



Easebourne Parish Council
Finance Committee
Minutes of Meeting held at 7.30pm on Wednesday, 2nd December 2020
Held virtually via Zoom

Present: T Baker (TB), 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: J Galego due to a prior engagement.

3 Declarations of Interest: None.

4 Minutes of 4th November 2020: Agreed as a correct record (to be signed by the Chairman when in person meetings resume).

5 Finance Report Review:

- a) Report on previous month spend, cash flow and spend approvals: Payments were discussed, and authorisation (to be signed by the Chairman when in person meetings resume) as follows:

Pro-Tec, Security Inspections for Easebourne Park – Invoice 10682	£96.00	Approved
Greenscape Ltd, Grass Cutting – Invoice 203	£216.00	Approved
Green Security, CCTV Maintenance – Invoice Date 11/11/2020	95.00	Approved
S Hurr, Parish Phone (November)	£26.51	Approved
Moore, External Audit – Invoice 303492	£480.00	Approved
F Davies, Paint for Bus Shelter (Brewers – order 331910)	£37.79	Approved
Clerk, Salary (November)	Undisclosed	Approved
Clerk, HMRC (November)	Undisclosed	Approved
Clerk, Pension (November)	Undisclosed	Approved
Clerk Parish Office (November)	£20.00	Approved

SH reported that a donation of £50 from a resident had been received.

- b) Receipts: SH reported that a donation of £50 from a resident had been received. SH confirmed a reclaim for October and November VAT would now be submitted.

Action: SH to submit VAT reclaim for October and November 2020.

SH also reported that she had completed a Community Infrastructure Levy (CIL) form with regards to the two allocations of £740.85 and £1,710.00 (which totals £2,450.85) with a nil return and was awaiting approval prior to submission from MN. The allocation can be retained for up to five years and must be used for 'improvement, replacement or maintenance of infrastructure to support growth'. MN responded that the allocation would be considered in the coming months.

Action: MN to approve CIL form to be submitted by SH.

- c) Asset Register: Has been updated to include CCTV and scooter track. The Insurance Brokers will now be advised with regards to the scooter track.

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

6 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including Request for Funding forms): None

- b) Review requests for grants/funding and actions: Grant request received from Home-Start Chichester & District. Proposed by CS, seconded by AK and **Resolved** to provide a grant of £250 to Home-Start.

Action: SH to organize grant payment to Home-Start.

- 7 **2021-22 Budget:** Version 6 of the budget (see appendix) was discussed in detail, with no further changes made. The draft budget was proposed by CS, seconded by TB and it was **Resolved** to request a precept of £66,619, to be agreed at the 13th January 2021 meeting of the Parish Council.
- 8 **Proposals to Parish Council:** To approve the budget for 2021-22 and agree an increase in the precept.
- 9 **Next Meeting Date:** 6th January 2021 (to be held virtually via Zoom or via email approval TBC)

Meeting closed at 8. 07pm

Signed: _____ Date: _____
Chairman

Budget 2021-22

	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	was 5000	£5,500.00	
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 NEW LINE	No. required	Watering, tree maintenance			£1,000.00	
Easebourne Park NEW LINE	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	was 2000	£3,000.00	
General Expenditure	4600	NEW TITLE - Asset Maintenance, Bus shelters, phone boxes	£0.00	was 500	£2,500.00	
General Expenditure NEW LINE		NHB 2020 Project - balance of required funds after NHB and FREP grant	£0.00		£6,400.00	
General Expenditure NEW LINE		Parish beautification projects ie. Verge maintenance, planting, River Park	£0.00		£4,000.00	
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 NEW LINE	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	
Total				£42,824.00		£62,369.00
Savings		Reserve Fund	£4,000.00		£4,250.00	
Total				£4,000.00		£4,250.00
Projects						
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	
Total				£20,527.50		£0.00
Additional Projects 2021/22 Maintenance						

NHB, Lottery and The Grange Funding	9055	The Roundhouse (on-going maintenance including electrical supply)	£35,000.00		£0.00	
Crowdfunding, individual donations from groups/residents	9090	CCTV (on-going maintenance)	£3,690.00		£0.00	
				£38,690.00		£0.00
Total				£106,041.50	£66,619.00	£66,619.00