|  |  |
| --- | --- |
|  | **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 6.30pm on Tuesday 8 January 2019 in the Pavilion for the purpose of transacting the business set out below.**

Signed: Date: 3 January 2019

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. Election of Vice Chairman.**

**4. Confirmation of minutes**

To confirm the minutes of the Finance & Legal Committee meeting of 8 October 2018.

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

Minute 530/18. Cllr Mrs Clerk – Clerk’s appraisal completed.

**6. Public questions (max 15 mins)**

To consider any questions from members of the public.

**7. Finances**

1. To note the bank statement as at 31 December 2018, being the end of the third financial quarter.

2. To note current accounts as per current accounts workbook.

3. To note the current account less the total amount in Reserves.

**8. Budget**

1. To note that the precept requirement is to be notified to ADC by 8 February 2019.

2. To review the budget, being the end of the third financial quarter.

**9. Reserves**

To note the current reserves position and commitments.

**10. Investments**

To review investment opportunities and make recommendations.

**11. VAT**

To note a VAT refund of £1022.08 in October 2018.

**12. Policies / Business plan**

1. To consider a draft Information Security Incident policy as prepared by the Clerk.

2. Update on draft Reserves Policy.

**13. Data Protection**

To receive an update

**14. Grant awards 2018**

To consider Sec 137 Grant award applications

**15. Website**

To receive an update.

**16. Staff matters**

**17. Quotes and payments**

**18. Any other business**

**19. Date of next meeting**

To confirm the date of the next meeting as Tuesday 8 January 2019. The date of the following meeting to be decided.

<end >