



Easebourne Parish Council

Finance Committee

Minutes of Meeting held at 7.00pm on Wednesday, 5th February 2020 in the Refectory (behind St Mary's Church, Easebourne)

Present: T Baker (TB), J Galego (JG), 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:** Apologies received from A Keeling due to a family commitment.
- 3 **Declarations of Interest:** None.
- 4 **Minutes:** The minutes of 8th January 2020 were agreed and signed.
- 5 **Review of Actions (from last meeting):**

Action: JG to alter name of two bank accounts, to denote which holds reserves and appropriate savings - this has not been possible.

Action: CS to become a signatory on the bank account – now successfully added.

6 Finance Report Review:

- a) Report on previous month spend, cash flow and spend approvals: Payments were discussed, and authorisation signed by the Chairman as follows:

Pro-Tec Security Inspection for Easebourne Park – Invoice 10071	72.00	Approved
London Building Control, Plan Checking/Site Inspection for Easebourne Park – Invoice 60229	£180.00	Approved
S Hurr - Stationery – notebook/folder/hole reinforcers	£6.00	Approved
S Hurr, Parish Phone (December)	£26.13	Approved
Archibald Shaw - Structural Engineering Design for Easebourne Park Shelter/Bandstand – Invoice 30949/V20 004/L/dp	£1,125.00	Approved
PWLB Loan Payment	DD £1,266.18	Approved
Greenscape - Strim and Remove Wild Flowers – Invoice EAS113	£408.00	Approved
SSALC Limited – Annual Parish Online Subscription – Invoice 13964	£36.00	Approved
Clerk Salary (January)	Undisclosed	Approved
HMRC Payment (January)	Undisclosed	Approved
Clerk Pension (January)	Undisclosed	Approved
Clerk Home as Parish Office (January)	£20.00	Approved

A Rialtas (software) third quarter report of spend against budget was discussed.

- b) Receipts: None received.

Action: SH to submit a VAT claim up until the end of the third quarter 2019-2020 (£9,869.12)

Action: SH to move full balance from Business Account to Community Account, and Lottery Funding (£10,000) and Big Homes Bonus 2019 (£19,076) to Business Account.

- c) Asset Register: The Asset Register was discussed and details regarding the bus shelters reviewed (see appendix).

Action: MN to contact insurance brokers regarding an appropriate cover for Easebourne Park, to clarify whether an itemised list of items was required, whether there was a maximum claim for items, and if significant trees/hedging could be insured.

7 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including Request for Funding): None received, TB awaiting information from Chichester District Council regarding two further public bins.
- b) Review requests for grants/funding and actions: A request for funding equipment was received from the Midhurst Green Volunteers who have extended their area to cover the Parish of Easebourne. MN proposed that £250 was provided as a grant, which was seconded by TB and agreed by all present.

Action: SH to inform Midhurst Green Volunteers they have been awarded £250 and arrange payment.

