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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 PAVILION AT 6.30pm ON TUESDAY 8 OCTOBER 2019.**

**454/19 Record of attendance and apologies**

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

A. Peppler – Clerk.

Apologies: All members present.

**455/19 Declarations of interest in items on the agenda**

None.

**456/19 Confirmation of minutes**

The minutes of the Finance & Legal Committee meeting of 5 August 2019 was confirmed as a true record of the business transacted.

**457/19**  **Update on items agreed at last meeting**

The Clerk updated the meeting on the one action agreed at the last meeting as per the agenda.

**458/19 Public questions (max 15 mins)**

No members of the public were present.

**459/19 Finances**

1. Public Sector Deposit Fund.

The Clerk reported that at 30 September 2019 the PSDF balance was £25,050.39

2. Accounts.

1. The Clerk reported that as at 30 September 2019 the current account bank statement was £65,599.05

2. The Clerk reported that the current account balance is ££64.807.80

3. The Clerk reported that the current account plus PSDF less the total amount in Reserves is £39,570.

**460/19 Reserves**

The Clerk reported that the total amount in Reserves is £50,287.

**461/19 Budget**

The budget at the end of the second quarter was reviewed. No concerns were raised and the budget is on track. Cllr Rogers asked about Street Lighting expense. The Clerk expects to be on budget at the end of the year.

Cllr Mrs Clark recommended that a recent payment of £578 be recorded under Publications.

**462/19 VAT**

The Clerk will be submitting the second quarter’s VAT refund claim nest week.

**463/19 Policies / Business plan**

Resolved: The meeting resolved to meet at 10am Monday 14 October 2019 to review the Financial Regulations and Business Plan.

**464/19 Data Protection**

No report to receive.

**465/19 Staff matters**

None.

**466/19 Correspondence**

None.

**467/19 Quotes and payments**

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

Resolved: To authorise payment of invoices as per the draft payment list.

**468/19 Any other business**

Cllr Mrs Clark asked that the meeting note that the Dandara land transfer may not be completed until the end of the year.

The meeting confirmed the membership of the following working groups:

Highways Working Group: Cllr Rogers, Mrs Claire Lewis, Edmund Camerer Cuss, Dr Mike Davis, Cllr Fisher and Cllr Mrs Clark.

Tuppers Field Working Group: Cllr Mrs Shackleton and Mrs Claire Lewis.

Fontwell Green Working Group: Ms Sue Wallsgrove, Cllr Vawer, Nigel Smith, Ms Maggie Turner, Ren Kitchener, Jon Cann, Andrew Titmus, Bob McDonald and Ms Cathy Boniface.

Cllr Ratcliffe referred to his updated presented at the Full Council meeting on 17 September 2019. Technical help for site assessment has been applied for. A locality grant of £1725 is being applied for and Arun District Council will be approached for a further £5000.

**469/19 Date of next meeting**

The date of the next meeting was confirmed aa 6pm on Tuesday 4 February 2020.

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

Chair