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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 |

**NOT YET APPROVED**

**DRAFT**

**336/21 Record of attendance and apologies**

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

A Peppler – Clerk.

Apologies: None (all present).

**337/21 Election of Chairman and Vice Chairman**

1. Committee Chairman

Cllr Mrs Clark proposed Cllr Ratcliffe who consented to stand. Seconded by Cllr Skillicorn.

Resolved: Cllr Ratcliffe be appointed as Committee Chairman.

Cllr Ratcliffe chaired the meeting from this point.

2. Vice Chairman

Cllr Skillicorn proposed Cllr Rogers who consented to stand. Seconded by Cllr Mrs Clark.

Resolved: Cllr Rogers be appointed as Vice Chairman.

**338/21 Declarations of interest in items on the agenda**

None.

**339/21 Confirmation of minutes**

The minutes of the Finance & Legal Committee meeting of 6 April 2021 were confirmed as being a true record of the business conducted.

**340/21** **Update on items agreed at last meeting**

None.

**341/21 Public questions (max 15 mins)**

No members of the public were present.

**342/21 Finances**

1. Public Sector Deposit Fund

The Clerk reported that as of 31 May 2021 the amount in the account was £65205.94

2. Reserves.

To note the current specific reserves position and commitments.

The Clerk reported that as of today the amount in Specific Reserves was £69.885.69

The naming of Specific Reserve budget heads was considered.

Resolved: To change Other Major Works to Community facilities.

The amount in POP was considered.

Agreed: To recommend to Full Council that £10,000 be transferred to POP from General Reserves.

3. Accounts:-

The Clerk reported the following:

1. The bank statement as of 31 May 2021 was £65404.55

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

Main account: £67058.86

Walbinfont account: £50.00

3. The main current account plus the PSDF less the total amount in Specific Reserves was £62379.11

**343/21 Budget**

1. The budget at the end of the first quarter of the financial year 2021/2022 was reviewed. The Clerk reported that spending was in line with the budget and that income streams were strong.

2. The amount available for Sec 137 Grant Awards was considered.

Agreed: To recommend to Full Council that the amount be available be increased from £3000 to £6000.

**344/21 Fontwell Meadows Land Transfer**

Cllr Ratcliffe reported that confirmation is still awaited regarding endeavours  to ‘procure’ the title is clear of any restrictive any charges.

**345/21 Avisford Grange Tennis Courts transfer**

Cllr Mrs Clark reported that this is ongoing. A suggestion had been made that one court is for the increasingly popular ‘paddle tennis’.

**346/21 Policies / Business plan**

1. The below documents were reviewed and discussed:

1. Data Protection Policy

2. Document Retention Policy

Resolved: To recommend the reviewed documents to Full Council for adoption.

2. The Business plan was reviewed. Some minor updates were recommended and agreed.

**347/21 Data Protection**

The Clerk had nothing to report.

**348/21 POP Pay Pal donations**

1. The trial of receiving POP donations via Pay Pal was noted. The Clerk updated that several POP donations had been made and that it was working well.

2. The meeting considered recommending adoption to Full Council.

Resolved: To recommend to Full Council that Pay Pal be adopted as a means to accept POP donations.

**349/21 Staff matters**

None.

**350/21 Correspondence**

None.

**351/21 Quotes and payments**

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

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

**352/21 Any other business**

None.

**353/21 Date of next meeting**

The proposed date of the next meeting was confirmed as 7.00pm on Tuesday 12 October 2021.

There being no other business the meeting closed at 7.54pm.

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

Chair