

Easebourne Parish Council

Finance Committee

**Minutes of Meeting held at 7.30pm on Wednesday 3rd April 2019,
in the Refectory (behind St Mary's Church, Easebourne)**

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

In attendance: Clerk S Hurr (SH)

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

2 Apologies and Reasons for Absence: T Baker, due to work commitments.

3 Declarations of Interest: None

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

5 Review of Actions (from last meeting):

Bank Mandate: Barclays Bank had sent further forms to be signed by a second Councillor signatory, to remove one signatory and add another, these forms have been submitted to the bank.

No other actions.

6 Finance Report Review:

- a) Report on previous month spend, cash flow and spend approvals: SH explained the end of year spend against budget is in the process of being prepared and will be forwarded to committee members as soon as possible. Annual Governance and Accountability Return will also be prepared for internal auditor and approval at May meeting of the full Parish Council for submission to external auditor.

Payments were agreed as follows:

Playsafe Playgrounds – Equipment Inspection for Easebourne Park	£138.00	Approved
S. Hurr, Parish phone (March)	£25.50	Approved
Wildwood UK – Mulch for Easebourne Park	£300.00	Approved
Clerk Travel to Easebourne (Meeting with K Graetz and delivery of litter picking kits) 22 nd March 2019	£14.40	Approved
WL West & Sons – Pond Fencing, Invoice 162031	£921.60 <small>Adjusted Figure</small>	Approved <small>Post Meeting</small>
Chichester District Council – Bin Emptying, Invoice 601970047	£218.68	Approved
Greenscape – Grass Cutting, Invoice REF-EAS 179	216.00	Approved
Clerk Salary (March)	Undisclosed	Approved
HMRC Payment (March)	Undisclosed	Approved
Clerk Pension (March)	Undisclosed	Approved
Clerk Home as Parish Office (March)	£20.00	Approved
Clerk Travel to Easebourne (Meeting with K Graetz and delivery of litter picking kits) 22 nd March 2019	£14.40	Approved

To Note: the invoice for WL West & Sons invoice for fencing was found to be incorrect, as discount had not been added, therefore this figure will be investigated and revised.

Action: MN to confirm correct figure.

Post meeting invoice adjusted to £921.60 And payment approved.

- b) Payments received: Vat reclaim for August 2018 £6,700.23

MN reported that no further information had been received following the submission of an application for Community Infrastructure Levy funding in February, the Parish Council had been informed that New Homes Bonus funds for up to £19,076.25 would be available for this financial year and the Boltini Trust had agreed that a further application could be submitted for their consideration.

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

7 Forecast Spend: No 'Request for Funding' forms had been received, or requests for grants.

8 Proposals to Parish Council: None

9 Next Meeting Date: 7.30pm, 1st May 2019, in the Refectory

Meeting closed at 8.10pm

Signed: _____ Date: _____
Chairman

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