

Easebourne Parish Council

Finance Committee

**Minutes of Meeting held at 7.30pm on Wednesday 1st May 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 (CS)

In attendance: Clerk S Hurr (SH)

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

2 Apologies and Reasons for Absence: none, all present.

3 Declarations of Interest: None

4 Minutes: The minutes of 3rd April 2019 were agreed and signed.

5 Review of Actions (from last meeting):

Action: CS needs to complete 'verification' to become a signatory on the bank account.

Other actions are complete.

6 Finance Report Review:

- a) Report on previous month spend, cash flow and spend approvals: Payments were discussed and signed for authorisation by the Chairman.

Payments were agreed as follows:

Sussex and Surrey Association of Local Councils subscription, invoice 879	£633.33	Approved
S. Hurr, Stamps	£6.10	Approved
Pro-Tec Security, Easebourne Park security inspections, invoice 9441	£402.00	Approved
S. Hurr, new finance file	£1.50	Approved
S. Hurr, Parish phone (April)	£25.50	Approved
I. Milne, Printer Ink	£20.99	Approved
M. Noble, Hosepipe and Attachments (watering new trees in Easebourne Park)	£181.72	Approved
West Sussex County Council, Kings Drive, Southbound Bus Shelter construction materials, invoice 8001371717	£2581.55	Approved
Easebourne CE Primary School, Maintenance for Shared Car Park, invoice 300419	£500.00	Approved
Clerk Salary (April)	Undisclosed	Approved
HMRC Payment (April)	Undisclosed	Approved
Clerk Pension (April)	Undisclosed	Approved
Clerk Home as Parish Office (April)	£20.00	Approved
Richard Follet, Domain and Hosting for Website, invoice 1349	£140.00	Approved

- b) Receipts:

£250.00 Grants from United Magazine

£22,150.00 Precept from Chichester District Council

£1899.10 VAT Claim

£685.91 Crowdfunding

£50.00 donation from a resident

Total £25,035.01

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

7 Forecast Spend:

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

Three Request for Funding (RFFs) forms had been received.

- The resurfacing of the paths in Easebourne Park was discussed and MN proposed the RFF recommended contractor ACS who will use Fittleworth stone at the cost of £5,700 + VAT, this was seconded by TB and agreed by all present.
- Purchase and installation of four picnic benches (two standard and two wheelchair-accessible) was discussed and MN proposed that these are obtained from the RFF recommended provider

Glasdons, which are created using recycled materials at the cost of £2,128 +VAT, this was seconded by AK and agreed by all present. The pads on which the benches will be secured were also discussed and concluded that Fittleworth stone bases which would match the paths were the most appropriate, for which a quotation is awaited.

- The grass-cutting contractor has agreed to be trained to undertake the monthly inspections of play equipment, if the Parish Council is able to fund the cost of the RoSPA training course (total cost £370). The contractor will then charge approximately £25 per inspection. A simple contract will be put in place requesting the cost of the course is returned if the contractor is unable to continue with the inspections within a specific period-of-time. MN proposed that this offer be accepted, which was seconded by TB and agreed by present.

b) Review requests for grants/funding and actions: None

8 Proposals to Parish Council: None

9 Next Meeting Date: 7.30pm, 5th June 2019, in the Refectory

Meeting closed at 8.35pm

Signed: _____ Date: _____
Chairman

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