|  |  |
| --- | --- |
|  | **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 ONLINE AT 7.00pm TUESDAY 12 JANUARY 2021.**

**1/21 Record of attendance and apologies**

In attendance ; Cllrs Rogers (Chair), Ratcliffe, Mrs Clark and Skillicorn.

A. Peppler – Clerk.

**2/21 Declarations of interest in items on the agenda**

None.

**3/21 Confirmation of minutes**

The minutes of the Finance & Legal Committee meeting of 19 October 2020 were confirmed as being a true record of the business transacted.

**4/21** **Update on items agreed at last meeting**

None.

**5/21 Public questions (max 15 mins)**

No questions were asked.

**6/21 Finances**

1. Public Sector Deposit Fund.

The Clerk reported that as of 31 December 2020 the amount in the account was £65,194.82

2. Reserves.

The Clerk reported that as of 31 December 2020 the amount in Specific Reserves was £56,430.62

3. Accounts:-

The Clerk reported the following:

1. The bank statement as of 31 December 2020 was £45,044.08

2. The current accounts as per current accounts workbook as of today

Main account: £43,505.46

Walbinfont account: £50.00

3. The main current account plus PSDF less the total amount in General Reserves was £52,269.86

**7/21 Budget**

1. Cllr Rogers reported that, at the end of the third quarter, 45.86% of the budget had been used in 75% of the financial year. The forecast is that the budget will be well underspend at the end of the year. Much of the underspend can be attributed to the Covid pandemic.

2. The proposed budget was reviewed. It was agreed to recommend a precept of £62,930 to Full Council. This represents an increase/decrease of £0.00pa per Band D household.

Resolved: To recommend a precept of £62,930 for the financial year 2021 / 2022 to Full Council.

**8/21 VAT**

The VAT refund for the second quarter of £603.66 was noted.

**9/21 Fontwell Meadows Land Transfer**

Cllr Ratcliffe reported that there is continued dialogue with Dandara, although It has been quiet over Christmas. Some detail needs to be finalised with the lawyer.

**10/21 Avisford Grange Tennis Courts transfer**

Cllr Mrs Clark had nothing further to report.

**11/21 POP**

The transfer of additional funded from General Reserves to POP was considered.

Resolved. To recommend to Full Council that a further £5000 be transferred from General Reserves to POP Reserve.

**12/21 Policies / Business plan**

1. There were no polices to review.

2. No additions were recommended for the Business Plan. The Clerk will update relevant information a circulate.

**13/21 Data Protection**

The Data Protection Officer’s bulletin 21 on advice to avoid data breaches when sending emails was noted.

**14/21 Staff matters**

None. The Clerk reported that he is in regular contact with the cleaner regard the Pavilion.

**15/21 Correspondence**

None.

**16/21 Quotes and payments**

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

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

**17/21 Any other business**

None.

**18/21 Date of next meeting**

The date of the next meeting was confirmed as 7pm on Tuesday 6 April 2021.

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

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

Chair