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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 |

**TO ALL MEMBERS OF THE FINANCE & LEGAL COMMITTEE – You are summoned to attend a meeting of the FINANCE & LEGAL COMMITTEE at 6.30pm on Tuesday 4 February 2020 in the Pavilion for the purpose of transacting the business set out below.**

Signed: Date: 30 January 2020

A. Peppler. Parish Clerk.

**AGENDA**

**Standing items**

**1. Record of attendance and apologies**

**2. 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.

**3. Confirmation of minutes**

To confirm the minutes of the Finance & Legal Committee meetings of 8 October 2019.

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

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

To consider any questions from members of the public.

**6. Finances**

1. Public Sector Deposit Fund.

2. Accounts:-

1. To note the bank statement as at 31 January 2020.

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

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

**7. Reserves**

To note the current reserves position and commitments.

**8. Budget**

1. To review the budget at the end of the third quarter.

2. To agree the budget for the financial year 2020 / 2021 and recommend the precept to Full Council.

**9. VAT**

To note receipt of VAT claim for second quarter of £1217.79 and that a claim for the third quarter has been submitted to HMRC.

**10. Policies / Business plan**

1. To review the following policies:-

1. Code of Conduct

2. Information Security policy

3. Privacy policy

4. Reserve policy

2. To review the business plan.

**11. Data Protection**

To receive an update.

**12. Staff matters**

To review Clerk’s hours (press and public to be excluded).

**Final items**

**13. Correspondence**

**14. Quotes and payments**

**15. Any other business**

**16. Date of next meeting**

To confirm the date of the next meeting as 14 April 2020.

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