



Easebourne Parish Council

Finance Committee

**Minutes of Meeting held at 7.00pm on Wednesday, 6th November 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 2nd October 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 been advised by the Midhurst branch that the process should be completed within the next week.

Action and carry-over Action: SH has further work to complete on the Asset Register.

Action and carry-over Action: SH has been advised by the Chichester District Council Taxation team, that they can provide an estimate of number of households next week.

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 follows:

Greenscape grass cutting and playground inspection, Invoice EAS 067	£888.00	Approved
Pro-Tec Security Inspections for Easebourne Park, Invoice PSM 9866	£72.00	Approved
J Galego, Travel to West Sussex ALC AGM	£16.65	Approved
M Noble, meeting with MTC refreshments	£50.00	Approved
S Hurr, Travel to Meeting with MTC	£14.40	Approved
S Hurr, Parish Phone (October)	£26.13	Approved
M Noble, Microsoft Office 365	£53.26	Approved
I Milne, Planning Application Plan for Easebourne Park Shelter	£25.40	Approved
St Mary's PCC, Room Hire September 2019, Invoice 19/19	£80.00	Approved
Greenscape grass cutting and playground inspection, Invoice EAS 083	£456.00	Approved
Clerk Salary (October)	Undisclosed	Approved
HMRC Payment (October)	Undisclosed	Approved
Clerk Pension (October)	Undisclosed	Approved
Clerk Home as Parish Office (October)	£20.00	Approved

- b) Receipts: South Downs National Park Authority Grant: £780.85
New Homes Bonus allocation to be applied for following full Council meeting in November 2019.

- c) Asset Register: To be reviewed.

Action: (see Action under item 5).

7 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including RFFs): None received.

b) Review requests for grants/funding and actions: The Royal British Legion Poppy Appeal. An invoice for the annual Poppy Wreath received at the cost of £18.00, and it was agreed to provide an additional donation of £42.00, to be paid by cheque.

8 Draft Budget 2020/20: The Committee discussed the 2020/21 budget, including whether an increase in precept was justified for the forthcoming projects the Parish Council wish to undertake. The draft budget and an increase in precept of 5% to be requested, was agreed for proposal at the full Parish Council meeting on 13th November 2019.

9 Proposals to Parish Council: Draft 2020/21 budget and 5% increase in precept.

10 Next Meeting Date: 7.00pm, 4th December 2019, in the Refectory (note earlier time).

Meeting closed at 7.51pm

Signed: _____ Date: _____
Chairman

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Keywords:
Comments:
Creation Date: 30/12/2019 10:53:00
Change Number: 2
Last Saved On: 30/12/2019 10:53:00
Last Saved By: Sharon Hurr
Total Editing Time: 0 Minutes
Last Printed On: 30/12/2019 10:53:00
As of Last Complete Printing
Number of Pages: 2
Number of Words: 486
Number of Characters: 2,777 (approx.)