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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 7.00pm on Monday 19 October 2020 for the purpose of transacting the business set out below.**

**PLEASE NOTE**

**Owing to the current Covid-19 situation this meeting will be held ‘virtually’ complying with relevant guidance. Questions from members of the public on items on the agenda should be submitted by email to the Clerk no later than 5pm on Sunday 18 October 2020. To view the meeting please email the Parish Clerk at** [**clerk@walberton-pc.gov.uk**](mailto:clerk@walberton-pc.gov.uk) **to receive instructions.**

Signed: Date: 15 October 2020

A. Peppler. Parish Clerk.

**AGENDA**

**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 meeting of 4 February 2020 and the interim reports of 14 April and 7 July 2020.

**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 30 September 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. Annual audit**

To note External Auditor’s report

**9. Budget**

To review the budget at the end of the second quarter.

**10. VAT**

To note receipt of VAT refunds for fourth quarter of 2019/20 for £1036.86, the first quarter of 2020/21 for 938.61 and that a claim for the second quarter has been submitted to HMRC.

**11. Fontwell Meadows Land Transfer**

To receive an update.

**12. Avisford Grange Tennis Courts transfer**

To receive an update.

**13. POP**

To agree transfer of funds.

**14. Policies / Business plan**

1. To review the following policies:-

1. Financial Regulations

2. Complaints Policy

2. To review the business plan.

**15. Data Protection**

To receive an update.

**16. Staff matters**

**17. Correspondence**

**18. Quotes and payments**

**19. Any other business**

**20. Date of next meeting**

To confirm the proposed date of the next meeting as Tuesday 12 January 2021.