

## Easebourne Parish Council

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

**Present:** J Hines (JH), J Galego (JG), D King (DK)

**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:** T Baker (TB) due to work commitments

**3 Declarations of Interest:** None.

**4 Minutes:** The minutes of the last meeting of 6<sup>th</sup> March 2018 were proposed as a correct record of the meeting, by JH, seconded by JG, and signed by the Chairman DK.

**5 Review of Actions/Actions carried forward:**

DK has forwarded to committee members a copy of a draft 'Request for Funding' process and a copy of draft revised Financial Regulations for comment.

SH confirmed Midhurst Town Council have offered 50% of the cost of repair/replication of the broken stone plaque.

**6 Finance Report Review**

a) Report on previous month spend, cash flow and spend approvals.

DK reviewed expenditure against budget. DK requested that the draft written RFF process and revision of Financial Regulations were divided between the committee members and the clerk and a meeting held (Saturday morning suggested after 10.15am) to discuss these matters. The Parish Council Chairman M Noble would also be invited to attend.

**Actions:** JH to organise extra meeting for discussion of written RFF process and revision of Financial Regulations. All to review ToC of draft policy

Payments were agreed as follows:

Midhurst Local Leaflet Delivery	£26.00	Approved
I Milne reimbursement for Blackdown Fernhurst printing	12.00	Approved
S Hurr phone top-up	£10.00	Approved
SSE Lighting Vehicle Activated Signs (two) installation	£248.87	Approved
S Hurr reimbursement for Society of Local Clerks Certificate in Local Council Administration	£250.00	Approved
Clerk Salary (March)	Undisclosed	Approved
Clerk Home as Office (March)	£20.00	Approved
Clerk Pension (March)	Undisclosed	Approved
HMRC Payment (March)	Undisclosed	Approved

b) Income review and opportunities (NHB, Grants, Events, CIL, 106)

The Lions Club have donated £1,425 for a double swing set for the Field Project.

c) Asset Register

No change to the Asset Register at this time.

## 7 Forecast Spend

- a) Sub-committee/Working Parties forecasts (including RFF)

IM had submitted RFFs for the field project, for natural play equipment and Ground Works. It was noted that only one quotation had been obtained for the natural play equipment, as no other company had been identified which produced similar equipment. This was approved subject to planning permission being granted and on the condition that communications plan was produced and approved by the Communications Committee/full Parish Council.

- b) Review requests for grants/funding and actions

The Scout Hut Committee had requested support for urgent work on the hut. A grant of £500 was agreed.

**Action:** SH to establish bank details for the Scout Hut, and SH and DK to organise an on-line payment.

## 8 Proposals to Parish Council:

- a) Written RFF process and Financial Regulations Revision Application
- b) Further investigation of the use of smart phones
- c) Reminder that money cannot be committed for expenditure without due process

## 9 Next Meeting Date: Dates for the year ahead were agreed:

7.30pm, Wednesday 2<sup>nd</sup> May 2018,  
Ground Floor Room, in The Refectory

Meeting closed at 8.05pm

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