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|  | **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 |

**DRAFT – NOT YET CONFIRMED**

**MINUTES OF THE WALBERTON PARISH COUNCIL FINANCE & LEGAL COMMITTEE HELD IN THE PAVILION AT 6.00pm ON TUESDAY 4 FEBRUARY 2020.**

**29/20 Record of attendance and apologies**

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

 A. Peppler – Clerk.

 Apologies: Apologies were received from Cllr Stevens.

**30/20 Declarations of interest in items on the agenda**

 None.

**31/20 Confirmation of minutes**

The minutes of the Finance & Legal Committee meetings of 8 October 2019 were confirmed as a true record of the business conducted.

**32/20** **Update on items agreed at last meeting**

None.

**33/20 Public questions (max 15 mins)**

 No members of the public were present.

**34/20 Finances**

 1. Public Sector Deposit Fund.

 The Clerk reported that at 31 December 2019 the PSDF balance was £25,095.06.

 2. Accounts:-

1. The Clerk reported that as at 31 January 2020 the current account bank statement was £60,608.76.

 2. The Clerk reported that the current account is £60,954.51.

3. The Clerk reported that the current account plus PSDF less the total amount in Reserves is £29,621.

4. Cllr Rogers signed the last three months’ bank statements confirming reconciliation with the accounts cash book.

**35/20 Reserves**

 The Clerk reported that the total amount in Reserves is £56,428.

**36/20 Budget**

1. The budget at the end of the third quarter was reviewed. No concerns were raised, and the budget is on track. The effect of recently moving from quarterly to monthly street lighting payments has distorted the figures for this financial year.

2. The proposed budget was reviewed. It was agreed to recommend a precept of £62,895 to Full Council. This represents an increase of £2.49pa per Band D household.

Resolved: To recommend a precept of £62,895 for the financial year 2020 / 2021 to Full Council.

**37/20 VAT**

The receipt of VAT claim for second quarter of £1217.79 was noted. The Clerk reported that a VAT claim of £443.07 for the third quarter had been received.

**38/20 Policies / Business plan**

 1. To meeting reviewed the following policies:-

 1. Code of Conduct - no changes necessary. Review in 2 years.

 2. Information Security policy - no changes necessary. Review in 2 years.

 3. Privacy policy - no changes necessary. Review in 2 years.

4. Reserves policy - to recommend the following changes to Full Council:

General reserves – the council must keep a minimum balance sufficient to pay six month’s salaries to staff in general reserves at all time (from two months).

Level of Financial Reserves - the current level of general reserves to be held by the council will be at least half of the annual precept figure (£31447 for 2020/21).

Review in 1 year.

2. To review the business plan.

The Clerk updated the meeting on the progress of current activities. Cllr Mrs Clark made several suggestions to be included in the plan.

**39/20 Data Protection**

The Clerk had nothing to report.

**40/20 Staff matters**

No press or public present to exclude.

1.The meeting reviewed the Clerk’s working hours.

Resolved: To recommend to Full Council a change to the Clerk’s contract to 20 hours peer week effective from 1 April 2020.

Resolved: To recommend to Full Council to settle any Clerk pay arrears before 5 April 2020.

**41/20 Correspondence**

Cllr Mrs Clark reported correspondence from Angela English regarding continuing flooding in Eastergate Lane. She will contact Op Watershed to requesting using some of their grant for remedial works.

**42/20 Quotes and payments**

1. The meeting considered quotes for grass mowing maintenance season 2020 from MH Kennedy and mole control 2020/21 from Southern Pest Control.

Resolved: To accept both quotes.

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

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

**43/20 Any other business**

None.

**44/20 Date of next meeting**

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

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

 Chair