**Easebourne Parish Council**

**Finance Committee**

**Draft Minutes of the Meeting held at 7.30pm, Tuesday 12th June 2017**

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

**Present:** 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:** H Grantham due to a previous engagement, T Baker due to family commitments

**3 Declarations of Interest:** None

**4 Minutes of the last meeting:** The minutes of the meeting on 9th May were proposed as a correct record of the meeting by DK, seconded by agreed by all present and signed by the Chairman.

**5 Actions carried forward:**

**a)** We are awaiting an invoice from St Mary’s PPC for half cost of the stair-lift (£2220.00) SH to write invoice on their behalf for the record of payment.

**b)** Request for Funding (RFF) (for requests above £500) has been revised to support approval of quotes only to simplify its usage whilst still returning value.

**c)** DK will view the notes from the internal auditor produced to aid completion of audit

**d)** *Post Meeting – further actions required to complete registration for on-line banking process:*

**Action:** SH and DK to complete on-line banking process

**6 Finance Report Review:**

**a)** Report on previous month spend & cash flow: approvals by committee:

|  |  |  |
| --- | --- | --- |
| Room Hire (the Refectory) | £105.00 | Approved |
| Southern Water (Drainage Survey) | £49.92 | Approved |
| St Mary’s Stair-lift (first tranche) | £2220.00 | Approved subject to invoice (see action 1) |
| HMRC | Undisclosed | Approved |
| Pension | Undisclosed | Approved |
| Reimbursement to Clerk: stamps and envelopes  audit postage  home as office (May)  travel to training\* | £8.22  £6.45  £20.00  £47.25 | Approved |
| Data Protection\*\* | £35.00 | Approved |
| Clerk May Salary (due to CiLCA increase in hours) \*\*\* | Undisclosed | Approved on the grounds of work done |

\*shared travel with Walberton Parish Council clerk who will make a £21.37 contribution

\*\* **Action:** SH to provide Chairman with further information regarding this direct debit in respect of justification for why we make the payment and what we get for it.

\*\*\* **ACTION**: Include request to EPC for approval of hours worked against contract terms can be paid regardless of £500 spend limit

**b)** Spend Approvals (above £500.00), subject to escalation to EPC:

|  |  |
| --- | --- |
| Greenscape (field grass cutting) | £864.00 |

Action: DK to request Parish Council Chairman to review financial regulations, to enable contracted and Parish Council agreed payments to be approved by Finance Committee when above £500.00

**7 Forecast Spend**

a) Sub-committee/Working Parties forecasts (including RFFs): one RFF received from Henley Telephone Box Working Party

**Action:** DK to discuss next steps with Parish Council Chairman

b) Review requests for grants/funding and actions: one received from MADhurst, to be carried forward to next meeting

**Action:** SH to add to agenda

c) Income review and opportunities (NHB, Grants, Events): None

**8 Proposals to Parish Council:**

a) Maintenance contracts agreed in the full Parish Council would not require the approval

of the Parish Council to pay invoice, provided it is within tolerance of contract

b) Clerk time to be approved in full Parish Council would not require the approval of the Parish Council

**9 Next Meeting Date:** 7.30pm, 3rd July 2017, in the Refectory

Meeting closed at 9.00pm

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