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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 Monday 8 October 2018 in the Pavilion for the purpose of transacting the business set out below.**

Signed: Date: 4 October 2018

A. Peppler. Parish Clerk.

**AGENDA**

**1. Record of attendance and apologies**

**2. Election of 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 16 July 2018.

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

Minute 358/18. Clerk – Ex-Cllr Strickland has been removed as a bank signatory.

**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 September 2018, being the end of the second 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 second financial quarter.

**9. Reserves**

To note the current reserves position and commitments.

**10. Audit report**

**11. VAT**

To note a VAT refund of £1892.99 in July.

**12. Policies / Business plan**

1. To review the below policies:

1. Complaints

2. Equal Opportunities

3. Grant Awards

4. Risk Management

5. Training & Development.

2. To consider necessity for a Reserves Policy.

**13. Data Protection**

1. To receive an update

2. To receive a report from Data Protection Officer and consider adoption of a draft Information Security Incident policy.

**14. Grant awards 2018**

To agree timings and format of 2018 grant awards.

**15. Website**

To receive an update on expenditure.

**16. Staff matters**

Clerk’s appraisal.

**17. Quotes and payments**

**18. Any other business**

**19. Date of next meeting**

To confirm the date of the next meeting as Tuesday 8 January 2019. The date of the following meeting is to be agreed.

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