|  |  |
| --- | --- |
| 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 11 OCTOBER 2022.**

**1. Record of attendance and apologies**

**475/22** In attendance: Cllrs Ratcliffe (Chair), Vawer, McAuliffe, Titmus and McElvogue.

A Peppler – Clerk.

Apologies and absence: None

**2. Committee membership**

**476/22** The resignation of Cllr Skillicorn and the appointment of Cllr McElvogue were noted

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

**477/22** Cllr Titmus declared a personal interest in agenda item 10 - Fontwell Meadows Community Building.

**4. Confirmation of minutes**

**478/22** The minutes of the Finance & Legal Committee meeting of 7 July 2022.

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

**479/22** None.

**6. Finances**

**480/22** 1. Public Sector Deposit Fund

The Clerk reported that of 30 September 2022 the account stood at £65555.50

2. Accounts

The Clerk reported that as of 10 October 2022 the accounts stood at:

Main account £266,932.46

Walbinfont account £94.64

3. Reserves

As of 30 September 2022, Reserves stood at £62994.96.

The balance for expenditure (1+2-3) was £311734.96. This is inflated owing to the recent Sec 106 receipt of £248,617. It was agreed that ways on getting a better investment return on the £180,000 cycle path allocation should be looked at. Reserve plans should be made specifically for the village pond and a lesser amount for allotments.

4. VAT

The VAT refund for the end of the first quarter of 2022/23 of £3100.54 was noted.

**7. Meeting frequency**

**481/22** The frequency of Finance & Legal Committee meetings was considered. It was recognised that there is more work to do, and greater emphasis needs to be put on legal matters, which should be reflected in meeting agendas.

Resolved: Not to change meeting frequency at this time.

**8. Budget**

**482/22** 1.The budget at the end of the second quarter 2022/2023 was reviewed. Cllr Ratcliffe reported that the budget is overspent, the main drivers being replacing the allotment fencing, pavilion improvements, and a payment to HMRC. Other account lines are below budget. Use of the pavilion has returned to full occupancy, so other income is above budget. This excludes payments from Reserves on which the main movement was pavilion improvements paid so far, which amount to £12154 from Reserves.

2. It was agreed to consider the budget for 2023/24 at a meeting in the Pavilion at 7pm on Thursday 15 December 2022.

**9. Legal matters**

**483/22** Cllr McAuliffe referred to an Asset & Liability spreadsheet he has drafted which is to identify what WPC’s legal and responsibility requirements are, dates of inspection and actions required etc. This would allow the council to clearly see and track these liabilities are, and how they are being managed. A discussion followed on various legal issues. Cllr McAuliffe encouraged members to complete the spreadsheet with relevant data as it becomes available. The Clerk will make the spreadsheet available on Teams.

**10. Fontwell Meadows Community Building**

**484/22** Cllr Vawer referred to a letter received from Henry Adams LLP notifying that a planning application has been submitted to ADC for a non-material amendment to reserved matters application to allow demolition and rebuilding of the Old Smithy rather than retention and refurbishment.

**11. Avisford Grange Tennis Courts transfer**

**485/22** Cllr Ratcliffe reported that he had made contact with the site manager of the Avisford Grange development. Work on the tennis courts is likely to start in January. Residents in Avisford Park Road have complained about hedging being removed.

**12. Policies / Business plan**

**486/22** 1. Policies

The below policies were reviewed:

* + - Complaints Policy
    - Training and Development Policy
    - Publication Scheme

Resolved: To recommend the revised policies to Full Council for adoption.

2. Business Plan

Cllr McAuliffe updated the meeting on the progress of replacement bus shelter in Arundel Road, Fontwell. He had received an outlined cost of £17,000 and requested that the amount be allocated to proceed. The current projects and reserve commitments were discussed. It was agreed that it can’t be afforded in the short term, and it should stay in the business plan and be a priority for CIL projects. The meeting will look to allocate funding in the budget for 2023/24, subject to Full Council approval.

Resolved: Not to allocate funds at this time.

**13. Data Protection**

**487/22** No matters to raise.

**14. Staff matters**

**488/22** Consideration was given to employing a temporary person as a 'Project Deliver and Grant Acquisition Lead' (referred from Full Council). Cllr McAuliffe outlined that this is due to the number of large on-going projects and the likelihood that their efficient and successful completion and management would be in excess of the available time that councillors. The viability and budgetary implications were discussed.

Resolved: To allocate a potential £3000 to approach a person to assist in this role.

**15. Correspondence**

**489/22** None.

**16. Quotes and payments**

**490/22** The Clerk presented a draft payment list of five items for authorisation.

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

**17. Any other business**

**491/22** A discussion took place on WPC’s banking arrangements and investments with the Public Service Deposit Fund. The meeting will undertake due diligence of its financial arrangements.

**18. Date of next meeting**

**492/22** The date of the next meeting was confirmed as 6.30pm on Tuesday 10 January 2023.

There being no other business the meeting closed at 9.20pm.

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

Chair