

Easebourne Parish Council

Finance Committee

Minutes of Meeting held at 7.30pm on Wednesday 2nd January 2019,
in the Refectory (behind St Mary's Church, Easebourne)

Present: T Baker (TB), J Galego (JG), A Keeling (AK), M Noble (NM)

In attendance: Clerk S Hurr (SH)

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

2 Apologies and Reasons for Absence: C Sanderson due to a prior engagement.

3 Declarations of Interest: None

4 Minutes: The minutes of 5th December 2018 were agreed and signed.

5 Actions carried forward:

Action: SH has submitted a VAT claim for June and July 2018 and will now submit a claim from August 2018 to December 2018.

6 Finance Report Review:

a) MN gave information regarding the use of spread sheets and calculations of cash flow. Bank signatories to be revised and updated.

Action: SH to update bank signatories.

b) We have received a payment from Midhurst Town Council as a contribution towards the banner advertising the Beacon Event.

c) Asset Register is currently up to date.

d) 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
(post meeting, action completed).

e) Payments were agreed as follows:

St Mary's PCC, hire of the refectory (November)	£50.00	Approved
St Mary's PCC, hire of the refectory (December)	£30.00	Approved
S. Hurr, Parish Phone (November)	£26.05	Approved
Clerk travel expenses (one journeys, 32 miles x 45p per mile)	£14.40	Approved
Clerk Salary (December)	Undisclosed	Approved
HMRC Payment (December)	Undisclosed	Approved
Clerk Pension (December)	Undisclosed	Approved
Clerk Home as Parish Office (December)	£20.00	Approved

7 Forecast Spend:

a) No 'Request for Funding' submissions had been received.

b) No requests for grant funding have been received

8 Budget Review: MN suggested a number of changes to the 2019/20 budget which were discussed and agreed as follows:

a) Communications Group Leaflets increase from £150 to £300

b) General Expenditure to reduce from £500 to £350 and excess to be allocated to Communications Group Leaflets

c) Grants to external organisations to be reduced from £1,500 to £1,000 and excess to be allocated to Reserve Funds

- d) Cost of replacement notice board in Henley to be reduced from £250 to £100 as the notice board on Dodsley Lane will be relocated to Henley and excess to be allocated to Reserve Funds
- e) Budget allocation for Bus Shelters to be recorded under a single heading 'Bus Shelter Maintenance'

9 Proposals to Parish Council:

- a) As last minutes, to approve the revised 2019/20 budget
- b) As last minutes, 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, 6th February 2019
The Refectory (behind St Mary's Church)

Meeting closed at 8.21pm

Signed: _____

Date: _____

Chairman

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