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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 6.30pm on Thursday 4 April 2019 in the Pavilion for the purpose of transacting the business set out below.**

Signed: Date: 29 March 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. Confirmation of minutes**

To confirm the minutes of the Finance & Legal Committee meetings of 8 January 2019 and 21 January 2019.

**4** **Update on items agreed at last meeting**

Minute 7/19. Clerk – indemnity letters signed.

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

To consider any questions from members of the public.

**6. Finances**

1. To note the bank statement as at 31 March 2019, being the end of the financial year.

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

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

**7. Budget**

To review the budget for financial year 2018/19.

**8. Reserves**

To note the current reserves position and commitments.

**9. Asset register**

To agree asset register 2019/20.

**10. Investments**

1. To consider a draft Investment Policy as prepared by the Clerk.

2. To review investment opportunities and make recommendations.

**11. VAT**

To note a VAT refund of £713.65 has been submitted. Payment yet to be received.

**12. Policies / Business plan**

1. To review the Walberton Parish Council Business Plan 2018/2021.

2. To review the Code of Conduct.

**13. Working groups**

To recommend the formation of a Highways working group to focus on the A27 and A29 bypasses and to invite parishioners with the requisite skills and expertise to participate.

**14. Data Protection**

To receive an update.

**15. Staff matters**

To review the Pavilion cleaner’s remuneration.

**16. Quotes and payments**

**17. Any other business**

**18. Date of next meeting**

To confirm the date of the next meeting as Tuesday 9 July 2019. The date of the following meeting to be decided.

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