

Easebourne Parish Council

Finance Committee Minutes of Meeting held at 7.30pm on Wednesday, 2nd October 2019, in the Refectory (behind St Mary's Church, Easebourne)

Present: T Baker (TB), J Galego (JG), A Keeling, M Noble (MN), 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: None

3 Declarations of Interest: None

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

5 Review of Actions (from last meeting):

Action complete: SH has forwarded additional information to the external auditor, and the audit has now been completed.

Action and carry-over Action: CS to become a signatory on the bank account. CS has received a card reader and card and is awaiting a pin number.

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

S Hurr, Postage for Audit (page required additional information)	£1.81	Approved
S Hurr, Laptop Mouse	£9.99	Approved
Pro-Tec, Park Security Inspections, Invoice PSM 9781	£67.20	Approved
Greenscape, Grass-Cutting, Playground Inspection, Weed-Kill, Invoice 050 £1,032.00 Ap		Approved
I Milne, Chain Lock Padlock for Easebourne Park £19.99		Approved
I Milne, Printer Ink	£25.77	Approved
Portal Plan Request, Planning Application for Easebourne Park Shelter	(paid) £718.00	Approved
S Hurr, Parish Phone (September)	£26.83	Approved
WSCC, Materials for Bus Shelter Refurbishment	£2,395.68	Approved
St Mary's PCC, Room Hire, Invoice 18/19	£50.00	Approved
S Hurr, High Path Clearance and Salt Audit	£14.40	Approved
Wybone Limited Dog Bags, Invoice 00013321	£58.00	Approved
Moore, External Audit, Invoice 221050	£480.00	Approved
SALC, WSALC AGM and Conference, Invoice 13683	£72.00	Approved
St Mary's PCC, Burial Ground Grant	£1,000.00	Approved
M Noble, Chairman's Honorarium	£50.00	Approved
Clerk Salary September)	Undisclosed	Approved
HMRC Payment (September)	Undisclosed	Approved
Clerk Pension (September)	Undisclosed	Approved
Clerk Home as Parish Office (September)	£20.00	Approved

b) Receipts: Precept (second tranche) £22,150

New Homes Bonus allocation to be applied for following full Council meeting in November

2019.

c) Asset Register: To be reviewed.

Action: SH to review Asset Register.

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- a) Sub-committee/Working Parties forecasts (including RFFs): None received.
- b) Review requests for grants/funding and actions: None received.
- 8 Draft Budget 2020/19: The Committee discussed the budget, including whether an increase in precept was justified for the forthcoming projects the Parish Council wish to undertake. The budget will be reviewed again at the next Finance Committee meeting, prior to the draft budget being proposed to the Parish Council.

Action: SH to obtain information regarding current house occupancy within the parish calculated for 2020/21 precept request.

- **9 Proposals to Parish Council:** None (To note Draft Budget 2020/21 to be put forward as a proposal at the next Finance Committee meeting)
- 9 Next Meeting Date: 7.00pm, 6th November 2019, in the Refectory (note earlier time).

Meeting closed at 7.30pm

Signed:	Date:
Chairman	

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Title: Subject:

Author: Sharon Hurr

Keywords: Comments:

Creation Date: 30/12/2019 11:00:00

Change Number: 2

Last Saved On: 30/12/2019 11:00:00

Last Saved By: Sharon Hurr Total Editing Time: 0 Minutes

Last Printed On: 30/12/2019 11:00:00

As of Last Complete Printing Number of Pages: 2 Number of Words: 485

Number of Characters: 2,934 (approx.)