

Easebourne Parish Council

Finance Committee Meeting at 8.10pm on Tuesday 6th March 2018, in the Refectory (behind St Mary's Church, Easebourne)

Present: J Hines (JH), J Galego (JG), D King (DK)

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

1 Public Question Time: No members of the public present

2 Apologies and Reasons for Absence: T Baker (TB) due to work commitments

3 Declarations of Interest: DK is a personal acquaintance of Mr White who has submitted a quotation to provide a service as a Quantity Surveyor for the Field project.

4 Minutes: The minutes of the last meeting of 5th February were amended in one action point, from SH to draft a Finance Policy to SH to draft a process for use of the 'Request for Funding' (RFF) form, proposed as a correct record of the meeting following the amendment, by JG, seconded by JH, and signed by the Chairman DK.

5 Review of Actions/Actions carried forward:

Action: Further to the drafting of the RFF form, the revision of Financial Regulations were discussed and concluded that all work required/planned relating to finance should be incorporated. This work could be divided amongst members of the Finance Committee. DK will forward a copy of the National Association of Local Councils model Financial Regulations in order to begin this process with a plan to adopt revised regulations at the May full Parish Council meeting.

6 Finance Report Review

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

DK reviewed expenditure against budget. A short discussion was held in light of the recent snowfall regarding the need for Winter Maintenance budget.

Payments were agreed as follows:

Hire of the Refectory in January	£70.00	Approved
Hire of the Refectory in February	£20.00	Approved
Sussex and Surrey Association of Local Councils (Local Councils Explained – book)	£27.59	Approved
Clerk Salary (February)	Undisclosed	Approved
Clerk Home as Office (February)	£20.00	Approved
Clerk Pension (February)	Undisclosed	Approved
HMRC Payment (February)	Undisclosed	Approved
Westcotec (Vehicle Activated Signs)	£6,000	Approved

b) Income review and opportunities (NHB, Grants, Events, CIL, 106)

Dexam Trust have donated £2,500 towards the zip-wire for the Field Project (awaiting monies)
National Lottery have donated £10,000 towards the Field Project (awaiting monies)
Hooli Boost will be providing free consultancy regarding marketing and branding.

JH also cited the possibility of obtaining 106 monies (this action is currently with M Noble, the Chairman of the Parish Council).

c) Asset Register

DK listed and updated the current items on the Asset Register which are:

Two Vehicle Activated Signs, two telephone boxes and defibrillators, seven bus shelters, five benches, and a bin, the replacement value of which totals approximately £35,000. The street furniture on the insurance policy is covered for a of £27,195. The current insurance provider does not require assets to be itemised. If all assets were lost, this amount would not fund replacing all the assets, but the probability of all items being destroyed within a twelve-month period is extremely unlikely. The broker has confirmed that if the cover for street furniture was increased to £32,000, the premium would increase by £24.08 per annum. It was concluded that the insurance cover should be reviewed once installation work in the field begins.

SH drew attention to the quotation received regarding the broken stone plaque, which included removal of the remaining piece, repairing and mounting broken pieces and making a new copy for installation on the bridge.

Action: SH to discuss quotation with Midhurst Town Council regarding their contribution towards this work.

7 Forecast Spend

a) Sub-committee/Working Parties forecasts (including RFF)

IM had submitted RFF for the field project, including soil sampling, purchase of traditional play equipment and the engagement of a quantity surveyor. All recommendations were agreed in principle pending gaining planning approval and full parish council support of the design, plan & budget.

b) Review requests for grants/funding and actions

No requests for grants had been received.

8 Proposals to Parish Council: None

9 Next Meeting Date: Dates for the year ahead were agreed:

7.30pm, Wednesday 4 th April 2018	7.30pm, Wednesday 2 nd May 2018
7.30pm, Wednesday 6 th June 2018	7.30pm, Wednesday 4 th July 2018
7.30pm, Wednesday 1 st August 2018	7.30pm, Wednesday 5 th September 2018
7.30pm, Wednesday 4 th October 2018	7.30pm, Wednesday 7 th November 2018
7.30pm, Wednesday 5 th December 2018	7.30pm, Wednesday 2 nd January 2018
7.30pm, Wednesday 6 th February 2018	7.30pm, Wednesday 6 th March 2018

Meeting closed at 9.10pm

Signed by Finance Committee Chairman:Date:,.