|  |  |
| --- | --- |
| 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 |

**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 26 April 2022 for the purpose of transacting the business set out below.**

**PLEASE NOTE**

**Members of the public are welcome to attend the meeting. Limited participation will be available via Teams – contact the Clerk for details.**

Signed: Date: 21 April 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 11 January 2022.

**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 March 2022.

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

To note the VAT refund for the end of the third quarter for 2021/22 of £3466.16

**7. Budget**

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

**8. Internal audit**

To note Internal Auditor’s report.

**9. Fontwell Meadows Land Transfer**

To receive an update.

**10. Avisford Grange Tennis Courts transfer**

To receive an update.

**11. Policies / Business plan**

1. To review the Investment Policy

2. To review the Reserves Policy

3. To review the Business Activity Plan.

**12. Data Protection**

To receive an update.

**13. Insurance**

To consider insurance for maintenance of grass verges.

**14. Staff matters**

**15. Correspondence**

**16. Quotes and payments**

1. To consider any quotes and payments.

2. To approve a draft list of payments made by Direct Debit.

**17. Any other business**

**18. Date of next meeting**

To confirm the proposed date of the next meeting as 7.00pm on Tuesday 5 July 2022.