

Easebourne Parish Council

Finance Committee

Minutes of Meeting held at 7.30pm on Wednesday 5th December 2018, in the Refectory (behind St Mary's Church, Easebourne)

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

In attendance: Clerk S Hurr (SH) and M Noble (NM)

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

2 Apologies and Reasons for Absence: None

3 Declarations of Interest: None

4 Minutes: The minutes of 7th November 2018 were agreed and signed.

5 Actions carried forward:

Action: SH to complete VAT Claim.

Action: MN to discuss potential for gaining CIL and Section 106 funds with District Councillor Francis Hobbs. MN has contacted Francis Hobbs, and this will be removed as a carry-forward item.

Action: SH to report concerns regarding increased invoice from Moore Stephens (external auditors) to Surrey and Sussex Association for Local Councils (SSALC). SH has informed SSALC, who advised the Parish Council to also forward its concerns to Moore Stephens, and this has also been done.

6 Finance Report Review:

- a) DK reported a discrepancy in the bank the reconciliation which was due to a duplicate line and over payment of £2.00 to S. Hurr. Duplicate line has been removed, and SH will return overpayment of £2.00 to the bank.
- b) It was agreed that the Beacon Lighting Event is recorded under the Village Meeting budget allocation.
- c) All Councillors will be requested to gain invoices addressed to the Parish Council when purchasing (agreed) items on behalf of the Parish Council.

Action: SH to email all Councillors to request invoices are addressed to the Parish Council.

d) To note, that there is one agreed grass-cut left within the current budget.

e) Payments were agreed as follows:

M. Noble, Tarpaulin to protect salt bags	£26.55	Approved
M. Noble, Refreshments for Beacon Lighting	£7.79	Approved
S. Hurr, Printer Ink	£31.99	Approved
M. Noble, Refreshments for Beacon Lighting	£17.73	Approved
S. Hurr, Stamp to return New Homes Bonus agreement	£1.01	Approved
S. Hurr, Parish Phone (November)	£25.50	Approved
St Mary's PCC, hire of the refectory	£20.00	Approved
S. Hurr, Stamps	£4.02	Approved
W L West & Sons, gate, posts and fittings (Easebourne Park)	£234.00	Approved
I. Milne, Postcrete for installation of gate/steps (Easebourne Park)	£14.95	Approved
West Sussex County Council, six sleepers for steps (Easebourne Park)	£180.00	Approved
The Surrey & Hants Tree Company Ltd., trees, stakes, ties, watering tubes and compost	£2,904.00	Approved
Greenscape, grass cutting	£216.00	Approved
Clerk travel expenses (five journeys, 160 miles x 45p per mile)	£72.00	Approved
Clerk Salary (November)	Undisclosed	Approved
HMRC Payment (November)	Undisclosed	Approved
Clerk Pension (November)	Undisclosed	Approved

Clerk Home as Parish Office (November)	£20.00	Approved
Cowdray Estate, Setting-up Beacon Lighting Event	£500.00	Approved

7 Forecast Spend:

- a) No 'Request for Funding' submissions had been received.
- b) A request for grant funding had been received from Home-Start and it was agreed to provide a grant of £200.

Action: SH to organise grant payment to Home-Start

8 Budget Review: DK explained changes to the draft 2019/20 budget as requested which included a budget allocation for the replacement path in Easebourne Park, new equipment also for the park and a 'place holder' budget allocation for one other park item to be determined. DK also noted that it was planned to gain £17,000 from other sources for the park, and that any funder may look for partial funding from the Parish Council before making a financial commitment. The allocation to Winter maintenance will also be increased to £1,000. SH explained that Chichester District Council (CDC) had advised £267 should be allocated for 2019 elections administration and a further £1,500 allocated for the costs of a potential contested election. SH also explained that the CDC had confirmed an increase in households within the parish of 3.09% which could provide extra precept of £1,300 without financially impacting further on households than at the current level. A discussion took place, and it was agreed to propose a request of a £1,300 increase in the precept, at the January 2019 Parish Council Meeting.

9 Proposals to Parish Council:

- a) To approve the revised 2019/20 budget
- b) To approve a request to increase the precept by £1,300 which would provide a total precept of £44,300 for 2019/20

10 Next Meeting Date:

7.30pm, 2nd January 2019
The Refectory (behind St Mary's Church)

Meeting closed at 8.34pm

Signed by Finance Committee Chairman:Date:

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