

Easebourne Parish Council
Finance Committee
Minutes of Meeting held at 7.30pm on Wednesday 3rd July 2019,
in the Refectory (behind St Mary's Church, Easebourne)

Present: T Baker (TB), J Galego (JG), 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: Cllr A Keeling due to family commitments.

3 Declarations of Interest: None

4 Minutes: The minutes of 5th June 2019 were agreed and signed.

5 Review of Actions (from last meeting):

Action and carry-over Action: CS to become a signatory on the bank account. A letter has been received from Barclays Bank, confirming the process is now complete. CS will now apply for a card and card reader.

Action and carry-over Action: MN and Cllr I Milne are in the process of completing the New Home Bonus application for which the submission deadline is 5.00pm on 29th July 2019.

Action completed: JG confirmed that Darren Rolfe and his team will begin on the bus shelters on 18th July 2019.

Action completed: SH confirmed a grant has been made to MADhurst.

Action completed: SH confirmed that information regarding costs of refurbishment of mile marker had been passed to the interested resident.

6 Finance Report Review:

- a) Report on previous month spend, cash flow and spend approvals: The first quarterly spend against budget was discussed and it was agreed to separate the costs for the repair and renewal of three of the Parish's bus shelters.

Payments were discussed, and signed for authorisation by the Chairman as follows:

I Milne, reimbursement for laminating pouches	£8.99	Approved
M Noble, reimbursement for water hose trolley	£196.00	Approved
S Hurr, reimbursement for printer ink	£30.00	Approved
M Noble, reimbursement for refreshments for Annual Parish Meeting	£12.93	Approved
S Hurr, reimbursement for items for School Fete Tombola	£3.99	Approved
S Hurr, travel to Easebourne Park meeting	£14.40	Approved
Greenscape, grass-cutting and playground inspection, Invoice 009	£1,318.20	Approved
Pro-Tec, park security, Invoice PSM 9589	£72.00	Approved
S Hurr, reimbursement for items for School Fete Tombola	£10.66	Approved
S Hurr, reimbursement for items for School Fete Tombola	£3.00	Approved
St Mary's PCC, room hire, Invoice 10/19	£80.00	Approved
St Mary's PCC, room hire, Invoice 02/19	£20.00	Approved
Melanie Kite, locum clerk duties	£43.75	Approved
A.C.S. Ltd, path replacement, Invoice 6403	£8,640.00	Approved
SSALC, Councillor Training, Invoice 13239	£252.00	Approved
S Hurr, reimbursement for items for School Fete Tombola	£3.00	Approved
S Hurr, Parish Phone (June)	£26.13	Approved
WSCC, street lighting contribution, Invoice 8001383502	£1,403.00	Approved
S Hurr, travel to Pagham Parish Council to view finance software	£3.35	Approved
M Noble, reimbursement for warning signage	£26.97	Approved
CDC, uncontested election, Invoice 100205486	£306.00	Approved
S Hurr, travel to Picnic in the Park meeting	£14.40	Approved

RoSPA, annual inspection of playground, Invoice 43014	£107.40	Approved
I Milne, reimbursement for screws for Easebourne Park	£1.60	Approved
RS Services, supply and fit lock to burial ground shed	£1.60	Approved
S Hurr, reimbursement for items for School Fete Tombola	£2.00	Approved
Clerk Salary (June)	Undisclosed	Approved
HMRC Payment (June)	Undisclosed	Approved
Clerk Pension (June)	Undisclosed	Approved
Clerk Home as Parish Office (June)	£20.00	Approved

- b) Receipts:
£176 was taken at the School Fete Tombola, of which £12 was paid for the stall, leaving a total of £164.
- c) Asset Register: is up to date.

7 Forecast Spend:

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

One Request for Funding (RFFs) form had been received regarding the replacement of the central bin in Easebourne park. The favoured quotation was from Glasdon at the cost of £315.57 + VAT which was proposed by MN and seconded by CS.

MN requested that £300 was allocated to the 'Picnic in the Park', which was agreed.

MN also explained that a software system for finance records was being considered which is provided by Rialtas Business Solutions. The initial costs are £641, and £180 per year for a single user licence. There is the potential for this software to be hosted on a cloud by another company (*post meeting, the cost is over £1,000 per year, so therefore not financially viable*). TB proposed that this software is purchased, which was seconded by CS and agreed by all present.

Action: MN, CS and SH to gather further information, and initiate purchase of software.

- b) Review requests for grants/funding and actions:

One request for a grant had been received from Midhurst Community Bus and it was proposed to provide a grant of £250 by TB, seconded by MN and agreed by all present.

Action: SH to pay Midhurst Community Bus £250.

8 Proposals to Parish Council: None

9 Next Meeting Date: 7.30pm, 7th August 2019, in the Refectory

Meeting closed at 8.18pm

Signed: _____ Date: _____
Chairman

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