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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 |

**REPORT OF THE FINANCE & LEGAL COMMITTEE 14 APRIL 2020**

This report is prepared in lieu of the Finance & Legal Committee meeting which was cancelled owing to the coronavirus situation. Minute 100/20 of Extraordinary Full Council meeting on 17 March 2020 refers.

Members: Cllrs Rogers, Ratcliffe and Mrs Clark.

1. **Minutes**

The draft minutes of the Finance & Legal Committee meeting of 4 February 2020 are noted.

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

None.

1. **Finances**

 1. Public Sector Deposit Fund.

The fund was opened in May 2019. At the end of the financial year on 31 March 2020 the fund stood at £25,139.84.

 2. Accounts:-

1. The current account bank statements as at 31 March 2020:

 WPC current account stood at £51,689.20.

WPC Walbinfont account £0.00.

2. The current accounts as per current accounts workbook as at today 14 April 2020:

WPC current account £77,972.90.

WPC Walbinfont account £0.00.

 3. The current account plus PSDF less the total amount in Reserves is £53,749.

 3. Direct Debits.

 In compliance with the Council’s Financial Regulations the Clerk had circulated a list of current direct debit payments.

1. **Chair of Committee report**

Cllr Rogers reports that the end of the year the financial year figures (31/3) are complete. Generally, we are financially in good order. General reserves (over and above specific reserves) are at £29943.32. This has arisen, and is testament to, Budget v Actual performance for 2019/20 where prudence across all cost sectors allows us to go forward with confidence. Specific reserves remain unaltered and strong. It should be noted that pavilion and playing field hire in 2019/20 was £6.6k, approximately 10% of total income.

 **5. VAT**

The receipt of VAT claim for the third quarter of £443.07 is noted. The claim for the fourth quarter will be submitted to HMRC shortly.

 **6. Policies**

 1. To review the following policies:-

1. Business plan. This was updated to show the number of dwellings and registered electors as at 1 March 2020.

2. Investment policy. This was updated to include a reference to the opening of the Public Sector Deposit Fund account.

 **7. Business Plan activity review**

The updated business plan activity spread sheet was previously circulated and noted.

 **8. Data Protection**

To receive an update.

 **9. Staff matters**

The Pavilion cleaner will not be cleaning the Pavilion until further notice and will receive the current furlough rate of 80% of pay.

 **10. Correspondence**

None.

 **11. Quotes and payments**

 1. Quotes

None.

 2. Payments

173/19. Arun Tree Co. Tree works. £1896.00. Paid online.

175/19. M H Kennedy. Grass mowing. £122.40. Paid online.

176/19. E-mango. Website domain name. £150.00. Paid online.

178/19. R May. Ground maintenance as per contract. £726.75. Paid online.

 2/20. Tokar Ltd. Annual allotment rental 2020/21. £1050.00. Paid online.

 3/20. WSALC. Annual WSALC and NALC subscriptions. £708.67. Paid online.

5/20. E-mango. Annual website hosting. £518.40. Paid online.

 **13. Any other business**

The Parish Council will support a competition during April with £50.00 worth of prizes.

 **14. Date of next meeting**

 Date of next report 14 July 2020.

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