**Easebourne Parish Council**

**Finance Committee**

**Minutes of the Meeting held on 7.30, Tuesday 9th May 2017**

**in the Refectory (behind St Mary’s Church, Easebourne)**

**Present:** T Baker (TB), H Grantham (HG), J Hines (JH), D King (DK) S Lloyd (SL)

**In attendance:** S Hurr (Clerk) (SH)

1 **Public Question Time:** No questions

2 **Apologies and Reasons for Absence:** None

3 **Declarations of Interest:** None

4 **Minutes of last meeting:**  The minutes of the meeting on 6th April, 2017 were proposed as a correct record of the meeting as proposed by DK, seconded by HG, agreed by all present and signed by the Chairman.

5 **Actions carried forward:**

* The responsibility for the Burial Ground has now been passed to St Mary’s Parochial Church Council (PCC) and as agreed as a goodwill gesture, the Parish Council will fund the replacement of the Stair lift in the Refectory in two tranches (two times £2,220). Also to be noted, the Parish Council will contribute £1,000 annually towards the Burial Ground Maintenance, which will be withheld in 2017/18 in lieu of the payment owed by St Mary’s PCC for this amount in 2016/17.

 **Action:** HG will request that the treasurer of St Mary’s PCC will forward an invoice for the first tranche.

* DK awaiting to gain access to on-line banking.

 **Action:** DK to organise his access to on-line banking.

* DK to organise training in the use of the RFF forms which request commitment and spend of the Parish Council’s budget by the individual committees and working parties.

 **Action:** DK to organise training in the use of the RFF forms.

* SH has received notes from the Internal Auditor on the completion of the Annual Return which will be passed to DK for information together with the revised Asset Register.

**Action:** SH to pass notes from the Internal Auditor on the completion of the Annual Return and the revised Asset Register to DK.

6 **Finance Report Review:**

a)Report on previous month spend & cash flow: expenditure on refreshments will be placed under ‘administration’ for the purpose of analytics for Annual Return. DK has reviewed to date all figures populated by the Clerk and Responsible Financial Officer in new spread sheets prepared for the 2017/18 retention of financial records, which he confirmed as correct.

b) Income review and opportunities: HG confirmed that Councillor M Noble (not a member of the Finance Committee) will attend the New Homes Bonus surgery being held by Chichester District Council on 15th May 2017. It was concluded that it is currently too early to consider Crowd-funding for Parish Council projects such as for the new open space on the Wheelbarrow Castle Field.

7 **Forecast Spend:**

a) Sub-committee/Working Parties forecasts (include RFF): none received.

b) Spend approvals: SH requested that the Parish Council’s resource library is updated with new editions (current editions very out of date) which will cost between £90-£100, this was agreed by the Finance Committee.

 **Action:** SH to order new books

c) Review requests for grants / funding and actions: none received.

8 **Review and amend Asset report:** Completed as noted above.

9 **Proposals to Parish Council:** Two proposals -

1) Revise how the Parish Council records its income and forecast budgets and project spend. 2) Split the training budget line for the Clerk (staff) and Councillors.

10 **Next Meeting Date:**

7.30pm, 12th June 2017

in the Refectory (behind St Mary’s Church)

The meeting closed at 8.25pm.

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

Darren King