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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 8 OCTOBER 2018 HAVING BEEN RESCHEDULED FROM TUESDAY 9 OCTOBER 2018.**

**514/18 Attendance and apologies**

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

A. Peppler – Clerk.

Apologies: None – all members present.

**515/18 Vice Chairman**

The resignation of the vice chairman Cllr Camerer Cuss from the council was noted. The election of vice chair to be held over to the next meeting.

**516/18 Item for the agenda**

The Clerk proposed a review of the Financial Regulations to be included in agenda item 12 (Policies/Business Plan) at point 1.6. The chair agreed to this.

**517/18 Declarations of interest in items on the agenda**

None.

**518/18 Confirmation of minutes**

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

**519/18 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.

**520/18 Public questions**

No members of the public were present.

**521/18 Finances**

1. The Clerk reported that the current account bank statement figure of £83,001.00 as at 30 September 2018.

2. The Clerk reported that the current account was £80,733.06.as at 30 September2018

3. The Clerk reported that the current account bank statement less the amount in Reserves was £30339.00.

**522/18 Budget**

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

**523/18 Reserves**

The amount of £52662 in the current reserves was noted. Cllr Mrs Clark suggested some re-coding of income and expenditure to fully reflect the current reserves position. The commitment to providing financial support of up to £10,000 from POP to the A27 Arundel Bypass Judicial Review project was noted.

**524/18 Audit report**

The Clerk reported he had received the external auditors report from Moores Stephens. In their opinion there were no matters coming to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

**525/18 VAT**

The VAT refund of £1892.99 in July 2018 was noted.

**526/18 Policies / Documents**

1. The meeting reviewed 5 policies (previously circulated) as shown on the agenda. The Clerk recommended that the Financial Regulations be reviewed to take account of on-line banking under section 5. It was agreed that it should read, ‘online banking may be used by the Clerk and other authorised users. All payments to be verified by two authorised bank signatories. Each user is to sign an indemnity letter.’

Resolved: To recommend all reviewed polices and Financial Regulations to be put to the next Full Council meeting for approval, with further reviews in two years.

2. Cllr Rogers recommended the development of a Reserves Policy. Research shows that other parish councils have one and it would be in the best interests of WPC to adopt one. He and the Clerk will do some work on this.

**527/18 Data protection**

1. There was nothing to report.

2. The Clerk reported that the Data Protection Officer had recommended the adoption of an Information Security Incident policy. A draft had been previously circulated.

Resolved: To approve the draft policy and recommend to Full Council for adoption.

**528/18 Grant awards 2018**

The meeting agreed that applications from local community groups for Sec 137 grants should be invited from 1 November with a closing dater of 31 December 2018. The Clerk circulated a proposed application form which was agreed. Information will be available on the parish website, in the Parish News and on council noticeboards.

**529/18 Website**

The meeting noted anticipated before the end of the financial year. There is no other expected expenditure.

**530/18 Staff matters**

Cllr Mrs Clark said that the Clerk’s appraisal will be completed in November.

**531/18 Quotes and payments**

The meeting approved payment for one cheque (455) as per a draft list prepared by the Clerk.

**532/18 Any other business**

None.

**533/18 Date of next meeting**

The next meeting was confirmed as Tuesday 8 January 2018.

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

Chair