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|  | **WALBERTON PARISH COUNCIL****INCLUDING FONTWELL AND BINSTED**Parish Council Office, The Pavilion, The Street,Walberton, Arundel, West Sussex, BN18 0PJTel: 01243 554528email:clerk@walbertonpc.org.uk[www.arun.gov.uk/walberton](http://www.arun.gov.uk/walberton) |

**MINUTES OF THE WALBERTON PARISH COUNCIL FINANCE & LEGAL COMMITTEE HELD IN THE PAVIION AT 6.30pm ON TUESDAY 17 APRIL 2018.**

**189/18 Attendance and apologies**

 In attendance: Cllrs Strickland (Chair), Mrs Clark, Camerer Cuss.

 A. Peppler – Clerk.

 Apologies: Apologies were received from Cllr Rogers.

**190/18 Declarations of interest in items on the agenda**

None.

**191/18 Confirmation of minutes**

Resolved: The minutes of the Finance & Legal Committee meeting of 16 January 2018 were confirmed as being a true record of the business transacted.

**192/18 Updates on items agreed at last meeting**

The Clerk updated the meeting on 4 actions agreed at the last meeting as detailed on the agenda.

**193/18 Public questions**

 No members of the public were present.

**194/18 Finances**

1. The current account bank statement figure of £34,696.06 as at 31 March 2018 was noted.

2. Cllr Strickland reported that the current account was currently £61,918.06

3. Last year’s accounts are being closed and are currently with the Internal Auditor. The current account bank statement less the amount in Reserves of £30,344 = £4352.06 was noted.

**195/18 Bank signatories**

 The meeting noted that Cllr Rogers is now an authorised bank signatory.

**196/18 Budget**

1. The actual results against the budget for the year end 2017/18 was reviewed. This highlighted that there were some inconsistences and incorrect formulae in the Expenditure / Budget accounts worksheet which gave inaccurate figures. It was agreed that the Clerk would examine this, identify errors, and make corrections. The importance of ensuring that the data is correct before the Annual Parish Council Meeting on 29 May 2018 was noted.

2. A review of the budget for 2018/19 was postponed until the inaccuracies in the 2017/18 accounts workbook had been corrected. It was agreed the Clerk would examine the newly created 2018/19 accounts workbook to ensure that any anomalies that might have been carried forward from the previous year are identified and corrected.

**197/18 Reserves**

The current reserves position was noted. It was noted that some items relating to Pavilion Improvement had not been accounted for. This will be addressed by the Clerk. Cllr Mrs Clark reported that the Neighbourhood Plan grant award had been approved.

**198/18 VAT**

 The VAT refund of £365.02 in February 2018 was noted.

**199/18 Policies / Business plan**

 1. A draft Data Protection policy prepared by the Clerk was considered.

 Resolved: To adopt the Data Protection policy.

 2. A draft Document Retention Scheme prepared by the Clerk was considered.

 Resolved: Further consideration to be given for next meeting.

 3. A draft Business Plan prepared by the Clerk was considered.

 Resolved: To adopt the Business Plan.

**200/18 Contracts and leases.**

Cllr Strickland gave a rationale for this item being on the agenda.

Cllr Mrs Clark reported that WPC are the custodians for the Village Hall, which does not pay any rent. The Community Play Centre is on a 99 year lease from 4 years ago and also does not pay rent. A copy of the CPC insurance documents should be made available to the Council. The allotments have existed since 2007. There is no formal lease. The rent has increased by £50 p.a.

Cllr Strickland said that it was unclear whether the Village Hall boundary is the building or includes some distance outside. Property assigned by WPC should be determined under what conditions, and that this should be borne in mind for the future. Cllr Mrs Clark referred to the plan attached to the Village Hall trust deed which only showed the building and nothing outside. She recommended that the leases / agreements with the Village Hall, Pre-School and Community Play Centre be checked.

**201/18 Website**

Cllr Mrs Clark reported there were no outstanding invoices to pay. Additional work by JNR Computers is necessary to add Neighbourhood Plan email addresses to the Council’s domain. The new website is due to ‘go live’ Friday week (27 April).

**202/18 Data protection**

1. The Clerk reported that an update was given at the Full Council Meeting on 20 March 2018. The last remain task is for councillors’ email addresses to be loaded on to their laptops. This is set for 26 April 2018.

2. The appointment of Ms Maureen Chaffe, Process Matters 2, as Data Protection Officer was noted.

**203/18 Staff matters**

1. Cllr Mrs Clark recommended that funds are made available for the Clerk to have some advanced training on Excel spreadsheets. This was agreed.

2. The Clerk reported on a review meeting he had had with the Pavilion cleaner.

**204/18 Quotes and payments**

1. The insurance invoice from Zurich Municipal for the year June 2018 – May 2019 was noted. It will be necessary form the Asset Register to be updated, which Cllr Rogers has agreed to do. Payment of the invoice was approved.

2. Three further invoices from Process Matters 2, Barlow Robbins Solicitors and WSALC were considered. Payment was approved.

3. A quote from JNR Computers was considered and approved.

**205/18 Any other business**

 None.

**206/18 Date of next meeting**

The next meeting was confirmed as Monday 16 July 2018. The following meeting will be on Tuesday 9 October 2018.

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

 Chair