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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 |

**DRAFT – NOT YET CONFIRMED**

**MINUTES OF THE WALBERTON PARISH COUNCIL FINANCE & LEGAL COMMITTEE HELD IN THE PAVILION AT 7pm ON TUESDAY 7 JULY 2022.**

**328/22 Record of attendance and apologies**

In attendance: Cllrs Ratcliffe, Titmus and McAuliffe.

A Peppler – Clerk.

Absent: Cllr Skillicorn.

**329/22 Election of Chair and Vice Chair**

1. Committee Chairman

Cllr McAuliffe proposed Cllr Ratcliffe who consented to stand. Seconded by Cllr Titmus.

Resolved: Cllr Ratcliffe be appointed as Committee Chairman.

Cllr Ratcliffe chaired the meeting from this point.

2. Vice Chairman

Cllr Titmus pointed out that Standing Orders say (point4.4.a) that the Vice Chair of the council (Cllr Vawer) should sit on the committee.

Resolved: To hold the appointment open to allow matter to be raised at the next Full Council meeting.

**330/22 Declarations of interest in items on the agenda**

None.

**331/22 Confirmation of minutes**

The minutes of the Finance & Legal Committee meeting of 26 April 2022 were confirmed as being a true record of the business conducted.

**332/22 Update on items agreed at last meeting**

None.

**333/22 Public questions (max 15 mins)**

No members of the public were present.

**334/22 Finances**

1. Public Sector Deposit Fund

The Clerk reported that as of 30 June 2002 the PSDF was £65353.62

2. Accounts

The Clerk reported that of 5 July 2022 the accounts were:

1. Main account £54991.87
2. Walbinfont £50.00

Total £55041.87

3. Reserves

The Clerk reported that of 30 June 2022 the amount in Reserves was £72399.05

4. The agreed balance for expenses (1+2-3) was £47996.44

5. VAT

The VAT refund for the end of the fourth quarter for 2021/22 of £3693.04 was noted.

6. The Clerk reported that there were insufficient funds in the Walbinfont to pay for the Music Night event on 16 July as Eventbrite will not release the ticket sales money until five days afterwards.

Resolved: To transfer £900 from the main account to the Walbinfont account, to be repaid when the ticket sales money from Eventbrite is received.

**335/22 Budget**

The budget at the end of the first quarter 2022/2023 was reviewed. No issues were raised.

**336/22 Legal matters**

Cllr McAuliffe suggested that a legal register be created to keep an overview of WPC’s legal responsibilities. The matter was discussed, and the Clerk agreed to do some research and report back at the next meeting.

**337/22 Fontwell Meadows Land Transfer**

Cllr Ratcliffe reported that the land transfer had gone through, but the formal documents have yet to be received. The licence has not yet been signed.

It was agreed that for future meetings this agenda item will be Fontwell Meadows Community Building.

**338/22 Avisford Grange Tennis Courts transfer**

Cllr Ratcliffe had nothing further to report from Linden Homes and he will follow up. A discussion followed on the proposed tennis courts.

**339/22 Policies / Business plan**

The meeting reviewed WPC’s Standing Orders. Updates recommended by SALC to section 18 were approved. An amendment made to section 24 (i).

Resolved: To recommend the revised Standing Orders be adopted by Full Council

**340/22 Data Protection**

Cllr McAuliffe reported that he had received a spoof email. The need to remain vigilant was made.

**341/22 Staff matters**

None.

**342/22 Correspondence**

None.

**343/22 Quotes and payments**

The Clerk presented a draft payment list of two items for authorisation.

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

**344/22 Any other business**

Cllr Ratcliffe asked members to consider reducing the number of F&L meetings to reduce duplication with Full Council meetings. The Clerk will put this as an agenda item for the next meeting.

**345/22 Date of next meeting**

The date of the next meeting was confirmed as 7.00pm on Tuesday 11 October 2022.

There being no other business the meeting closed at 7.55pm.

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

Chair