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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 0PJTel: 01243 554528email:clerk@walberton-pc.gov.ukwww.walberton-pc.gov.uk |

**TO ALL MEMBERS OF THE FINANCE & LEGAL COMMITTEE – You are summoned to attend a meeting of the FINANCE & LEGAL COMMITTEE in the Pavilion at 7.00pm on Tuesday 11 January 2022 for the purpose of transacting the business set out below.**

**PLEASE NOTE**

**Members of the public are welcome to attend the meeting. Current Covid social distancing guidance will be complied with. Limited participation will be available via Zoom – contact the Clerk for details.**

Signed: Date: 6 January 2022

A. Peppler. Parish Clerk.

**AGENDA**

**1. Record of attendance and apologies**

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

Members are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on the agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent. Members and officers should make their declaration by stating:

a) the item they have the interest in

b) whether it is a pecuniary, personal and/or prejudicial interest

c) the nature of the interest

d) if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under Question Time.

**3. Confirmation of minutes**

To confirm the minutes of the Finance & Legal Committee meeting of 12 October 2021.

**4.** **Update on items agreed at last meeting**

**5. Public questions (max 15 mins)**

 To consider any questions from members of the public.

**6. Finances**

1. Public Sector Deposit Fund

To note account position.

2. Reserves.

To note the current specific reserves position and commitments.

 3. Accounts:-

1. To note the bank statement as 31 December 2021.

 2. To note current accounts as per current accounts workbooks.

 3. To note the current account plus PSDF less the total amount in Reserves.

 4. VAT

 1. To note the VAT refund for the end of the first quarter of £1108.21

 2. To note the VAT refund for the end of the second quarter of £1240.68

**7. Budget**

 1. To review the budget at the end of the third quarter of the financial year 2021/2022.

 2. To consider the budget for the financial year 2022/2023.

**8. Fontwell Meadows Land Transfer**

 To receive an update.

**9. Avisford Grange Tennis Courts transfer**

 To receive an update.

**10. Policies / Business plan**

 1. To review Standing Orders.

 2. To review the Privacy Policy.

 3. To review the Information Security Incident Policy.

 4. To review the business activity plan.

**11. Data Protection**

To receive an update.

**12. Staff matters**

**13. Correspondence**

**14. Quotes and payments**

**15. Any other business**

**16. Date of next meeting**

To confirm the proposed date of the next meeting as 7.00pm on Tuesday 19 April 2022.