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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 12 NOVEMBER 2024.**

**1. Record of attendance and apologies**

**486/24** In attendance: Cllrs Vawer, Hewson, and McElvogue.

Clerk: S Turner

No apologies were submitted.

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

**487/24** Cllr McElvogue declared a pecuniary interest in agenda items 10 (Avisford Grange Tennis Courts), 12 (cycle path) and 16 (quotes and payments).

Cllr Hewson declared a personal interest in agenda item 13 (Section 137 Grant Applications).

**3. Confirmation of minutes**

**488/24** The minutes of the Finance & Legal Committee meeting of 16 April 2024 were confirmed as being a true record of the business conducted.

**4. Matters arising**

**489/24** None.

**5. Finances**

**490/24** 1. The Chairman circulated the current financial position on:

* 1. Public Sector Deposit Fund

The account position was noted and to complete change of correspondence form.

**Agreed** that the Clerk is to become a signatory.

* 1. Reserves

The current specific reserves position and commitments were noted.

* 1. Bank accounts

The bank statement as of 31 October 2024 was noted.

The current accounts as per current accounts workbooks were noted.

The account plus PSDF less the total amount in Reserves was noted.

* 1. VAT refund

This is being processed.

**6. Budget**

**491/24** a. The current expenditure vs budget was reviewed and noted.

1. **Agreed** the date for considering the 2025-2026 budget as 19th December 2024. Time to be confirmed.

**7.**  **Annual audit**

**492/24** The External Auditor’s report was noted and is available on the Parish Council website.

**8.** **Legal matters**

**493/24** Nothing to report.

**9.** **Fontwell Meadows Community Building**

**494/24** An update was received, Cllr Titmus is progressing the CIO.

**10.** **Avisford Grange Tennis Courts**

**495/24** An update was received; negotiations are still progressing.

**11.** **Policies/Business plan**

**496/24** The policies are to be placed centrally in SharePoint for all Parish Councillors to review by the next Finance and Legal Committee meeting.

**12.** **Cycle Path**

**497/24** Waiting for the designs and hoping to progress for next year to get the project agreed.

**13.** **The Section 137 Grant applications for 2024**

**498/24** The applications were considered and funding for all applications was **agreed.** Due to the nature and amount requested for one project, it was **agreed** that this could be funded through CIL.

**14.** **Staff matters**

**499/24** The Clerk’s 3 monthly review and appraisal has been undertaken.

**Agreed** that the Parish Office would be closed from 23rd December 2024 – 5th January 2025.

**15.**  **Correspondence**

**500/24** None.

**16.**  **Quotes and payments**

**501/24** The Chairman presented a list of 18 payments for retrospective authorisation and 2 payments for authorisation. All 20 payments were authorised. The Chairman presented 3 quotes which were approved.

**Agreed** that a list of regular payments is to be provided and authorised, so that future regular payments do not require authorisation at committee meetings.

**17.** **Any other business**

**502/24**  **a.** It was noted that the bank now applies bank charges to the account and a review of other

bank accounts should be undertaken.

1. Cllr Hewson asked for clarification on which Committee his issue about the door at Fontwell Community Centre being dangerous for wheelchair users and pushchairs should be taken. It was **confirmed** that General Purposes Committee.
2. It was **discussed** that with the changes of seasons and climate, some places such as airfields etc are re-seeding their grass areas with a different type of grass that does not require as much cutting and maintenance.

**18.** **Date of next meeting**

**503/24** The date of the next meeting was confirmed as 7.15pm Tuesday 7 January 2025.

There being no other business the meeting closed at 9pm.

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