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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 |

**MINUTES OF THE WALBERTON PARISH COUNCIL FINANCE & LEGAL COMMITTEE ONLINE AT 7.00pm ON MONDAY 19 OCTOBER 2020.**

**359/20 Record of attendance and apologies**

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

**360/20 Declarations of interest in items on the agenda**

None.

**361/20 Confirmation of minutes**

The minutes of the Finance & Legal Committee meeting of 4 February 2020 were confirmed as being a true record of the business transacted and the interim reports of 14 April and 7 July 2020 were approved.

**362/20**  **Update on items agreed at last meeting**

None.

**363/20 Public questions (max 15 mins)**

No questions were asked.

**364/20 Finances**

1. Public Sector Deposit Fund.

1. To note the transfer of £40,000 from the current account to PSDF on 9 September 2020.

2. The Clerk reported that as of 30 September the balance was £65,181.00

                               2. Accounts:-

1. The Clerk reported that as of 30 September 2020 the bank balances were:

Current account = £58,004.00

Walbinfont account = £0.00

                                               2. The Clerk reported that as at today the bank balances were:

Current account = £52,511.46

Walbinfont account = £0.00

3. The Clerk reported that as of 30 September 2020 the current account plus PSDF less the total amount in Reserves was £70,554.58

4.The Walbinfont account is currently £0.00. Cllr Mrs Clark proposed that a sum of money be transferred from the current account to the Walbinfont to prevent it becoming dormant.

Resolved: £50.00 to be transferred from the current account to the Walbinfont account.

**365/20 Reserves**

The Clerk reported that as of 30 September 2020 the amount in Reserves was £52,630.42

**366/20 Annual audit**

The External Auditor’s report was noted. The Annual Governance and Accountability Return submitted were in accordance with the Proper Practices and there were no matters giving cause for concern.

**367/20 Budget**

The budget at the end of the second quarter was reviewed. Cllr Rogers reported that 28% of the budget has been spent so far.

**368/20 VAT**

The 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 was noted.

**369/20 Fontwell Meadows Land Transfer**

Cllr Mrs Clark reported that there is no further information. The council’s solicitors are awaiting answers put questions to Dandara’s solicitors. It is hoped for the transfer to be completed by Christmas.

**369/20 Avisford Grange Tennis Courts transfer**

Cllr Mrs Clark reported that contact needs to be made with Linden / Wates at top level to ask for an update position. It was agreed that she would email David Brocklebank to ask who to liaise with.

**370/20 POP**

Cllr Mrs Clark proposed that funds be transferred from POP General Reserves to POP Reserves.

Resolved: (1) £5000.00 to be transferred from General Reserves to POP Reserves. (2) To ask Full Council to transfer a further £10,000 to POP from General Reserves.

**371/20 Policies / Business plan**

1. The below documents were reviewed, and minor changes agreed:

1. Financial Regulations

2. Complaints Policy

Resolved: To recommend the reviewed documents to Full Council for adoption.

2. The Business plan was reviewed. No action required at this time.

**372/20 Data Protection**

The Clerk reported on advice circulated by the Data Protection Office on the secure sending of documents.

**373/20 Staff matters**

None.

**374/20 Correspondence**

None.

**375/20 Quotes and payments**

The Clerk presented a draft payment list of four payments for authorisation.

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

**376/20 Any other business**

The merits of moving from Sharepoint to Microsoft Teams for document sharing and virtual meetings was discussed. The Clerk will follow up with JNR Computers.

**377/20 Date of next meeting**

The date of the next meeting was confirmed as 7.00pm Tuesday 12 January 2021.

There being no other business, the meeting closed at 7.42pm.

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

Chair