

## Easebourne Parish Council

### Finance Committee

#### Minutes of Meeting held at 7.30pm on Wednesday 4<sup>th</sup> July 2018, in the Refectory (behind St Mary's Church, Easebourne)

**Present:** J Galego (JG), A Keeling (AK), D King (DK)  
T Baker (TB) - from 8.00pm

**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:** J Hines (JH) due to family commitments.

**3 Declarations of Interest:** *On arrival*, TB declared an interest as his company have submitted a quotation for the supply of signage for Easebourne Park.

**4 Minutes** – The minutes of 6<sup>th</sup> June 2018 were agreed and signed.

**5 Actions carried forward:** DK has emailed Councillors with information regarding contingency plans for funding Easebourne Park construction. Action to be carried forward, meeting to be held to revise Financial Regulations.

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

#### 6 Finance Report Review

- a) DK reported that the Parish Council is not currently over-budget on any items, although we are at an early stage within the financial year. Spend to date and commitments are operating as planned.

Payments were agreed as follows which include installment payments to the three Easebourne Park Contractors as directed by the Parish Council's engaged Chartered Surveyor and items purchased for the School Fete stall, which took place on Saturday 30<sup>th</sup> June 2018:

S Hurr, Postage of Licence to West Sussex County Council	£2.50	Approved
Community Heartbeat Trust, replacement electrodes	£87.60	Approved
I Milne, Stationery for Preparation of PWLB Application	£13.96	Approved
I Milne, Stationery for Preparation of PWLB Application	£2.19	Approved
I Milne, Stationery for Preparation of PWLB Application	£20.39	Approved
Wildwood UK, First Payment for Playground Equipment and Installation	£5,700	Approved
Data Protection (paid by Direct Debit)	£35.00	Approved
I Milne, Postage of PWLB Application	£8.60	Approved
S Hurr, Items for School Fete	£6.02	Approved
S Hurr, Parish Phone	£25.50	Approved
S Hurr, Items for School Fete	£0.49	Approved
S Hurr, Items for School Fete	£10.37	Approved
S Hurr, Items for School Fete	£0.60	Approved
S Hurr, Items for School Fete	£1.99	Approved
D King, Printing of Parish Design Statement	£69.58	Approved
S Hurr, Items for School Fete	£2.81	Approved
West Sussex County Council, Licence to use Easebourne CE Primary School Rooms as a project office for Easebourne Park	£100.00	Approved
Playsafe Playgrounds, Second Payment for Playground Equipment and Installation	£2,226.14	Approved
S Hurr, Items for School Fete	£1.50	Approved
S Hurr, Items for School Fete	£1.00	Approved
S Hurr, Items for School Fete and Stationery	£10.50	Approved
S Hurr, Items for School Fete	£0.59	Approved

PB Groundworks, Second Payment for Groundworks at Easebourne Park	£7,550.22	Approved
Clerk Salary (June)	Undisclosed	Approved
Clerk Home as Office (June)	£20.00	Approved
Clerk Pension (June)	Undisclosed	Approved
HMRC Payment (June)	Undisclosed	Approved
S Hurr, SLCC Membership	£147.00	Pending
S Hurr, Postage of Copy of Part of the Annual Governance and Return	£1.77	Approved
Wildwood UK, Second Payment for Playground Equipment and Installation	£23,637.34	Approved

The membership payment for SH to the Society of Local Council Clerks (SLCC) was discussed and queried as to whether this would have any tax implications such as a 'benefit in kind'.

**Action:** SH to investigate if the payment of SH's membership with the SLCC will have any associated tax implications.

- b) Income review and opportunities (NHB, Grants, Events, CIL, 106): *To note: '106' will be removed from future agendas as this is currently unavailable to the Parish Council.*

School Fete Stall	£165.80
VAT Reclaim	£2,146.44

DK confirmed as previously discussed at the full Parish Council meeting in May, that Councillor M Noble will be submitting an application for 'New Homes Bonus' to Chichester District Council, which would not at this time include funds for bus shelter refurbishment. JG explained that further information regarding the bus shelters will be provided at the next full Parish Council meeting on 11<sup>th</sup> July 2018.

The application to the Public Works Loan Board (PWLB) is being progressed with funds likely to be available this week or early next week.

- c) Asset Register: No additions or adjustments to the Asset Register at this time.

## 8 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including Request for Funding [RFF]): An RFF had been submitted by Councillor I Milne for the purchase of the signage for Easebourne Park. The three quotations were discussed and on a proposal by the Chairman it was AGREED to follow the recommendation provided in the RFF and award the contract to Wharf Solid Surface.  
*To note: TB did not take part in the discussion or decision other than to provide further information.*
- b) Review requests for grants/funding and actions: A request for funding had been received from the Kent, Surrey and Sussex Air Ambulance Trust and on a proposal by the Chairman it was AGREED to provide the requested amount of £150.00.

**Action:** SH to organise a payment to Kent, Surrey and Sussex Air Ambulance Trust

**9 Budget Review:** As at the previous meeting of the Finance Committee, 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 PWLB 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, 1<sup>st</sup> August 2018  
The Refectory (behind St Mary's Church)

Meeting closed at 8.15pm

Signed by Finance Committee Chairman: .....Date: .....