

Easebourne Parish Council

Minutes for the Finance Meeting held at 7.30pm, on Monday 4th September 2017 in the Refectory (behind St Mary's Church, Easebourne)

Agenda

Present: H Grantham (HG), J Hines (JH), D King (DK)

In attendance: S Hurr (SH) Clerk to the Parish Council, A Keeling (AK) Parish Councillor observing Finance Meeting

1 Public Question Time: No questions

2 Apologies and Reasons for Absence: T Baker due to holiday, S Lloyd absent without apology

3 Declarations of Interest: HG to be reimbursement for leaflet printing, following loss of original cheque

4 Minutes of last meeting: The minutes of the last meeting on 2nd August 2017 were proposed as a correct record of the meeting by HG, seconded by JH and agreed by all present.

5 Actions carried forward: All actions arising from the last meeting have been dealt with.

6 Finance Report Review

a) Report on previous month spend, cash flow and spend approvals

Greenscape Grass-cutting	£864.00	Approved
Payment for hiring of the Refectory	£120.00	Approved
Clerk Salary (August)	Undisclosed	Approved
Clerk Home as Office (August)	£20.00	Approved
Clerk Pension (August)	Undisclosed	Approved
Clerk Travel	£14.40	Approved
Payment for WSCC Traffic Data Surveys	£372.00	Approved
Reimburse for Leaflet Printing to HG	£39.41	Approved
Payment for CDC bin installation and emptying	£157.73	Approved
Payment to PFK Littlejohn (external auditors)	£240.00	Approved

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

b) Income review and opportunities: Clerk currently undertaking work to research potential funding for Community Space and Playground with the Boltini Trust.

Voluntary Action Arun and Chichester have also been contacted and have confirmed they operate a formal advice service to organisations who are seeking funding for non-profit making projects

Community Interest Levy and Business Plan to be discussed during the following Planning Committee meeting.

7 Forecast Spend

a) Sub-committee/Working Parties forecasts (including RFF): JH explained that the Vehicle Activation Signs project is progressing well and further funding (£3,000 to £4,000) will shortly be sought to complete the work.

b) Review requests for grants/funding and actions: One grant application received from Citizens Advice Arun & Chichester (see correspondence), Clerk has acknowledged and provided a copy of the recently adopted Grants and Donations Policy and an application form.

8 Proposals to Parish Council: None

9 Annual Audit: The Annual Audit has been returned by the external auditor with some comments but no overall concerns. The notification to view the audit will shortly be posted on the website and noticeboards.

10 Correspondence:

Date	Details
28 th July 2017	Thank you letter from MADhurst for grant
1 st August 2017	Letter from Arun & Chichester Citizens Advice requesting a grant of £100, acknowledged by EPC on 8 th August advising of Grants and Donations Policy and application form, and providing a copy of both
September 2017	Letter from Barclays Bank, explaining the East Wittering branch is closing

11 Next Meeting Date: 7.30pm on Monday 9th October 2017, in the Refectory

Meeting Closed at 7.58pm

Signed by Finance Committee Chairman: Date: