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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 HELD IN THE PAVIION AT 6.30pm ON TUESDAY 8 JANUARY 2019.**

**1/19 Attendance and apologies**

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

A. Peppler – Clerk.

Apologies: None – all members present.

**2/19 Declarations of interest in items on the agenda**

Cllrs Rogers and Ratcliffe declared a pecuniary and personal interest in agenda item 14 (Grant awards) in relation to an application from Walberton Allotments as both are members of the Allotment Association.

**3/19 Vice Chairman**

Resolved: To hold the election of vice chair to the next meeting.

**4/19 Confirmation of minutes**

Resolved: The minutes of the Finance & Legal Committee meeting of 8 October 2018 were confirmed as being a true record of the business transacted.

**5/19 Updates on items agreed at last meeting**

The Clerk updated the meeting on the single action agreed at the last meeting as detailed on the agenda.

**6/19 Public questions**

No members of the public were present.

**7/19 Finances**

1. The Clerk reported that the current account bank statement figure of £74,504.52 as at 31 December 2018.

2. The Clerk reported that the current account was £72,661.91 as at 31 December 2018.

3. The Clerk reported that the current account bank statement less the amount in Reserves was £23037.

4. The Clerk reported that NatWest had approved WPC’s application for online banking for him and Cllrs Rogers and Ratcliffe. All to sign the indemnity letter.

**8/19 Budget**

1. Notification of WPC’s precept requirement to ADC by 8 February 2019 was noted.

2. The current budget was reviewed, and the meeting was satisfied that there is no cause for any concerns.

3. The meeting discussed the budget for 2019/2020. The Clerk to prepare a formal budget proposal.

Resolved: To put £5000 from the precept into the POP Reserve, raise the Council Emergency Reserve to £5000 and raise the Major Works reserve to £3000.

Resolved: To have a budget meeting at 12.00pm on Monday 21 January 2019 to finalise the 2019/2020 budget requirement for recommendation to Full Council.

**9/19 Reserves**

The amount of £49,624 in the current reserves was noted.

**10/19 Investments**

Cllr Mrs Clark reported that on receipt of the first precept 2019/2020 payment in April will take WPC’s NatWest bank account over the £85,000 threshold. The meeting agreed that is necessary to look at investment opportunities with other financial institutions so as not to put WPC funds at risk. Several options were discussed.

Resolved: The Clerk to prepare a draft Investment Policy.

Resolved: To recommend to Full Council to open a NS&I investment account and to transfer funds as necessary to ensure that WPC does not hold more than £85,000 in any one financial institution.

**11/19 VAT**

The VAT refund of £1022.08 in October 2018 was noted.

**12/19 Policies / Business plan**

1. A draft Information Security Incident policy prepared by the Clerk was considered.

Resolved: To recommend the policy to Full Council for adoption.

2. Cllr Rogers reported that work on a Reserves Policy was on-going.

**13/19 Data protection**

The Clerk reported that the Information Security Incident policy brings WPC up to date on Data Protection matters.

**14/19 Grant awards 2018**

The meeting reviewed and discussed 19 applications for grant awards and agreed to approve grants to 12 applicants as per policy.

**15/19 Website**

Additional training is to be arranged for councillors and Clerk. Cllr Mrs Clark reported the encouraging number of ‘hits’ on the parish website.

**16/19 Staff matters**

The meeting considered an increase in the Clerk’s salary in line with National Awards.

Resolved: To approve an increase in the Clerk’s salary in line with Local Government Services National Salary Award from 1 April 2019.

**17/19 Quotes and payments**

1. The meeting approved a quote from Perfect Petals for Village Pond maintenance 2018/2019.

2.The meeting approved payment for three cheques (481-483) as per a draft list prepared by the Clerk.

**18/19 Any other business**

None.

**19/19 Date of next meeting**

The next meeting was confirmed as Monday 21 January 2018. The date of the following meeting to be decided.

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