



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

Table with 3 columns: Description, Amount, Status. Rows include items like 'S Hurr, Postage for Audit', 'S Hurr, Laptop Mouse', 'Pro-Tec, Park Security Inspections', etc.

- 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.

7 Forecast Spend:

- 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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