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|  | **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 6 APRIL 2021.**

**152/21 Record of attendance and apologies**

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

A Peppler – Clerk.

**153/21 Declarations of interest in items on the agenda**

None.

**153/21 Confirmation of minutes**

The minutes of the Finance & Legal Committee meeting of 12 January 2021 were confirmed as a true record of the business conducted.

**154/21** **Update on items agreed at last meeting**

The Clerk updated the meeting on the two items agreed at the last meeting as per the agenda.

**155/21 Public questions (max 15 mins)**

No members of the public were present and no questions.

**156/21 Finances**

1. Public Sector Deposit Fund.

1. The Clerk reported that as of 28 February 2021 the amount in the account was £65199.73. The statement for the end of March had not yet been received.

2. Correspondence from CCLA Investment Management Ltd regarding the outlook for interest rates, the prospect of ‘negative yield’ and proposed changes to the fund was noted.

2. Reserves.

1. The Clerk reported that as of 31 March 2021 the amount in Specific Reserves was £59966.73.

2. The transfer of a further £5000 from General Reserves to POP Reserve as approved by Full Council on 2 February 2021 was noted.

3. Accounts:-

The Clerk reported the following:

1. The bank statement as of 31 March 2021was £34776.27

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

Main account: £33794.52

Walbinfont account: £50.00

3. The main current account plus the PSDF less the total amount in Reserves was £40009.17.

The meeting thanked the Clerk for producing the accounts in a timely manner.

**157/21 Budget**

Cllr Rogers congratulated the Clerk on the completion of another year of accounting WPC and the very quick production of this year’s figures. He reminded the meeting that the budget that performance was being compared against was created before the onset of the Covid-19 epidemic WPC has been faced with during this fiscal period. It was noted that only was spent 70.4% of the budgeted gross expenditure. The extraordinary situation has led to an under-spend in many areas including equipment maintenance, utilities, playing field maintenance, street maintenance, Rights of Way maintenance and traffic calming. The budget going forward with for 2021-22 is assuming activity unaffected by a pandemic. Income from hiring of the Pavilion to the Community Play Centre has also been a welcome un-budgeted source of funds.

**158/21 Fontwell Meadows Land Transfer**

Cllr Ratcliffe reported that the transfer from Dandara to WPC has not yet been completed but it is nearly there. It has already been transferred to Dandara as part of the process and the solicitor has been checking covenants and boundaries. The transfer is expected to be completed shortly.

**159/21 Avisford Grange Tennis Courts transfer**

Cllr Mrs Clark reported there has been no movement.

**160/21 Policies / Business plan**

1. The meeting considered reviews on the following policies as prepared by the Clerk:

1. Business Plan

2. Reserves Policy

3. Investment Policy

The reviews were discussed, and Investment Policy was accepted without change. Cllr Mrs Clark suggested some changes to the Business Plan, which were agreed. In the Reserves Policy it was agreed that Walberton Action Group would be removed as a specific reserve and the balance of £221 transferred to general reserves - Grounds/Equipment (DX2).

Resolved: To recommend the agreed reviewed policies to the next Full Council meeting.

2. Review of business activity plan.

No changes were recommended at this time.

**161/21 Data Protection**

The Clerk reported that he had circulated relevant information to councillors on GDPR matters from the Data Protection Officer

**163/21 Staff matters**

The Clerk reported that the Pavilion cleaner is continuing to do an excellent job. Her monthly pay has not been reviewed for two years. After a discussion Cllr Rogers moved to increase her pay by £5.0 per month. A vote was held by a show of hands and the motion was carried.

Resolved: To recommend a pay increase of £5.00 per month for the Pavilion cleaner to the next Full Council meeting.

**164/21 Correspondence**

The Clerk reported there had been no correspondence of a financial or legal matter other than the continuing matters relating to the A27 Arundel Bypass and the Fontwell Meadows Land Transfer.

**165/21 Quotes and payments**

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

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

**166/21 Any other business**

Cllr Rogers said that he would be stepping down from the Council on 28 October 2021. He will continue to be a Trustee of the Community Play Centre, but as a Community Trustee.

**167/21 Date of next meeting**

The date of the next meeting was confirmed as 7pm on Tuesday 29 June 2021.

There being no other business, the meeting closed at 7.45pm.

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

Chair