

Easebourne Parish Council

Finance Committee

Minutes of Meeting held at 7.30pm on Wednesday 6th March 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: TB declared an interest on item 6b regarding the new noticeboard, which will be supplied by his company.

4 Minutes: The minutes of 6th February 2019 were agreed and signed.

5 Review of Actions (from last meeting):

Bank Mandate: MN has completed his details, and a second signatory is now required to undertake this process.

Action: Mandate forms to be completed by JG or TB.

All other actions complete.

6 Finance Report Review:

- a) Report on previous month spend, cash flow and spend approvals: CS confirmed that a quarterly report on expenditure against budget will be provided by the Clerk/RFO.

Payments were agreed as follows:

Wildwood UK Installment 4 (retention), of Items for Easebourne Park	£1,317.60	Approved
T Baker, Colour prints for Welcome Pack	£34.43	Approved
Clerk Travel to Easebourne (Park & Communications Meetings – 11 th February 2019)	£14.40	Approved
PB Groundworks, Easebourne Park	£801.36	Approved
Clerk Training – Sussex and Surrey Association of Local Councils, Election Training	£48.00	Approved
St Mary's PCC Room Hire (February)	£20.00	Approved
Clerk Travel to Easebourne (Park & Communications Meetings – 28th February 2019)	£14.40	Approved
S. Hurr, Printer ink	£29.00	Approved
S. Hurr, Parish phone (February)	£25.50	Approved
Clerk Salary (February)	Undisclosed	Approved
HMRC Payment (February)	Undisclosed	Approved
Clerk Pension (February)	Undisclosed	Approved
Clerk Home as Parish Office (February)	£20.00	Approved
Clerk Travel to Easebourne (Finance discussion meeting) 1 st March 2019	£14.40	Approved
I Milne, Tree stakes for Easebourne Park	£10.45	Approved

- b) Payments received: None

MN explained that he and co-opted member of the Easebourne Park project group Mr Davis had attended the West Sussex County Council (WSCC), County Local Committee (5th March 2019) and been informed that WSCC will not be contributing to crowdfunding for the Park as was originally indicated, which was very disappointing. MN further proposed that following a calculation of available funds from underspends as the year end approaches, the Parish Council utilise this money to fund the remainder of the £5,500 crowdfunding, allocate £3,800 towards bus shelter refurbishment and £750 to provide a further noticeboard (see Declarations above). The committee **Resolved** that this submission is proposed to the next full Parish Council meeting.

MN also confirmed that the staffing panel, had proposed an increase in the Clerk's salary for 2019-20 of 3%. The committee **Resolved** that this submission is proposed to the next full Parish Council meeting.

The Chairman proposed a closed session for the next sub-item only.

End of closed session.

MN explained that the Parish Design Statement (PDS) group had requested a sum of £50 to be used as a prize draw for the completion of the proposed survey. The committee **Resolved** that funds should not be allocated for this purpose. The PDS group also requested monthly funding for Survey Monkey as an on-

line survey tool and the committee **Resolved** that the free version of the tool be used in the first instance, with a review of this decision as and if necessary.

- c) Asset Register: is currently up to date.

7 Forecast Spend:

- a) 'Request for Funding' forms: A RFF had been received from Cllr Milne, regarding fencing around the pond in the park. As this has been considered and debated throughout the process of planning and constructing the park, it was concluded that this should be discussed at the next full Parish Council on 13th March 2019.
- b) A Parish Council Grant request form has been completed and submitted by 1st Easebourne Guides. On a proposal by the Chairman the committee **Resolved** to grant a £150 to 1st Easebourne Guides.

8 Financial Regulations Review: The committee **Resolved** a proposal to full Parish Council to adopt the revised regulations.

9 Proposals to Parish Council: The committee agreed a number of proposals to Parish Council:

- a) That unspent budget is allocated as follows: £5,500 towards the crowdfunding initiative, £3,800 towards bus shelter refurbishment and £750 to provide a further noticeboard.
- b) That the Clerk's salary for 2019-20 is increased by 3%.
- c) That funding for fencing the pond in Easebourne Park is considered.
- d) That the revision of the Financial Regulations are considered for adoption.

10 Next Meeting Date:

7.30pm, 3rd April 2019
The Refectory (behind St Mary's Church)

Meeting closed at 8.25pm

Signed: _____ Date: _____
Chairman

Filename: 19 03 FC 6th March 2019 Minutes.docx
Folder: /Users/SharonHurr/Library/Containers/com.microsoft.Word/Data/Documents
Template: /Users/SharonHurr/Library/Group Containers/UBF8T346G9.Office/User Content.localized/Templates.localized/Normal.dotm
Title:
Subject:
Author: Sharon Hurr
Keywords:
Comments:
Creation Date: 30/12/2019 07:12:00
Change Number: 2
Last Saved On: 30/12/2019 07:12:00
Last Saved By: Sharon Hurr
Total Editing Time: 0 Minutes
Last Printed On: 30/12/2019 07:12:00
As of Last Complete Printing
Number of Pages: 2
Number of Words: 767
Number of Characters: 4,215 (approx.)