



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 7.15pm ON TUESDAY 3 OCTOBER 2023.

1. Record of attendance and apologies

489/23 In attendance: Cllrs Vawer, Titmus, McAuliffe and McElvogue.
C Stevens – Clerk.

2. Declarations of interest in items on the agenda

490/23 Cllr Titmus declared a personal interest in agenda item 10 - Fontwell Meadows Community Building.
Cllr McElvogue declared a personal interest in agenda item 11 - Avisford Tennis Courts.

3. Confirmation of minutes

491/23 The minutes of the Finance & Legal Committee meeting of 18 July 2023 were confirmed as being a true record of the business conducted.

4. Arun West Community Wardens – Sean Harvey

492/23 Sean Harvey gave a presentation on what his role involves and how he helps within the local community. Councillors all agreed this is a valuable service and are keen to promote what is being done and can be done.
Clerk to contact Sean in advance of Full Council Meetings for a report of any local incidents. Report to be presented at the meeting.

5. Matters arising

493/23 None.

6. Finances

494/23 1. The Clerk circulated the current financial position on:

- Public Sector Deposit Fund
- Reserves.
- Bank accounts
- VAT refund

The question was asked as to where and why the Public Sector Deposit Fund was chosen. Clerk is to investigate other options, possibly from other local Parishes as to who they invest with and whether they use a financial adviser of some sort too.

7. Budget

495/23 The budget for 2023/2024 was viewed. It was agreed that spending was within the budgeted amount, but work needs to be done on making the budget clearer including projected spending for each month for known payments.

8. Annual audit

496/23 The external auditor's report was received. No matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

9. Legal matters

497/23 There was a discussion on what legal matters means. It was agreed that there should be 2 subheadings within this term namely assets & liabilities and contract liabilities. The clerk will create a detailed list of the various obligations.

10. Fontwell Meadows Community Building

498/23 Works are still ongoing both internally and externally on the Fontwell Meadows Community Building. The query was raised again about who the community building and shop are going to be transferred to. The lease will need to be sorted once the transfer is complete.

11. Avisford Grange Tennis Courts transfer

499/23 No further update.

12. Policies / Business plan

500/23 There were no policies to review. No further updates to the business plan since the GP meeting on 19 September.

13. Cycle path

501/23 It has been suggested that this should include improving the current cycle path with further safety measures alongside the bigger plan to create a cycle path link from Walberton to Fontwell to join their respective cycle paths. It was suggested that going door to door to find out what residents of Copse Lane would think about combining improving their road surface alongside the addition of a cycle path.

14. Data Protection / GDPR

502/23 It was agreed that all should attend a GDPR training session. All Cllrs and the Clerk to agree some possible dates to set up said GDPR training session with our Data Protection Officer.

15. Staff matters

503/23 It was agreed that the Clerk should apply for the ILCA course and proceed with any relevant training or studying.

16. Correspondence

504/23 Confirmation that a CIL payment is due. Clerk was to ask the question as to what this payment is in relation to.

17. Quotes and payments

505/23 The Clerk presented a draft list of eight payments for authorisation.
Resolved: To approve the payments as per the draft payment list.

18. Any other business

506/23 Cllr Titmus raised the subject of noise monitoring/reporting cameras. This was of interest to the Councillors. Further information is to be sought.

19. Date of next meeting

507/23 The date of the next meeting was confirmed as 7.15pm Tuesday 9 January 2024.

There being no other business the meeting closed at 9.43pm.

Signed..... Chair

Date.....