

Easebourne Parish Council

Draft Minutes for the Finance Meeting held at 7.30pm, on Monday 9th November 2017 in the Refectory (behind St Mary's Church, Easebourne)

Agenda

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

In attendance: S Hurr (SH) Clerk to the Parish Council

1 Public Question Time: No questions

2 Apologies and Reasons for Absence: No apologies, no absences.

3 Declarations of Interest: DK declared an interest in having a personal acquaintance with one of the potential contractors for the refurbishment of the telephone box in Henley and TB will be claiming reimbursement for materials purchased to complete the noticeboards via Wharf Solid Surface.

4 Minutes of last meeting: The minutes of the last meeting on 9th October 2017 were proposed as a correct record of the meeting by DK, seconded by JH and agreed by all present.

5 Actions carried forward: DK to discuss Communications Plan with HG, with regard to the two VAS. Citizens Advice grant payment to be resubmitted and completed on-line. All other actions completed.

6 Finance Report Review:

a) Report on previous month spend, cash flow and spend approvals: DK gave an explanation of expenditure against the current budget and how preparation work is underway for the 2018-19 budget.

Action: DK to review expenditure and complete a draft budget.

Arun & Chichester Citizens Advice grant	£100.00	Approved
Wharf Solid Surface (notice board materials)	£300.00	Approved
Clerk Salary (October)	Undisclosed	Approved
Clerk Home as Office (October)	£20.00	Approved
Clerk Pension (October)	Undisclosed	Approved
St Mary's PCC Room Hire	£35.00	Approved
Royal British Legion (wreath and donation)	£50.00	Approved
Greenscape Grass-cutting	£432.00	Approved
Easebourne CE Primary School	£1824.00	Approved
Sharon Hurr (printer ink)	£24.00	Approved

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

b) Income review and opportunities: Application to the Boltini Trust is being currently being prepared by SH with support from Parish Councillors M Noble and I Milne.

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.

DK summarised a 'Request for Funding' he had prepared for the refurbishment of the telephone box in Henley. HG proposed that Peter Smith is contracted to undertake this work, which was seconded by JH and agreed by TB (DK did not take part in the decision).

Action: DK to inform Peter Smith that he has been chosen to undertake the work to refurbish to telephone box.

JH proposed that the Parish Council introduces a Purchase Order process, this was seconded by TB and agreed by all Councillors present and will begin in the new fiscal year.

Action: SH to draft a Purchase Order process template.

b) Review requests for grants/funding and actions: A request for funding has been received from the Samaritans, and guidelines and an application form has been forwarded but has not yet been returned.

8 Proposals to Parish Council: None.

9 Next Meeting Date: 7.30pm on Monday 4th December 2017, in the Refectory

Meeting Closed at 8.15

Signed by Finance Committee Chairman: Date:
Darren King