

Easebourne Parish Council

Finance Committee Meeting at 8.00pm on Monday 5th February 2018, in the Refectory (behind St Mary's Church, Easebourne)

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

In attendance: M Noble (MN) observing, S Hurr (SH) Clerk to the Parish Council

1 Public Question Time: No members of the public present

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

3 Declarations of Interest: None

4 Minutes: The minutes of the last meeting of 8th January 2018 were proposed as a correct record of the meeting by TB, seconded by JG, agreed by all present and signed by the Chairman DK.

5 Actions carried forward:

Application for funding from the Dexam Trust has now been handed to Councillor I Milne (IM) for progression.

Obtaining a 'Silent Soldier' from The Royal British Legion has been progressed and is now at the point of ordering.

6 Finance Report Review

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

DK reviewed expenditure against budget, explaining there is currently an underspend in most areas. This will alter as planned items are purchased over the coming weeks. The Parish Council has also received more funds than expected in grants which will be utilised for the Community Space and Playground project and for highway improvements.

Greenhatch Group Ltd, Topographical Survey	£810.00	Approved
The Royal British Legion, Silent Soldier	£250.00	Approved
Peter Smith, Henley Phone Box Refurbishment	£1,145.00	Approved
S Hurr (stationery)	£3.90	Approved
Samaritans Grant	£250.00	Approved
Clerk Salary (January)	Undisclosed	Approved
Clerk Home as Office (January)	£20.00	Approved
Clerk Pension (January)	Undisclosed	Approved
HMRC Payment (January)	Undisclosed	Approved
S Hurr (stationery)	£21.00	Approved

TB requested confirmation regarding how often the Parish Council is claiming VAT, this is currently annually. TB suggested that when the Community Space and Playground installation begins with larger purchases being made, that this is completed more regularly to aid cash flow.

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

No further funds have been obtained since the January Finance Committee Meeting. CIL and Section 106 monies were discussed and MN will gain further information from our District Councillor regarding 106.

Action: MN to obtain further information regarding 106.

7 Forecast Spend

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

IM had submitted an RFF for the new defibrillator and cabinet which contained three options with his recommendation to take up a managed contract, this was agreed by all Councillors present.

IM had submitted an RFF for soil sampling and it was concluded that this now needs to be considered alongside the full revised budget for the Community Space and Playground.

Action: DK to inform IM of the Finance Committee's decisions regarding the RFFs.

b) Review requests for grants/funding and actions

TB confirmed that the application for support with the Welcome Pack and branding had been submitted to Hooli Boost. A discussion took place regarding a potential successful outcome, but for a partial amount only and how to process further quotations on an equitable footing.

Action: SH to obtain some advice on this matter from SSALC (*post meeting*, advice received, our current regime of obtaining three quotations may be set at a threshold which is too low).

A defibrillator for Easebourne Street was discussed and how First Responders could advise regarding a community 'looked-after' defibrillator. It was concluded that this should be referred to full Parish Council.

DK commented that a review of Parish Council Assets are no longer part of the Finance Committee agenda and this item should be reinstated for future meetings.

Action: SH to include a review of Parish Council Assets on future Finance Committee agendas.

8 Proposals to Parish Council: Recommendations-

That a Defibrillator is considered for Easebourne Street as a new project.

That the RFF process is reviewed and use of Purchase Orders process established, and that this forms part of a new Finance Policy.

Action: SH to draft a Finance Policy.

9 Next Meeting Date: 8.00pm, Tuesday 6th March 2018

Meeting closed at 8.57pm

Signed by Finance Committee Chairman:Date:,.