

Easebourne Parish Council

Minutes for the Finance Meeting held at 8.30pm, on Monday 9th October 2017 in the Refectory (behind St Mary's Church, Easebourne)

Agenda

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

In attendance: S Hurr (SH) Clerk to the Parish Council, M Noble (MN) Parish Councillor present to provide further information regarding a 'Request for Funding' form from the Highways Working Party, I Milne (IM) Parish Councillor observing Finance Meeting

1 Public Question Time: No questions

2 Apologies and Reasons for Absence: H Grantham (HG) due to previous engagement, S Lloyd absent without apology.

3 Declarations of Interest: TB will be claiming reimbursement for materials purchased to complete the noticeboards.

4 Minutes of last meeting: The minutes of the last meeting on 4th September 2017 were proposed as a correct record of the meeting by DK, 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:

DK gave an explanation of expenditure against the current budget.

TB's company has produced two replacement notice boards, and the cost of extra materials purchased totals approximately £250.00, significantly less than the allocation in the budget (£2,500) estimated from gaining quotations in 2016. As this amount (£250.00) will be returned to TB, the committee consider this requires approval by the full Parish Council.

Action: Reimbursement to TB to be approved by full Parish Council.

Came & Company Anna Insurance Premium	£457.98	Approved
St Mary's PCC Stair-lift (second tranche)	£2,220.00	Approved
Mobile Phone Top-up	£10.00	Approved
Greenscape Grass-cutting	£864.00	Approved
Clerk Salary (September)	Undisclosed	Approved
Clerk Home as Office (September)	£20.00	Approved
Clerk Pension (September)	Undisclosed	Approved
Noticeboard Magnets	£5.98	Approved
Defibrillator Sundries	£33.59	Approved

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

b) Income review and opportunities: The application for New Homes Bonus funds has been successful in securing £11,881 for playground equipment for the field project with the previous sum of £2,700 for fencing has been approved for variation, and can also be utilised for the field project. MN also explained that £1,800 will be donated to Easebourne CE School for fencing as agreed at minute item number 14 at the Parish Council meeting held on 12th July 2017.

The Boltini Trust have confirmed an application for funding also for the playground can be submitted for their December meeting.

Action: MN to pass 'business plan' included in New Homes Bonus application to IM and SH

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 the 'Request for Funding' submitted by the Highways Working Party to purchase and install two Vehicle Activated Signs (VAS). The proposal to purchase the two VAS from Westcotec was proposed by DK, seconded by TB and agreed by all present.

Action: SH to sign agreements for two VAS on behalf of the Parish Council.

Action: DK to discuss Communications Plan with regard to the two VAS with HG.

b) Review requests for grants/funding and actions: One grant application received from Citizens Advice Arun & Chichester. Discussion took place regarding whether to continue with allocating funding twice per annum or take a more flexible approach. DK proposed allocating £100 as requested to Citizens Advice, which was seconded by JH and agreed by all Councillors present.

Action: SH to organise payment to Citizens Advice.

8 Proposals to Parish Council: To consider how regularly grant payments will be made.

9 Next Meeting Date: 7.30pm on Monday 6th November 2017, in the Refectory

Meeting Closed at 9.28

Signed by Finance Committee Chairman: Date: