



Easebourne Parish Council

Finance Committee

Minutes of Meeting held at 7.00pm on Wednesday, 8th January 2020 in the Refectory (behind St Mary's Church, Easebourne)

Present: J Galego (JG), A Keeling, M Noble (MN)

In attendance: Parish Clerk S Hurr (SH)

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

2 Apologies and Reasons for Absence: Apologies received from C Sanderson due to a family commitment and T Baker due to illness.

3 Declarations of Interest: None

4 Minutes: The minutes of 4th December 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. Awaiting confirmation from CS as to whether the issues have been resolved and action completed.

Action and carry-over Action: SH has updated the Asset Register, and this will be reviewed at the February meeting of the Finance Committee.

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:

Security Inspection for Easebourne Park – Invoice 100010	90.00	Approved
Playsafe Playground Aerial Runway Repair – Invoice 6761	£180.00	Approved
S Hurr, Parish Phone (December)	£26.13	Approved
M Noble, Vistaprint 250 A5 bi-fold leaflets – Invoice 9382993876	£23.74	Approved
M Noble, Vistaprint 250 A5 bi-fold leaflets – Invoice 9382993877	£23.74	Approved
M Noble, Vistaprint 250 A5 bi-fold leaflets – Invoice 9382999002	£23.74	Approved
M Noble, Vistaprint 250 A5 bi-fold leaflets – Invoice 9383003252	£23.74	Approved
Clerk Travel to Easebourne Park Meeting	£14.40	Approved
Clerk Salary	Undisclosed	Approved
HMRC Payment (December)	Undisclosed	Approved
Clerk Pension (December)	Undisclosed	Approved
Clerk Home as Parish Office (December)	£20.00	Approved
St Mary's PCC Hire of Refectory – Invoice 22/19	£70.00	Approved
Midhurst Local Delivery of Parish Council Newsletter – Invoice 7940	£26.00	Approved

A Rialtas (software) report was provided at the meeting for each member of the committee listing percentage spend against budget, this will be reviewed at the February meeting.

- b) Receipts: £19,076.28 New Home Bonus received from Chichester District Council.

Action: JG to alter name of two bank accounts, to denote which holds reserves and appropriate savings.

- c) Asset Register: (see item 5 above).

7 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including Request for Funding):

RFFs received for Easebourne Park -

- i. removal of conifers in north east corner of park
- ii. communal barbeque
- iii. purchase and planting of eight mature trees (3 Maple, 4 English Oaks, 1 English Beech)
- iv. notice board (PC and communal)
- v. two times eight seater picnic tables, one with wheelchair access

The RFFs were discussed, approved and it was agreed that these should be presented at full Parish Council as part of the proposals from the Easebourne Park working party report.

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

8 Proposals to Parish Council: None.

9 Next Meeting Date: 7.00pm, 5th February 2020, in the Refectory.

Meeting closed at 7.27pm

Signed: _____ Date: _____
Chairman