23** Receipt of a copy of the draft Transfer Deed that transfers the Legal Title for the new tennis courts on the Avisford Grange development from Linden to WPC was noted. A discission took place and several issues were raised. An email was drafted to send to the solicitors to address. It was agreed that an inspection of the courts is required prior to hand over. The Deed is to be referred to Full Council.

**10. Fontwell Meadows Community Building**

**313/23** Cllr Vawer reported on an earlier phone call with Dandara. Planning permission for the community building was approved yesterday. It should be available for inspection early September with handover a few weeks later. Planning permission for the shop is still awaiting a decision from ADC, possibly Spring next year. The delay is due to ADC.

The allotments should be ready in September. An inspection will be required prior to handover.

The Open Spaces should be opening up in the next few weeks. The play area is likely to be ready as early as the end of next week. The Clerk was asked to arrange appropriate insurance cover.

A number of issues raised by residents at the recent Full Council meeting were discussed.

A question on the transfer of the Community Building and the shop was raised, and clarity should be sought on the issue. An email was drafted to send to the solicitors to address.

**11. Avisford Grange Tennis Courts transfer**

**314/23** See minute 312/23 above.

**12.** **Policies / Business plan**

**315/23** There were no policies to review. The Clerk reported that the business activity spreadsheet had been updated to show the completion of the Fontwell phone box repaint and the 20mph speed limit TRO application project being led by Cllr Smyth.

**13.** **Cycle path**

**316/23** Referred from Full Council. Cllr McElvogue reported that Victoria Harris has agreed to take on the project management of the playing field path and village pond. The Clerk will arrange for relevant email addresses in due course.

**14.** **Data Protection / GDPR**

**317/23** Process Matters 2 will deliver GDPR training to councillors in the Autumn.

**15.** **Staff matters**

**318/23** Cllr Vawer reported that there were five applications for the Clerk’s post, three of whom have been selected for interview.

Cllr McElvogue reported that the Terms of Reference for the replacement project’s manager would be the same as previously.

**16.** **Correspondence**

**319/23** None.

**17.**  **Quotes and payments**

**320/23** The Clerk presented a draft list of three payments for authorisation.

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

**18.**  **Any other business**

**321/23** None.

**19.** **Date of next meeting**

**322/23** The date of the next meeting was confirmed as 7.15pm Tuesday 3 October 2023.

There being no other business the meeting closed at 8.38pm.

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

Chair