



**WALBERTON PARISH COUNCIL
INCLUDING FONTWELL AND BINSTED**

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FINANCE AND LEGAL COMMITTEE

**MINUTES OF THE WALBERTON PARISH COUNCIL FINANCE AND LEGAL COMMITTEE
HELD IN THE PAVILION AT 7.15pm ON TUESDAY, 12 MARCH 2026**

This meeting was closed to the public (Public Bodies (Admission to Meetings) Act 1960 and Local Govt Act 1972 7.6 (b) ss 100 and 102) due to its confidential and contractual sensitivity

- 1. Record of attendance and apologies**
FL/96/26 In attendance were Cllrs McElvogue (chair), Hewson, Kress Von Wendland and Titmus
The Clerk: S Turner
Apologies were received from Cllr Riordan
- 2. Declaration of interests and dispensations in items on the agenda**
FL/97/26 To be declared at each item.
- 3. Confirmation of previous minutes**
FL/98/26 The minutes of the Finance & Legal Committee of 22 April 2025 were confirmed as being a true record of the business conducted.
- 4. Matters arising**
FL/99/26 **NOTED** that the Finance and Legal Committee meeting in July 2025 was not quorate and could not be held. At Full Council on 16 September 2025 Finance and Legal was subsumed into Full Council.
- 5. To discuss the agenda items going forward**
FL/100/26 **DISCUSSED:** To consider requirement for F&L agenda items to note current financial position of the Council,
To consider review, reconciliation of accounts, review current budget against forecast, actual and spend.
To consider delegated powers
RESOLVED:
 - a. Cllr Kress Von Wendland to review accounts on a monthly basis and report to FC
 - b. Budgets – quarterly, annually and long term.
 - c. VAT claims to F&L and future meetings to be in line with VAT quarter.
 - d. Cllr Kress Von Wendland to be access to Scribe accounting system.
 - e. To include the Business Plan, 3 year plan and 5-10 year plan with a spreadsheet of costs to support it.
 - f. To detail revenue -precept with revenue expenses and repairs
 - g. Policies – Code of Conduct and Complaints to be reviewed by all Cllrs.
 - h. Combine items 10 and 11.
- 6. To review the Terms of Reference**
FL/101/26 **RESOLVED:**
 - a. The addition of Cllrs Kress von Wendland Riordan.
 - b. Remove standing vice chair of F&L

- c. Change meeting dates to match VAT dates
- d. To be approved at next F&L, then presented to Full Council. The Clerk to find out if approval needs to be a meeting or can it done via email.
- e. The Chairman and Clerk to look at the coding in scribe.

7. Finances

FL/102/26

- a. To note current financial position of the council
DISCUSSED what the Committee would like to see from the accounts - receipt and expenditure by month against precept and balance.
- b. Review expected Revenue – Precept, S106 and CIL. The Parish Council can apply for ADC’s CIL. The Clerk to find out what ADC said about their CIL pot.
- c. VAT - To note any VAT refunds due.
- d. Annual Governance and Accountability Return (AGAR)
- e. Business plan – review against assets and future plans

Cllr Hewson left the meeting at 9pm and only some items on the agenda were discussed afterwards.

8. Budget

FL/103/26

To review quarterly budget – to carry forward to next F&L Committee

9. Legal Matters

FL/104/26

- a. Legal compliance – to carry forward to next F&L Committee
- b. Insurance – to carry forward to next F&L Committee
- c. Policies – to carry forward to next F&L Committee
- d. Bye Laws – to carry forward to next F&L Committee

10. Section 106 agreements

FL/105/26

DISCUSSED: to include S106s that have been agreed.

11. CIL payment

FL/106/26

DISCUSSED: to be included in item 10

12. Staff matters

FL/107/26

DISCUSSED: to include training, other contractors. **DISCUSSED:** a framework for contractors, within Parish Council thresholds. To review contracts and check work annually but not to go out to tender

RESOLVED: to publish a scope of works that the Parish Council undertakes the website

13. Any other business

FL/108/26

NOTED: that no decisions are to be made in this item.

24. Date of next meeting of the Legal & Finance Committee.

FL/109/26

The date of the next meeting is to be Tuesday 21 April 2026 at 7.15pm in the Pavilion.

There being no further business, the meeting closed at 9.19 pm.

Signed.....
Chair

Date.....