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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 |

**REPORT OF THE FINANCE & LEGAL COMMITTEE 7 JULY 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. **Last report**

The content of the Finance & Legal Committee report to Council of 14 April 2020 was agreed.

1. **Update on items agreed in last report**

None.

1. **Finances**

1. Public Sector Deposit Fund.

At the end of the first financial quarter on 30 June 2020 the fund stood at £25,167.79

2. Reserves

The total amount in Reserves is £48,231.80

3. Accounts:-

1. The current account bank statements as at 30 June 2020:

WPC current account stood at £70,466.91

WPC Walbinfont account £0.00.

2. The current accounts as per current accounts workbook as 7 July 2020:

WPC current account £69,973.91

WPC Walbinfont account £0.00.

3. The current account plus PSDF less the total amount in Reserves is £47402.90

3. Fraud:-

The Clerk reported on 3 June 2020 that NatWest had intercepted four attempts to make online purchases using his WPC account debit card number. All of these had been declined. A fraudulent purchase for £1999.00 was made the day before which NatWest has since refunded. His card was cancelled, and he has received a replacement. NatWest are investigating.

4. WalBinFont debit cards.

To note the these have been received by Cllrs Ratcliffe and Mrs Clark.

1. **Budget**

Review of the first quarter. The Clerk report that, owing to the Covid-19 lockdown, the Pavilion has been closed and there has been no hire income from either the playing field or Pavilion. However, this will be covered by existing reserves within the year.

1. **Chair of Committee report**

Cllr Rogers reports that the financial course through the Covid-19 Crisis has been managed prudently as can be seen by our bank balances and reserves position. We must remain mindful of our income streams in the months to come.

**7. VAT**

The receipt of VAT claim for the last quarter of the 2019/2020 financial year £1036.86 is noted. A claim for this year’s first quarter will be made shortly.

**8. Policies**

The below policies were reviewed and are recommended to Full Council:

1. Communication Policy. This was updated to take account of ‘virtual’ meetings and information on notice boards.

2. Health & Safety Policy. No major changes.

3. Publication Scheme. No major changes.

4. Training & Development Policy. No major changes.

**9. Business Plan activity review**

The Pavilion maintenance and office refurbishment projects have been completed. There has been no other planned business activity.

The replacement accident damaged bus shelter is an insurance claim but there is a potential cost liability which is currently being disputed and may well be fully covered by insurance. If need be this would be covered by reserves.

**10. Data Protection**

To receive an update. Maureen Chaffe recently reported that many councils have been targeted by multiple malicious emails and councillors have been made aware and ask to increase their vigilance.

**11. Staff matters**

None.

**12. Correspondence**

None.

**13. Quotes and payments**

1. Quotes

Darren Rollings – Play Area maintenance, post and rail repair at village green and maintenance on village pond notice board. £493.00.

2. Payments

30/20. Play Safely RoSPA inspection. £107.40

31/20. Pavilion cleaning. £144.00

34/20. Play area service & fence repairs. £493.00

**14. Any other business**

**15. Date of next meeting**

Date of next report/meeting 6 October 2020.