



Walberton • Binsted • Fontwell
WALBERTON PARISH COUNCIL

WALBERTON PARISH COUNCIL INCLUDING FONTWELL AND BINSTED

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MINUTES OF THE WALBERTON PARISH COUNCIL FINANCE & LEGAL COMMITTEE HELD IN THE PAVILION AT 7.15pm ON TUESDAY 22 April 2025.

- 1. Record of attendance and apologies**
FL/154/25 In attendance: Cllrs Vawer (Chair), Titmus, Hewson, and McElvogue.
S Turner – Clerk.
- 2. Declarations of interest in items on the agenda**
F/155/25 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/156/25 The minutes of the Finance & Legal Committee meeting of 7th January 2025 were confirmed as being a true record of the business conducted.
- 4. Matters arising**
FL/157/25 None.
- 5. Finances**
FL/158/25 A report was given on the following and noted:
 - a. Public Sector Deposit Fund
 - b. The current specific reserves position and commitments.
 - c. Accounts
 - i) The bank statement balance as of 31 March 2025.
 - ii) The current accounts as per current accounts in the new financial software
 - iii) The current account plus PSDF less the total amount in Reserves was noted.
 - iv) VAT returns were in progress and the clerk would be submitting the claim to HMRC in due course.
- 6. Budget**
FL/159/25 a. The budget for 2025/2026 had been transferred into the new financial software and was as approved in January.
b. **CONFIRMED** to proceed with projects identified for this financial year.
- 7. Legal matters**
FL/160/25 WSALC had notified the Parish Council that the Model Financial Regulations have been updated. The changes are to Model Financial Regulations 5.4, 5.7 and 5.11. The Clerk is to check all the Council's relevant financial regulations are also updated.

The Data Protection policy requires amendment to incorporate the removal of data from the new booking system.

8. Fontwell Meadows Community Building

FL/161/25 The Fontwell Community Centre is up and running and creating an income.

9. Avisford Grange Tennis Courts

FL/162/25 The tennis courts have been officially handed over to the Parish Council.

10. Policies / Business plan

FL/163/25 The Clerk is to contact the Data Protection Officer regarding updating the Policies.

11. Cycle Path

FL/164/25 The drawings have been received and need to be shared online with the Parish Council for review.

12. Staff matters

FL/165/25 **Confirmed** that the Clerk's working hours had increased from 1st April 2025. Due to the postponement of the CiLCA training programme, it was **agreed** that the Clerk would undertake other financial training (FiLCA) in the meantime and apply for CiLCA course in the new year.

14. Correspondence

FL/166/25 **Confirmed** that the insurance for the Summer Fete would not be covered under the Parish Council's insurance.

15. Quotes and payments

FL/167/25 The Chairman presented a list of eight payments for retrospective authorisation along with eight pending payments and twelve direct debits. Three quotes were also presented and **approved** subject to further questions.

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

16. Any other business

FL/168/25 **Considered** the Clerk's request that the 'Handyman' projects could be given a budget amount for smaller works that are required without having to seek approval from the Parish Council for all works.

Decided that this would need to be a delegated and the Clerk is to refer to the relevant Policies.

Agreed to change Committee meeting dates in August as Cllr McElvogue would not be available to attend meetings that month. The committee meetings are now:

Committee	From	To
General Purposes	19th August 2025	9th September 2025
Planning	23 rd September 2025	16 th September 2025
Full Council	9th September 2025	23 rd September 2025

The Clerk will update the Parish Council calendar and resend invites to the above meetings.

17. Date of next meeting

FL/169/25 The date of the next meeting was confirmed as 7.15pm Tuesday 29 July 2025.

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

Signed..... Date

Chair