**Easebourne Parish Council**

**Finance Committee**

**Minutes of the Meeting held at 7.30pm, Monday 3rd July 2017**

**In the Refectory (behind St Mary’s Church, Easebourne)**

**Present:** J Hines (JH), D King (DK), S Lloyd (SL)

**In attendance:** S Hurr (Clerk) (SH)

**1 Public Question Time:** No questions

**2 Apologies and Reasons for Absence:** H Grantham due to a previous engagement, T Baker due to family commitments

**3 Declarations of Interest:** None

**4 Minutes of the last meeting:** The minutes of the meeting on 12th June 2017 May were proposed as a correct record of the meeting by DK, seconded and by agreed by all present and signed by the Chairman.

**5 Actions carried forward:**

a)Financial Regulations have been amended in draft to clearly state that the Finance Committee can approve payments of above £500 if a payment is part of an on-going contract agreed by the full Parish Council, this amendment will be discussed at the next Parish Council meeting on 12th July 2017.

b) SH has created an audit trail for the payment to St Mary’s PPC for half cost of the stair-lift (£2,220.00) and a cheque has been forwarded for this amount.

c)SH has forwarded Information regarding Data Protection to DK as requested.

d)On line-banking process has now been competed for SH and DK allowing SH to request payments and DK to approve them.

e) The quotations for the repair and painting of the Henley Phone Box will be discussed at the next full Parish Council meeting on12th July 2017.

f) As a new action, SL requested that the expenditure against budget is sent to all Finance Committee members prior to Finance Committee meetings.

**Action:** SH to forward the expenditure against budget spread sheet to all Finance Committee members prior to Finance Committee meetings.

**6 Finance Report Review:**

**a)** Report on previous month spend & cash flow: approvals by committee:

|  |  |  |
| --- | --- | --- |
| Society of Local Council Clerks Membership Fee | £118.00 | Approved |
| Bouncy Castle Hire | £60.00 | Approved |
| Locks for Bin (High Path) | £31.03 | Approved |
| ‘Drive Carefully Through Village’ Sign | £147.30 | Approved |
| Greenscape Grass-Cutting | £1,296.00 | To be considered at full Parish Council |
| Clerk June Salary | Undisclosed | Approved |
| Clerks Home as office (June) | £20.00 | Approved |
| Clerk June Pension | Undisclosed | Approved |

To note: no HMRC payment required for June due to previous overpayment.

**b)** Report on previous month income

|  |  |
| --- | --- |
| Contribution to travel costs for Clerk training from Walberton Parish Council | £21.37 |
| Donations for Bouncy Castle | £12.50 |
| Petty Cash held returned to bank | £3.01 |



**7 Forecast Spend:**

a) Sub-committee/Working Parties forecasts (including RFFs): one RFF received from Highways Working Party for installation of data loops which was approved

*Post-meeting: an increased request for cost of data loops, to be approved by full Parish Council.*

**Action:** DK to meet with MN for review of NHB expenditure.

b) Review requests for grants/funding and actions: one received from MADhurst, proposed to be discussed at full Parish Council meeting on12th July 2017

**Action:** SH to add to agenda

c) Income review and opportunities (Grants, Events): None

**8 Proposals to Parish Council:**

a) Financial Regulations have been amended in draft to clearly state that Finance Committee can approve payments of above £500 if a payment is part of an on-going contract agreed by the full Parish Council

b) The quotations for the repair and painting of the Henley Box

c) Approval of increased cost of data loops

d) Request from MADhurst for a grant

**9 Next Meeting Date:** 7.30pm, 7th August 2017, in the Refectory

*(post meeting this date was altered to 2nd August 2017).*

Meeting closed at 8.40pm

Signed by Finance Committee Chairman:.………………………………………………. Date: ………………………….