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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@walberton-pc.gov.ukwww.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 12 July 2018 in the Pavilion for the purpose of transacting the business set out below.**

Signed: Date:

A. Peppler. Parish Clerk.

**AGENDA**

**1. Record of attendance and apologies**

**2. Election of Chairman and Vice Chairman**

**3. 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.

**4. Confirmation of minutes**

To confirm the minutes of the Finance & Legal Committee meeting of 17 April 2018.

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

Minute 288/18. The Data Protection Policy and Business Plan were adopted at the Full Council meeting of 29 May 2018.

**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 30 June 2018, being the end of the first 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**

 To review the budget, being the end of the first financial quarter.

**9. Reserves**

 To note the current reserves position.

**10. VAT**

 To note a VAT refund of £2323.33 in May 2018.

**11. Policies / Documents**

1. To consider the draft Document Retention Scheme prepared by the Clerk.

 2. To review the following policies and documents:

* + Standing Orders
	+ Financial Regulations
	+ Publication Scheme
	+ Health & Safety
	+ Complaints
	+ Communications

**12. Website**

To receive an update on expenditure.

**13. Data protection**

 1. To receive an update.

2. To note the appointment of a Data Protection Officer.

**14. Staff matters**

**15. Quotes and payments**

**16. Any other business**

**17. Date of next meeting**

 To confirm the date of the next meeting as Tuesday 9 October 2018. The following meeting will on 8 January 2019.

<end>