8 Proposals to Parish Council: None.

9 Next Meeting Date: 7.00pm, 4th March 2020, in the Refectory.

Meeting closed at 8.03pm

Signed: _____ Date: _____
Chairman

ASSET REGISTER February
2020

Current Assets	Acquired	Quantity	Location	For audit purposes		For insurance purposes	
				Purchase cost (each)	Total Asset Purchase Cost	Replacement Value (each)	Total Replacement Value
Benches	Pre 2015	5	Easebourne Park	£500.00	£2,500.00	£600.00	£3,000.00
Bin	Pre 2015	1	By Health Centre	£50.00	£50.00	£100.00	£100.00
Notice Board	Pre 2015	1	Henley, opposite Duke of Cumberland	£0.00	£0.00	£750.00	£750.00
Bus Shelter 3	Pre 2015	1	Wheelbarrow Castle/Hollist Lane A286 crossroads Northbound	£8,158.57	£8,158.57	£8,000.00	£8,000.00
Bus Shelter 4	Pre 2015	1	Wheelbarrow Castle A286 Southbound			£8,000.00	£8,000.00
Bus Shelter 1	Pre 2015	1	Corner of Kings Drive, Northbound			£8,000.00	£8,000.00
Bus Shelter 5	Pre 2015	1	Next to Churchyard/ Opposite Easebourne Street			£8,000.00	£8,000.00
Bus Shelter 2	2019	1	Opposite Kings Drive A 286 Southbound			£8,000.00	£8,000.00
Telephone Box	Pre 2015	1	A286 South Dodsley Grove	£1.00	£1.00	£4,000.00	£4,000.00
Defibrillator & Cabinet	Pre 2015	1	A286 Dodsley Grove Telephone Box	£0.00	£0.00	£1,000.00	£1,000.00
Village Gateways	2017	1	A286 & A272 on boundaries to village	£2,478.18	£2,478.18	£3,000.00	£3,000.00
Telephone Box	2017	1	Henley opposite Duke of Cumberland	£1.00	£1.00	£4,000.00	£4,000.00
Defibrillator & Cabinet	2018	1	Installed in Duke Cumberland	£1,700.00	£1,700.00	£1,700.00	£1,700.00
Notice Board	Oct-17	1	Village shop, Easebourne Street	£0.00	£0.00	£675.00	£675.00
Notice Board	Feb-18	1	Dodsley Playing field	£300.00	£300.00	£1,000.00	£1,000.00
VAS	Mar-18	2	A286	£2,700.00	£5,400.00	£2,700.00	£5,400.00
Silent Soldier	Apr-18	1	Currently in storage	£250.00	£250.00	£250.00	£250.00
Toddler Swing Set	Aug-18	1	Easebourne Park	£1,530.00	£1,530.00	£1,530.00	£1,530.00
Junior Swing Set	Aug-18	1	Easebourne Park	£1,425.00	£1,425.00	£1,425.00	£1,425.00
Nest Swing	Aug-18	1	Easebourne Park	£1,780.00	£1,780.00	£1,780.00	£1,780.00
Aerial Runway	Aug-18	1	Easebourne Park	£4,999.00	£4,999.00	£4,999.00	£4,999.00
Embankment Slide	Aug-18	1	Easebourne Park	£3,525.00	£3,525.00	£3,525.00	£3,525.00
Trampoline Cluster (3)	Aug-18	1	Easebourne Park	£7,155.00	£7,155.00	£7,155.00	£7,155.00
Pond	Aug-18	1	Easebourne Park	£5,774.00	£5,774.00	£5,774.00	£5,774.00
Dens	Aug-18	2	Easebourne Park	£9,142.00	£18,284.00	£9,142.00	£18,284.00
Trails	Aug-18	2	Easebourne Park	£5,342.00	£10,685.00	£5,342.00	£10,685.00
Bins (Plastic)	Aug-18	3	Easebourne Park	£200.00	£600.00	£200.00	£600.00
Dog Bag Dispensers	Aug-18	2	Easebourne Park	£187.00	£374.00	£187.00	£374.00
Stone Plaque	Oct-18	1	Bridge over the Rother	£3,000.00	£3,000.00	£3,000.00	£3,000.00
Bin (Metal)	Jul-19	1	Easebourne Park	£315.00	£315.00	£315.00	£315.00
Picnic Benches	May-19	2	Easebourne Park	£494.00	£988.00	£494.00	£988.00

Picnic Benches (Accessible)	May-19	2	Easebourne Park	£626.00	£1,252.00	£626.00	£1,252.00
Bus Shelter 7	Jul-19	1	Near Gilhams Garage/M&S	£3,000.00	£3,000.00	£8,000.00	£8,000.00
Bus Shelter 8	Aug-19	1	Near Conifers School	£2,000.00	£2,000.00	£8,000.00	£2,000.00
Roundabout	Aug-19	1	Easebourne Park	£10,124.00	£10,124.00	£10,124.00	£10,124.00
Toddler Towers	Aug-19	1	Easebourne Park	£13,342.00	£13,342.00	£13,342.00	£13,342.00
Hosepipes, trolleys and accessories	Aug-19	2		£156.00	£312.00	£156.00	£312.00
'Welcome to Easebourne Park' signage	Aug-19	2	Easebourne Park			£800.00	£1,600.00
HP Laptop + Mouse	Aug-19	1	Kept at Clerk's Home	£319.00	£319.00	£319.00	£319.00
Easebourne Park trees and hedge		?					

TOTAL

£162,258.00