

Easebourne Parish Council

Finance Committee

Minutes of Meeting held at 7.30pm on Wednesday 6th February 2019, in the Refectory (behind St Mary's Church, Easebourne)

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

In attendance: Clerk S Hurr (SH)

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 2nd January 2019 were agreed and signed.

5 Actions carried forward:

Action: SH will submit a VAT claim for August 2019 onwards following February 2019 payments as an August invoice was missed for payment.

6 Finance Report Review:

a) Payments were agreed as follows:

M Noble, Refreshments for Easebourne Park opening event	£68.59	Approved
Chichester District Council, new bin liner	£53.92	Approved
Clerk travel expenses (one journey, 32 miles x 45p per mile)	£14.40	Approved
S. Hurr, Parish Phone (January)	£25.50	Approved
I Milne, Leaflet Boxes	£27.00	Approved
Hooli, Logo work and preparatory work for Welcome Pack	£300.00	Approved
Playsafe Playgrounds, final payment for play equipment	£1,171.64	Approved
Richard Follet, website upgrade	£50.00	Approved
Clerk Salary (January)	Undisclosed	Approved
HMRC Payment (January)	Undisclosed	Approved
Clerk Pension (January)	Undisclosed	Approved
Clerk Home as Parish Office (January)	£20.00	Approved
Midhurst Local, Parish News Leaflet delivery	£26.00	Approved
St Mary's PCC, Room Hire (January)	£50.00	Approved

To note: first Public Works Loan Board payment of £1,266.18 has been paid (Direct Debit) and a payment to MN for the printing of the Parish News Leaflets requires checking as a discount may have been applied.

Action: MN to investigate the printing costs of the Parish News Leaflets and establish correct cost.

b) The Parish Council has received a VAT payment of £13,464.93 for claim made for June to July payments, and a grant from Tesco Bags of Help scheme for £2,000.

A discussion took place regarding applying for potential Community Infrastructure Levy (CIL) (submissions due by 15th February 2019) and Section 106 funding.

Action: MN to contact South Downs National Park Authority (SDNPA) regarding applying for CIL funding.

c) Asset Register is currently up to date.

7 Forecast Spend:

a) No 'Request for Funding' forms received from sub-committees, panels or working parties

- b) A request to support a 'Race Night' for a Easebourne CE Primary School Mindfulness project which is being organised by the Midhurst and Petworth Rotary Club has been received from the Chairman of the school's PTFA. Following a discussion, it was **Resolved** that this is not an appropriate event for the Parish Council to fund and therefore a letter would be prepared explaining this conclusion and that the school may apply directly for funding for this project by the usual procedure (application form on the Parish Council website)

Action: SH to prepare a draft letter in response to the request for support for a 'Race Night', explaining the Parish Council's conclusion.

Easebourne Brownies have written to request funds and a copy of the EPC Grants and Donations Policy and application form has been sent to them for completion which yet to be returned.

- 8 Bank Mandate – update and on-line banking:** The Bank Mandate form was completed, in order to remove D King as signatory and add C Sanderson. JG confirmed he has access to on-line banking for the Parish Council.

- 9 Proposals to Parish Council:** None

- 10 Next Meeting Date:**

7.30pm, 6th February 2019
The Refectory (behind St Mary's Church)

Meeting closed at 8.11pm

Signed: _____ Date: _____

Chairman

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