

## Easebourne Parish Council

### Finance Committee

#### Draft Minutes of Meeting held at 7.00pm on Wednesday, 4<sup>th</sup> December 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:** TB declared an interest in the 'Request for Funding' (RFF) Form (see Item 7, a below) regarding signage for the Park, as his company had submitted a quotation to supply.

**4 Minutes:** The minutes of 6<sup>th</sup> November 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 continuing to have issues, awaiting Barclays to resolve.

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

**Action:** SH to obtain household figures for precept calculations – Completed.

**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:

|  |             |          |
|--|-------------|----------|
| C Cantlon, Kerrytype – Laminate Posters (39029)                    | £17.42      | Approved |
| Pro-Tec, Park Security Inspections (PM9939)                        | £72.00      | Approved |
| S Hurr, Parish Phone (November)                                    | £26.13      | Approved |
| Wybone, Dog Bags for Easebourne Park (163969)                      | £58.09      | Approved |
| I Milne, Postage – Copy of SDNPA Award Certificate to Wildwood Ltd | £5.10       | Approved |
| Clerk Salary (November)  | Undisclosed | Approved |
| HMRC Payment (November)  | Undisclosed | Approved |
| Clerk Pension (November)   | Undisclosed | Approved |
| Clerk Home as Parish Office (November)                             | £20.00      | Approved |

- b) Receipts: £9.99 duplicate payment returned to account. NHB to claimed once MN as EPC Chairman had approved draft minutes.

Adding a further bank account was discussed to ensure Community Infrastructure Levy expenditure could be recorded separately and drawn down as required.

**Action:** JG to investigate the potential to have an additional bank account with Barclays.

- c) Asset Register: To be reviewed.

**Action:** (see Action under item 5).

**7 Forecast Spend:**

- a) Sub-committee/Working Parties forecasts (including RFFs): RFF received regarding signage for Easebourne Park, quoting the cost of £100, from Wharf Seamless. TB withdrew from discussion due to having declared an interest (see item 3 above). JG proposed the quotation as best value and should be accepted, seconded by AK, and agreed by all present.

b) Review requests for grants/funding and actions: None received.

**8 Proposals to Parish Council:** None

**9 Next Meeting Date:** 7.00pm, 8<sup>th</sup> January 2020, in the Refectory (note earlier time).

Meeting closed at 7.27pm

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

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