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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 7pm ON TUESDAY 26 APRIL 2022.**

**202/22 Record of attendance and apologies**

In attendance: Cllrs Ratcliffe (Chair), Mrs Clark and McAuliffe.

A Peppler – Clerk.

Apologies: Apologies were received from Cllr Skillicorn.

**203/22 Declarations of interest in items on the agenda**

None.

**204/22 Confirmation of minutes**

The minutes of the Finance & Legal Committee meeting of 11 January 2022 were confirmed as being a true record of the business transacted.

**205/22 Update on items agreed at last meeting**

None.

**206/22 Public questions (max 15 mins)**

No members of the public were present.

**207/22 Finances**

1. Public Sector Deposit Fund

The Clerk reported that as of 31 March 2022 the amount in the fund was £65,246.25

2. Reserves.

The Clerk reported that as of 31 March 2022 the amount in Specific reserves was £70,903.58, of which £39,760.94 was in the POP reserve. A commitment to pay legal fees of £11,000 with regards to the A27 Arundel Bypass was noted. The meeting agreed that the Reserves are in a healthy position and that no changes were necessary but will be subject to review.

3. Accounts:-

The Clerk reported the following:

1. The current account bank statement as of 31 March 2022 was £37,897.10

2. The current account as per current accounts workbooks as of 25 April 2022 was £61, 072.98

3. The current account plus PSDF less the total amount in Reserves as of 25 April 2022 was £55,415.65

4. VAT

The VAT refund for the end of the third quarter for 2021/22 of £3466.16 was noted.

**208/22 Budget**

The budget at the end of the financial year 2021/2022 was reviewed. 83.1% of the budget was spent and the meeting agreed that it had been well managed.

**209/22 Internal audit**

The Internal Auditor’s report for the financial year 2021/2022 was noted. It was found that no matter had come to attention that gives reasonable cause to believe that the regulatory requirements had not been complied with.

**210/22 Fontwell Meadows Land Transfer**

No documents have yet been received. The licence details are not complete. Cllr Ratcliffe will follow up with the solicitors.

**211/22 Avisford Grange Tennis Courts transfer**

Cllr Mrs Clark reported that nothing further had been heard. She referred to her recently circulated briefing note to councillors.

**212/22 Policies / Business plan**

The meeting reviewed the below policies

1. Investment Policy

2. Reserves Policy

3. Business Activity Plan.

Resolved: To recommend to Full Council the adoption of the above policies with minor agreed changes.

**213/22 Data Protection**

The Clerk reported that the IT team will be introducing secondary authentication for councillors to access their email accounts. This will help in preventing hacking, spoofing and other malware.

**214/22 Insurance**

Cllr McAuliffe reported that confirmation had been received from WSCC’s legal team to remove clause 9.3.3 from the community highways partnership. The Clerk reported that other parish councils who have entered into a CHP have been asked to provide feedback they have on any insurance issues which arose.

**215/22 Staff matters**

Cllr Mrs Clark reported that the Clerk’s appraisal is due in September.

**216/22 Correspondence**

None.

**217/22 Quotes and payments**

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

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

2. The Clerk present a list of payees to whom payments would be made by direct debit.

Resolved: To approve the list and recommend to Full Council.

**218/22 Any other business**

Cllr Mrs Clark reminded the meeting that the Fontwell Meadows Open Space and Community Building should be added to the council’s insurance policy at the appropriate time.

**219/21 Date of next meeting**

The date of the next meeting was confirmed as 7.00pm on Thursday 7 July 2022.

There being no other business the meeting closed at 7.48pm.

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

Chair