

Easebourne Parish Council

Finance Committee

**Draft Minutes of Meeting held at 7.30pm on Wednesday 6th June 2018,
in the ground floor room of the Refectory (behind St Mary's Church, Easebourne)**

Present: J Galego (JG), A Keeling (AK), 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 and J Hines (JH) due to family commitments.

3 Declarations of Interest: None

4 Minutes – The minutes of 4th April 2018 (meeting on 2nd May was inquorate, therefore minutes were not signed) and 2nd May 2018 were agreed and signed.

5 Actions carried forward: Action to be carried forward, meeting to be held to revise Financial Regulations.

Action: JH to organise a meeting to revise Financial Regulations.

6 Action Plan for Finance/Request for Funding Policy: now completed.

7 Finance Report Review

- a) Report on previous month spend, cash flow and spend approvals: DK explained the cash flow position for Easebourne Park, and how the engaged quantity surveyor would retain/hold 5% of payments until all works are completed satisfactorily, and that this retention of monies is in accordance with industry standards for construction and installation.

DK also confirmed the necessity of obtaining a 'Public Works Board Loan' (PWBL) from the Secretary of State. Should the loan be delayed or not forthcoming, contingency plans may need to include potentially delaying or halting contracts. DK will bring this to the attention of the full parish council. DK further explained that a number of new costs had arisen for Easebourne Park (totaling £398.70 – items with asterisk below) and proposed these should be funded from the Easebourne Park contingency monies, which was agreed by all present.

Action: DK to compose and forward an email outlining the cash flow position and use of Easebourne Park contingency monies.

It was also agreed that one room only in the Refectory would be hired in future for Finance and Planning meetings.

Payments were agreed as follows:

S Hurr, notice board magnets	£6.79	Approved
Midhurst Local, public consultation and annual village meeting leaflet delivery.	£26.00	Approved
I Milne, printing of posters for Easebourne Park	*£85.20	Approved
M Noble, public consultation for Easebourne Park refreshments	*£4.70	Approved
S Hurr, postage stamps	£6.96	Approved
S Hurr, signed for delivery of Annual Return to external auditors	£2.11	Approved
S Hurr, parish phone	£25.50	Approved
S Hurr, parking and travel to Midhurst Town Council for meeting planning (30 th May 2018)	£15.10	Approved
Richard Follett, domain and hosting for website	£140.00	Approved
PG Groundworks, Removal of concrete pads, installation of drainage system, and pathways for Easebourne Park	£9,060.26	Approved
S Hurr, village meeting refreshments	£13.24	Approved

WSSC, legal fees for 'Licence to carry out works' for Easebourne Park	*£250.00	Approved
I Milne, printing of posters for Easebourne Park	*£58.80	Approved
St Mary's PCC hall hire (April and May)	£200.00	Approved
S Hurr, Refreshments for meeting on 30 th May	£7.44	Approved
Clerk Salary (May)	Undisclosed	Approved
Clerk Home as Office (May)	£20.00	Approved
Clerk Pension (May)	Undisclosed	Approved
HMRC Payment (May)	Undisclosed	Approved
Greenscape Grass Cutting	£864.00	Approved
Playsafe Playgrounds, first payment for play equipment	£11,130.67	Approved

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

Duke of Cumberland, donation towards defibrillator	£350.00
The Lions Club (Midhurst), donation for double swing, for Easebourne Park	£1,425.00
Chichester District Council, first tranche of precept	£21,500.00
United Magazine, donation for Easebourne Park	£250.00
Midhurst Freemasons, donation for Easebourne Park	£250.00
HMRC, VAT refund (April 2017-March 2018)	£3,187.50
Jackson-Stops, donation for Easebourne Park	£250.00

- c) Asset Register: SH confirmed that the Parish Council's insurance brokers had provided a quotation of £180 per annum to insure play equipment for Easebourne Park, to the value of £70,000.

8 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including RFF): none received.
b) Review requests for grants/funding and actions: A request for funding had been received from the MADhurst festival committee and it was agreed to provide a grant of £250.00.

9 Budget Performance Review: (to be re-titled 'Budget Review'): DK proposed a reviewed of the 2018/19 budget to meet changing commitments which would include removing some items which would now not be required for the current financial year and adding the PWBL repayments.

10 Proposals to Parish Council:

- a) Revision and resubmission of 2018/19 budget for approval.
b) Recommendations regarding contingency plans for Easebourne Park.

11 Next Meeting Date:

7.30pm, 4th July 2017
Upstairs Room, The Refectory (behind St Mary's Church)

Meeting closed at 8.10pm

Signed by Finance Committee Chairman:Date: