



Easebourne Parish Council
Finance Committee
Draft Minutes of Meeting held at 7.00pm on Wednesday, 4th March 2020
in the Refectory (behind St Mary's Church, Easebourne)

Present: T Baker (TB), J Galego (JG), A Keeling (AK), 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:** No apologies, all present.
- 3 Declarations of Interest:** TB declared an interest as his company Wharf Solid Surfaces had submitted an invoice for signage.
- 4 Minutes:** The minutes of 5th February 2020 were agreed and signed.
- 5 Review of Actions (from last meeting):**

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

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

Action carried over: JG unable to alter names of bank accounts. SH to make this request at the Chichester branch (Business Premium Account to become Reserve Account, and the other Business Account to become the Project Account).

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:

Wharf Solid Surface, Signage for Easebourne Park - Invoice 15841	£120.00	Approved
JRB Enterprise Ltd, Dog Waste Bags - invoice 20838	£98.70	Approved
St Mary's Church PCC, Room Hire - invoice 01/20	£50.00	Approved
S Hurr, Travel for CDC Councillors Visit to Easebourne Park	£14.40	Approved
S Hurr, Parish Phone (February)	£26.13	Approved
Arundel Arboretum Ltd, trees for Easebourne Park - Invoice 1805	£3,380.72	To await information from Cllr I Milne
A Thomas, Hire of Pumping Equipment from Beaver Tool Hire	£134.82	Approved
M Noble, Vistaprint, Flooding Survey Leaflet Printing, Invoice 9389204100	£37.58	Approved
S Hurr, Travel for Flood Resolution Meeting	£14.40	Approved
S Hurr, Archive Boxes from Viking - Invoice 7337510	£25.68	Approved
Clerk, Salary (February)	Undisclosed	Approved
Clerk, HMRC (February)	Undisclosed	Approved
Clerk, Pension (February)	Undisclosed	Approved
Clerk, Parish Office (February)	£20.00	Approved

SH reported that Chichester District Council had confirmed the precept.

MN explained that he and CS had approved the expenditure for the hire of the pumping equipment as an emergency action. SH also confirmed the Parish Council had the powers to take this action (*Power to deal with ponds and ditches - Public Health Act 1936, s.260 and power to repair and maintain public footpaths and Bridleways - Highways Act 1980, ss. 43,50*) and protect the newly refurbished bus shelters.

b) Receipts: VAT reclaim of £9,869.12 and interest on bank account of £6.05

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: MN has contacted the insurance brokers who have advised that the Parish Council is underinsured, and have quoted a further £165.73 per annum to be added to the premium.

Action: CS to further examine the insurance advice.

7 Forecast Spend:

a) Sub-committee/Working Parties forecasts (including Request for Funding): SH submitted an RFF for London Bridge, which was discussed and further research to obtain an appropriate photograph and other items will be undertaken.

Action: MN, SH and Cllr C Cantlon to source appropriate items for London Bridge.

b) Review requests for grants/funding and actions: None received, although SH reported that three requests for grants may be submitted for consideration at the next Finance Committee meeting.

MN had applied for the first draw-down from the Community Infrastructure Levy allocation.

8 **Proposals to Parish Council:** Increase in insurance premium.

9 **Next Meeting Date:** 7.00pm, 1st April 2020, in the Refectory.

Meeting closed at 7.37pm

Signed: _____ Date: _____
Chairman