



**Easebourne Parish Council**  
**Finance Committee**  
**Minutes of Meeting held at 7.15pm on Wednesday, 4<sup>th</sup> November 2020**  
**Held virtually via Zoom**

**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:** A Keeling due to personal reasons.

**3 Declarations of Interest:** None

**4 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 Inspections for Easebourne Park – Invoice 10605	£72.00	Approved
Playsafe Playgrounds, Installation of posts for aerial runway – Invoice 7015	£408.00	Approved
Landbuild, Culvert Replacement – Invoice 12168 413120	£38,539.26	Approved
S Hurr, Parish Phone (October)	£26.51	Approved
Playsafe Playgrounds, Installation of Scooter Track – Invoice 7017	£21, 475.20	Approved
S Hurr, Printer Ink	£19.62	Approved
Greenbarnes Ltd, Henley Noticeboard - Invoice 15622	£930.39	Approved
M Noble, Cuprinol Paint for Bus Shelter – Order 0012742461 - 4072813018	£14.00	Approved
I Milne, Posts for Henley Noticeboard – Invoice 212090	£82.93	Approved
F Davies, Clout Nails for Bus Shelter	£3.39	Approved
F Davies, Roof Felt for Bus Shelter	£104.97	Approved
J Galego, Postcrete for Henley Noticeboard	£16.13	Approved
Clerk, Salary (October)	Undisclosed	Approved
Clerk, HMRC (October)	Undisclosed	Approved
Clerk, Pension (October)	Undisclosed	Approved
Clerk, Parish Office (October)	£20.00	Approved

SH reported that the April – September 2020 VAT reclaim had been received = £9,204.95

- b) Receipts: VAT reclaim (April to September 2020) of £9,204.95. A further claim will be made in early December 2020

**Action:** SH to make VAT reclaim for October and November 2020 in December 2020.

- c) Asset Register: Has been updated to include CCTV and scooter track. The Insurance Brokers have been advised with regards to the CCTV and have increased the premium by £15.52.

**Action:** SH to inform the Insurance Brokers with regards to the scooter track.

**5 Forecast Spend:**

- a) Sub-committee/Working Parties forecasts (including Request for Funding): None
- b) Review requests for grants/funding and actions: Grant request received from Friends of Easebourne Parish (FREP) for £250 for tools and equipment. **Resolved** to provide a grant of £250 to FREP.

**Action:** SH to organize grant payment to FREP.

- 6 2021-22 Budget:** The budget (see appendix) was discussed in detail which would require an increase in precept and it was Resolved to present the budget and proposed increased precept agree to the full Parish Council for approval.
- 7 Proposals to Parish Council:** To approve the budget for 2021-22 and agree an increase in the precept.
- 8 Next Meeting Date:** 2<sup>nd</sup> December 2020 (to be held virtually via Zoom or via email approval TBC)

