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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](http://www.walberton-pc.gov.uk) |

**MINUTES OF THE WALBERTON PARISH COUNCIL FINANCE & LEGAL COMMITTEE**

**HELD IN THE PAVILION AT 7.15pm ON TUESDAY 7 JANUARY 2025.**

**1.** **Record of attendance and apologies**

**FL/1/25** In attendance: Cllrs Vawer, Hewson, and McElvogue.

S Turner – Clerk.

**2.** **Declarations of interest in items on the agenda**

**F/2/25** Cllr McElvogue declared a personal interest in agenda item 9 - Avisford Grange Tennis Courts and agenda

item 11 the Cycle Path.

**3.** **Confirmation of minutes**

**F/3/25** The minutes of the Finance & Legal Committee meeting of 12 November 2024 were confirmed as being a

true record of the business conducted.

**4.** **Matters arising**

**FL/4/25** None.

**5.** **Finances**

**FL/5/25** A report was given on the following:

1. Public Sector Deposit Fund
2. The account position at the end of November was noted
3. Reserves

The current specific reserves position and commitments was noted and remained unchanged.

1. Accounts
2. The bank statement balance as of 31 December 2024 was noted.
3. The current accounts as per current accounts workbooks were noted and little had changed since the Budget meeting.
4. The current account plus PSDF less the total amount in Reserves was noted.
5. VAT refund was in progress.

**6.** **Budget**

**FL/6/25** a. The budget for 2024/2025 was reviewed. It was agreed that spending was within the budgeted amount.

b. The budget and therefore precept was finalised which will be put to Extraordinary Full Council for

approval on Tuesday 21 January 2025.

**7.**  **Legal matters**

**FL/7/25** The tennis courts transfer was discussed later in the meeting under agenda item 9 below.

**8.** **Fontwell Meadows Community Building**

**FL/8/25** An update was received on the following:

1. Broadband

The contract was being set up and it would now be possible to proceed with installing broadband.

1. Parking issues continue
2. Concerns have been raised with the type of bollards that had been installed at the Community Centre. The Parish Council discussed what further action could be taken and it was **resolved** that as the bollards are a recommended product, no further action would be taken.
3. It is hoped that the double yellow lines would be in place soon. However, the parking issues that remain are for the Management Company to deal with as the Parish Council have no powers.
4. The Clerk is to contact the Parish Council’s Data Protection Officer regarding the CCTV images of parking issues.

**9.** **Avisford Grange Tennis Courts**

**FL/9/25** The Parish Council discussed the latest email from their Solicitor regarding the transfer of the tennis courts to the Parish Council and what further actions could be taken regarding further legal costs and advice.

**10.** **Policies / Business plan**

**FL/10/25** The Policies are currently being reviewed

**11.** **Cycle Path**

**FL/11/25** The drawings have recently been received and need to be downloaded which the Clerk has offered to do.

**12.** **Cleaning contract**

**FL/12/25** The cleaning contract for the pavilion cleaner was reviewed with amendments made during the meeting.

**13.** **Staff matters**

**FL/13/25** Several financial software packages were discussed, and further research would be undertaken by the Chairman and the Clerk. It was **agreed** that the chosen software once selected should be up and running for the new financial year. The Clerk’s contract was signed, and other matters discussed including, training requirements and the nationally awarded backpay. It was **agreed** to arrange the annual GDPR training for the Parish Council with the Data Protection Officer, along with Parish Online (mapping system) training.

**14.** **Correspondence**

**FL/14/25** An email had been received from the organisers of Walberton Mother and Toddler Group regarding its future operation and the 2023 grant awarded from the Parish Council. As the grant money had yet to be spent, the Parish Council **agreed** that the future organisers of the Walberton Mother and Toddler Group could use that money for its intended purpose, otherwise it would have to be returned to the Parish Council.

**15.**  **Quotes and payments**

**FL/15/25** The Chairman presented a draft list of seven payments for retrospective authorisation along with six pending payments and sixteen direct debits.

**Resolved**: To approve the retrospective payments and the pending payments.

**16.**  **Any other business**

**FL/16/25** None

**17.** **Date of next meeting**

**FL/17/25** The date of the next meeting was confirmed as 7.15pm Tuesday 15 April 2025.

There being no other business the meeting closed at 8.46pm.

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

Chair