

## Easebourne Parish Council

### Finance Committee

#### Minutes of Meeting held at 7.30pm on Wednesday 3<sup>rd</sup> October 2018, in the Refectory (behind St Mary's Church, Easebourne)

**Present:** J Galego (JG), A Keeling (AK), D King (DK), C Sanderson (CS),

**In attendance:** Clerk S Hurr (SH) and M Noble (NM) to provide information regarding bus shelter installation.

**1 Public Question Time:** No members of the public present.

**2 Apologies and Reasons for Absence:** T Baker (TB) due to illness.

**3 Declarations of Interest:** None

**4 Minutes:** The minutes of 5<sup>th</sup> September 2018 were agreed and signed.

**5 Actions carried forward:**

**Action:** SH to complete VAT Claim.

**Action:** MN and SH to discuss potential for gaining CIL and Section 106 funds with District Councillor Francis Hobbs.

**Action:** MN and SH to confirm replacement costs for Easebourne Park equipment, in order to update the Asset Register.

**6 Approval and Reporting of Finances to full Parish Council**

- a) Following a discussion, it was resolved to provide full minutes of Finance Committee meetings to full Parish Council Meeting in place of a separate report, and add as appendices to the minutes.
- b) DK explained that there are currently a number of underspends at the halfway point in the fiscal year which included the allocations for the Welcome Packs, Footpaths and Winter Management.
- c) MN explained that the outcome of the Parish Council's application for 'New Homes Bonus' funds (£12,536) would shortly be confirmed by Chichester District Council
- d) The Parish Council minutes from earlier in the year will be reviewed to confirm the resolutions taken with regards to the purchase and installation of three waste bins in Easebourne Park.

**Action:** DK to review minutes to confirm resolutions regarding purchase and installation of waste bins in Easebourne Park.

- e) The purchase and installation cost of a fourth waste bin for Easebourne Park will be taken from the contingency budget.

**Action:** DK to record purchase and installation of a fourth waste bin for Easebourne Park against the contingency budget and confirm this action to Easebourne Park lead Councillor I Milne.

- f) Annual Governance and Accountability Return had been completed by the external auditor Moore Stephens and signed as agreed without comment. It was resolved to pay the increased invoice from the external auditor, but report the dissatisfaction of Finance Committee regarding the auditor's actions in requesting further information and subsequently submitting an increased invoice, to Sussex and Surrey Association for Local Councils (SSALC).

**Action:** SH to forward email to SSALC to report dissatisfaction with Moore Stephens.

Payments were agreed as follows:

|  |             |          |
|--|-------------|----------|
| S. Hurr, Parish Phone  | £25.50      | Approved |
| Easebourne CE Primary School, hire of room as Easebourne Park project office | £200.00     | Approved |
| Chichester District Council, installation of three litter bins               | £1,684.19   | Approved |
| St Mary's Parochial Church Council, hire of refectory (August and September) | £70.00      | Approved |
| Moore Stephens, Annual Governance and Accountability Return                  | £528.00     | Approved |
| St Mary's Parochial Church Council, grant towards Burial Ground maintenance  | £1,000.00   | Approved |
| Clerk Salary (September)   | Undisclosed | Approved |
| HMRC Payment (September)   | Undisclosed | Approved |

|   |             |          |
|---|-------------|----------|
| Clerk Pension (September)               | Undisclosed | Approved |
| Clerk Home as Parish Office (September) | £20.00      | Approved |
| Chairman's Honorarium (2018/19)         | £100.00     | Approved |

g) Asset Register: The new equipment in Easebourne Park to be added to the Asset Register (see point 5 above).

**7 Forecast Spend:** It was confirmed that Darren Rolfe (and volunteers) from West Sussex County Council can supply materials and build a replacement bus shelter for the cost of £2,000 in the location opposite the £A286 entrance to Kings Drive. JG explained that the average quotation for an 'off the shelf' bus shelter was approximately £5,000 and suggested that £15,000 was considered as an allocation to replacing further shelters in the 2018/19 budget. Following a discussion, it was resolved to undertake a number of actions:

**Actions:** SH to contact Darren Rolfe and establish if planning permission or confirmation of no requirement for planning permission should be secured. SH to email City and Country regarding their potential offer of a grant of £2,500 towards bus shelters to ascertain if funds can now be transferred to the Parish Council. MN to obtain the necessary materials list from Darren Rolfe and acquire further quotations for materials. JG to email recently obtained quotations for 'off the shelf' bus shelters to members of the Finance Committee. DK to email a blank Request for Funding form to JG for completion in order to provide a full audit trail.

**8 Budget Review:** DK will prepare a draft 2018/19 budget for November Finance Committee meeting.

**9 Proposals to Parish Council:** None.

**10 Review of Financial Regulations** (originally point 5 on the agenda): DK suggested that a meeting is arranged to review the National Association of Local Councils (NALC) model Financial Regulations, and amend appropriately for adoption by the Parish Council.

**Actions:** DK to email NALC model Financial Regulations to AK, and arrange a meeting to amend the Regulations in preparation for adoption by the Parish Council.

**11 Next Meeting Date:**

7.30pm, 7<sup>th</sup> November 2018  
The Refectory (behind St Mary's Church)

Meeting closed at 8.25pm

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