Meeting closed at 8. 25pm

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

## Budget 2021-22

2020-2021	Rialtas Code	Budget Details	2020-21	2020-21 Totals	2021-2022	2021-22 Totals
Clerk Expenditure	4000	Clerk Salary (including Pension)	£15,000.00		£14,500.00	
Clerk Expenditure	4050	Travel (Clerk)	£400.00		£200.00	
General Expenditure	4070	Parish Office (Clerk's home)	£240.00		£240.00	
Clerk Expenditure	4080	Training Staff (Clerk)	£250.00		£250.00	
General Expenditure	4090	Administration - Stationery	£300.00		£200.00	
General Expenditure	4095	Postage	£50.00		£50.00	
General Expenditure	4100	Meeting Expenses (Annual Parish Meeting)	£80.00		£80.00	
General Expenditure	4105	Room Hire	£550.00		£400.00	
General Expenditure	4110	Annual Governance and Accountability Return (internal & external audit)	£900.00		£900.00	
General Expenditure	4120	Chairman's Honorarium	£100.00		£100.00	
General Expenditure	4130	Training (Councillors)	£500.00		£250.00	
General Expenditure	4140	Travel Councillors	£200.00		£200.00	
General Expenditure	4150	Data Protection	£35.00		£35.00	
General Expenditure	4160	Insurance	£1,030.00		£1,300.00	
General Expenditure	4170	Mobile Phone Contract	£324.00		£324.00	
General Expenditure	4180	Subscriptions (SSALC/NALC)	£640.00		£680.00	
General Expenditure	4210	Grants	£1,000.00		£1,000.00	
General Expenditure	4220	Church Burial Ground Grant	£1,000.00		£1,000.00	
General Expenditure	4230	Street Lighting Contribution	£1,250.00		£1,275.00	
General Expenditure	4240	SSE VAS Maintenance & Power	£900.00		£900.00	
General Expenditure	4250	Defibrillator Maintenance Plan	£300.00		£300.00	
Communications Panel	4400	Leaflets (printing & delivery)	£300.00		£300.00	
Communications Panel	4410	Parish Events	£750.00		£1,000.00	
Communications Panel	4420	Website	£200.00		£250.00	
Communications Panel	4430	IT Software and Hardware	£500.00		£200.00	
Communications Panel	4440	Volunteer Expenses, including FrEP	£100.00		£400.00	
General Expenditure	4450	Rialtas annual fee/support	£200.00		£180.00	
Easebourne Park (Maintenance)	4500	Field Grass-Cutting/Hedge-Cutting/Weed-Killing	£4,500.00		£5,000.00	
Easebourne Park (Maintenance)	4510	Playground Equipment Maintenance	£1,000.00		£1,500.00	
Easebourne Park (Maintenance)	4520	Security (Pro-Tec)	£1,250.00		£1,000.00	
Easebourne Park (Maintenance)	4530	Waste Management (Bin Emptying)	£600.00		£800.00	
Easebourne Park (Maintenance)	4540	School Maintenance Fee (shared access to park)	£500.00		£500.00	
Easebourne Park	4550	PWLB Loan Repayments	£2,555.00		£2,555.00	
Easebourne Park <b>NEW LINE</b>	No. required	Watering, tree maintenance			£1,000.00	
Easebourne Park <b>NEW LINE</b>	No. required	Long Term Equipment Replacement/Depreciation Fund			£5,000.00	
Easebourne Park (Maintenance)	4580	Equipment Safety Inspections	£500.00		£500.00	
Easebourne Park (Maintenance)	4590	General Maintenance (including Tree Survey and Associated Works)	£1,570.00		£2,000.00	
General Expenditure	4600	<b>NEW TITLE</b> - Asset Maintenance, inc Bus shelters, phone boxes	£0.00		£500.00	

Emergency Parish Expenditure	4610	Highways Emergencies and Salt Bins	£300.00		£350.00	
General Expenditure	4620	Verge Cutting	£450.00		£250.00	
Parish Noticeboards	4630	Relocation, Replacement and Installation	£1,000.00		£0.00	
General Expenditure <b>NEW LINE</b>	No. required	Planter Maintenance			£500.00	
Planning	9030	Parish Design Statement	£500.00		£500.00	
Parish Office	9060	Drawings & Planning Application	£1,000.00		£0.00	
Bus Shelter <b>NEW LINE</b>	No. required	KEVII Northbound			£1,500.00	
<b>Total</b>				<b>£42,824.00</b>	£49,969.00	£49,969.00
Savings		Reserve Fund	£4,000.00		£4,250.00	
<b>Total</b>				<b>£4,000.00</b>		£4,250.00
<b>Projects</b>						
Committed CIL projects 2020	9065	See-Saw, Installation and Safety Matting	£4,784.00		£0.00	
Committed CIL projects 2020	9040	Picnic benches	£1,456.00		£0.00	
Committed CIL projects 2020	9070	Noticeboard	£3,366.00		£0.00	
Committed CIL projects 2020	9075	BBQ	£1,409.00		£0.00	
Committed CIL projects 2020	9080	Groundworks	£4,912.50		£0.00	
Committed CIL projects 2020	9085	Tree removal	£4,600.00		£0.00	
<b>Total</b>				<b>£20,527.50</b>		£0.00
<b>Additional Projects 2021/22 Maintenance</b>						
NHB, Lottery and The Grange Funding	9055	The Roundhouse (on-going maintenance including electrical supply)	£35,000.00		£0.00	
<b>Crowdfunding, individual donations from groups/residents</b>	9090	CCTV (on-going maintenance)	£3,690.00		£0.00	
				<b>£38,690.00</b>		£0.00
<b>Totals</b>				<b>£106,041.50</b>		<b>£54,219.00</b>