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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 |

**MINUTES OF THE WALBERTON PARISH COUNCIL FINANCE & LEGAL COMMITTEE HELD IN THE PAVILION AT 7.10pm ON TUESDAY 12 OCTOBER 2021.**

**492/21 Record of attendance and apologies**

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

A. Peppler - Clerk.

Apologies: Apologies were received from Cllr McAuliffe.

**493/21 Declarations of interest in items on the agenda**

None.

**494/21 Confirmation of minutes**

The minutes of the Finance & Legal Committee meeting of 29 June 2021 were confirmed as being a true record of the business transacted.

**495/21 Committee constitution**

Additional agenda item introduced by Cllr Ratcliffe in the light of committee membership changes since the last meeting.

1. To record the resignation of Cllr Rogers.

2. To record the appointment of Cllr McAuliffe to the committee.

3. To appoint a Vice Chairman. Cllr Ratcliffe proposed Cllr Skillicorn who agreed to stand, seconded by Cllr Mrs Clark.

Resolved: Cllr Skillicorn be appointed as Vice Chairman.

**496/21 Update on items agreed at last meeting**

None.

**497/21 Public questions (max 15 mins)**

No members of the public were present.

**498/21 Finances**

1. Public Sector Deposit Fund.

The Clerk reported that as of 30 September 2021 the amount in the account was £65,211.52

2. Reserves.

The Clerk reported that as of 11 October 2021 the amount in Specific Reserves was £79,196.31

3. Accounts:-

The Clerk reported the following:

1. To note the bank statement as of 30 September 2021 was £82,678.39

2. The current accounts as per current accounts workbooks as at 11October 2021 were:

Main account: £81,064.45

Walbinfont account: £50.00

3. The main current account plus PSDF less the total amount in Specific Reserves was £68,693.60

4. FSCS

Consideration was given to authorising the Clerk to transfer excess balance over the FSCS limit in the current accounts to another council held account with another banking institution.

Resolved: To authorise the Clerk to transfer excess balance over the FSCS limit in the current accounts to another council held account with another banking institution, provided that the amount is reported to the next appropriate meeting of council or finance committee. This is to be included in the council’s Financial Regulations.

5. Clerk’s delegated powers

The powers delegated to the Clerk resulting from Covid actions agreed (ref Full Council meeting minute 100/20.3) were reviewed in the light of the recovery from the pandemic.

Resolved: To remove the delegated powers.

**499/21 Budget**

The budget at the end of the second quarter of the financial year 2021/2022 was reviewed. It is healthy and no concerns were raised. 40.9% of the budget has been spent so far.

**500/21 Fontwell Meadows Land Transfer**

The licence for Dandara to complete works on WPC land is being reviewed prior to completion of all documents.

**501/21 Avisford Grange Tennis Courts transfer**

No further update.

**502/21 Policies / Business plan**

1. The Media & Communications Policy was reviewed.

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

2. To review the Business Activity plan.

The Clerk reported that the Pavilion is heavily used and that income from hire was strong. However, there are areas which are in need of updating and repair and he recommended that consideration be given to reinvesting hire income in a planned refurbishment project for the benefit of the community. A suggestion was made to install an electric vehicle charging point in the carpark.

Agreed: To add Pavilion refurbishment to the Business Activity sheet with a view to doing the work in the Spring next year. The Clerk to seek the views of Pavilion users.

**503/21 Data Protection**

Nothing to report. Cllr Ratcliffe agreed to investigate the use of a transcription service which complies with GDPR and with storage within the UK or EAA.

**504/21 Staff matters**

None.

**505/21 Correspondence**

None.

**506/21 Quotes and payments**

The Clerk presented a draft payment list of one payment for authorisation.

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

**507/21 Any other business**

None.

**508/21 Date of next meeting**

The date of the next meeting was confirmed as 7.00pm on Tuesday 18 January 2021.

There being no other business the meeting closed at 8.12pm.

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