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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 10.00am ON MONDAY 16 JULY 2018 HAVING BEEN RESCHEDULED FROM THURSDAY 12 JULY 208.**

**343/18 Attendance and apologies**

In attendance: Cllrs Mrs Clark, Camerer Cuss, Rogers.

A. Peppler – Clerk.

Apologies: None – all members present.

**344/18 Election of Chairman and Vice Chairman**

Chairman: Cllr Rogers was proposed by Cllr Mrs Clark and seconded by Cllr Camerer Cuss. Cllr Rogers accepted the appointment.

Resolved: Cllr Rogers appointed as Chairman for the year 2018/19.

Vice Chairman: Cllr Camerer Cuss was proposed by Cllr Rogers and seconded by Cllr Mrs Clark. Cllr Camerer Cuss accepted the appointment.

Resolved: Cllr Camerer Cuss appointed as Vice Chairman for the year 2018/19.

**345/18 Declarations of interest in items on the agenda**

None.

**346/18 Confirmation of minutes**

Resolved: The minutes of the Finance & Legal Committee meeting of 17 April 2018 were confirmed as being a true record of the business transacted.

**347/18 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.

**348/18 Public questions**

No members of the public were present.

**349/18 Finances**

1. The Clerk reported that the current account bank statement figure of £58,664.79 as at 30 June 2018.

2. The Clerk reported that the current account as at 30 June 2018 was £80,975.

3. The Clerk reported that the current account bank statement less the amount in Reserves was £36,734.

**350/18 Budget**

The position of the budget at the end of the first financial quarter was noted. There was no cause for concern in meeting the budget at the end of the year at this time.

**351/18 Reserves**

The current reserves position was noted. Cllr Rogers recommended that a Reserves Policy be written for the next financial year.

**352/18 VAT**

The VAT refund of £2323.33 in May 2018 was noted.

**353/18 Policies / Documents**

1. A draft Document Retention Scheme prepared by the Clerk was considered. Several amendments were discussed and agreed.

Resolved: To recommend adoption to the Full Council meeting on 17 July 2018.

2. A review of policies and documents as per the agenda were discussed and agreed.

Resolved: To accept the amendments and recommend them to Full Council.

**354/18 Website**

The Clerk reported that expenditure on the website to e-mango was £732.00 nett for set up and annual cost.

**355/18 Data protection**

1. The Clerk reported that all councillors are now using their WPC email addresses, which they should use for council business.

2. The Clerk reported that Maureen Chaffe (Process Matters 2) had been appointed as the council’s Data Protection Officer.

**356/18 Staff matters**

It was noted that the Clerk’s annual appraisal is due.

**357/18 Quotes and payments**

1. The meeting agreed payment of £960.00 to Cllr Clark in order to obtain cash for paying the Willie Austen band at the Walbinfont evening on 28 July 2018.

2. The meeting approved payment for one other cheque as per a draft list prepared by the Clerk.

**358/18 Any other business**

Cllr Mrs Clark said that, since Cllr Strickland had resigned, he should be removed as a bank signatory and his debit card returned to Nat West. An application should be made for a debit card for the new Chairman.

**206/18 Date of next meeting**

The next meeting was confirmed as Tuesday 9 October 2018.

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

Chair