



**Easebourne Parish Council**

**Finance Committee**

**Minutes of Meeting held at 7.30pm on Wednesday 4<sup>th</sup> September 2019,  
in the Refectory (behind St Mary's Church, Easebourne)**

**Present:** T Baker (TB), A Keeling (AK) C Sanderson (CS)

**In attendance:** Parish Clerk S Hurr (SH)

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

**2 Apologies and Reasons for Absence:** M Noble and J Galego due to family commitments.

**3 Declarations of Interest:** None

**4 Minutes:** The minutes of 7<sup>th</sup> August 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. CS has received a card reader and is awaiting a card and pin number.

**Action complete:** Cllr M Noble and Cllr I Milne have submitted the New Home Bonus application.

**Action complete:** Work on bus shelters completed and awaiting invoice for materials.

**Action complete:** MN has purchased a Parish Council Laptop.

**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 as follow

Pro-Tec Park Security (June 2019)	£90.00	Approved
Pro-Tec Park Security (July 2019)	£90.00	Approved
M Noble HP Laptop for Parish Council	£309.00	Approved
Midhurst Local PDS Questionnaire Delivery	£24.05	Approved
Midhurst Local Picnic in the Park Leaflet Delivery	£20.15	Approved
S Hurr Parish Phone (August 2019)	£26.13	Approved
St Mary's PCC Room Hire (July 2019)	£50.00	Approved
Loos for Dos (Picnic in the Park), Toilet Hire (50% of Invoice)	£91.68	Approved
Riata Business Solutions Finance Software + Training	£859.00	Approved
S Hurr Clerk Travel (RBS Training)	£14.40	Approved
I Milne Bolts for Easebourne Park Bin	£5.20	Approved
I Milne Vinyl Poster (alteration)	£54.00	Approved
S Hurr Laptop Mouse	£9.99	Approved
S Hurr Printer Ink	£32.00	Approved
S Hurr Clerk Travel (Picnic in the Park)	£14.40	Approved
Charles Beckerson Trio, Music for Picnic in the Park	£150.00	Approved
Clerk Salary (August)	Undisclosed	Approved
HMRC Payment (August)	Undisclosed	Approved
Clerk Pension (August)	Undisclosed	Approved
Clerk Home as Parish Office (August)	£20.00	Approved

- b) Receipts: £184 Church Fete, and £104 float from School Fete banked.  
£10,000 Big Lottery Fund

- c) Asset Register: Toddler Towers and Roundabout currently insured for higher estimated value, awaiting information from Playsafe Playgrounds.

**Action:** SH to obtain values of Toddler Towers and Roundabout from Playsafe Playgrounds in order to update insurance information.

**7 Forecast Spend:**

- a) Sub-committee/Working Parties forecasts (including RFFs): None received.
- b) Review requests for grants/funding and actions: None received.

**8 Proposals to Parish Council:**

**Action:** SH to provide a report regarding the extra information requested from external auditors Moore Stephens.

**9 Next Meeting Date:** 7.00pm, 2<sup>nd</sup> October 2019, in the Refectory (note earlier time).

Meeting closed at 8.05pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman

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