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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 0PJTel: 01243 554528email:clerk@walberton-pc.gov.ukwww.walberton-pc.gov.uk |

**TO ALL MEMBERS OF THE FINANCE & LEGAL COMMITTEE – You are summoned to attend a meeting of the FINANCE & LEGAL COMMITTEE in the Pavilion at 7.00pm on Tuesday 29 June 2021 for the purpose of transacting the business set out below.**

**PLEASE NOTE**

**Members of the public are welcome to attend the meeting. Current Covid social distancing guidance will be complied with. Limited participation will be available via Zoom – contact the Clerk for details.**

Signed: Date: 24 June 2021

A. Peppler. Parish Clerk.

**AGENDA**

**1. Record of attendance and apologies**

**2. Election of Chairman and Vice Chairman**

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

Members are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on the agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent. Members and officers should make their declaration by stating:

a) the item they have the interest in

b) whether it is a pecuniary, personal and/or prejudicial interest

c) the nature of the interest

d) if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under Question Time.

**4. Confirmation of minutes**

To confirm the minutes of the Finance & Legal Committee meeting of 6 April 2021.

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

**6. Public questions (max 15 mins)**

 To consider any questions from members of the public.

**7. Finances**

1. Public Sector Deposit Fund

To note account position.

2. Reserves.

To note the current specific reserves position and commitments.

 3. Accounts:-

1. To note the bank statement as 31 May 2021.

 2. To note current accounts as per current accounts workbooks.

 3. To note the current account plus PSDF less the total amount in Reserves.

**8. Budget**

 To review the budget at the end of the first quarter of the financial year 2021/2022.

**9. Fontwell Meadows Land Transfer**

 To receive an update.

**10. Avisford Grange Tennis Courts transfer**

 To receive an update.

**11. Policies / Business plan**

 1. To review the following policies:-

 1. Data Protection Policy

 2. Document Retention Policy

 2. To review the business activity plan.

**12. Data Protection**

To receive an update.

**13. POP Pay Pal donations**

 1. To note trial of receiving POP donations via Pay Pal and receive progress report from the Clerk.

 2. To consider recommending adoption to Full Council.

**14. Staff matters**

**15. Correspondence**

**16. Quotes and payments**

**17. Any other business**

**18. Date of next meeting**

To confirm the proposed date of the next meeting as 7.00pm on Tuesday 12 October 2021.