



Easebourne Parish Council

Finance Committee

Minutes of Meeting held at 7.00pm on Wednesday, 7th April 2021

Held virtually via Zoom

Present: T Baker (TB), M Noble (MN), C Sanderson (CS)

In attendance: Parish Clerk S Hurr (SH)

1 Public Question Time: No members of the public were present, or questions received.

2 Apologies and Reasons for Absence: Apologies received from J Galego due a prior engagement, and A Keeling due to work commitments.

3 Declarations of Interest: None.

4 Minutes of 3rd March 2021: Agreed as a correct record (to be signed by the Chairman when in person meetings resume).

To note: that further Verti-Drain treatment quotations were not required as expenditure approved as part of Community Infrastructure (CIL) funds allocation and draw-down.

5 Finance Report Review:

- a) Report on previous month spend, cash flow and spend approvals: SH confirmed that the organisational review of West Sussex Association of Local Councils had been completed for the current time, and re-established following the closure of Surrey and Sussex Association of Local Councils, and the annual subscription payment had been reduced.

It was agreed that further funds would be vired to the tree sculptures from unused funds within the budget.

Following discussion, it was agreed to move £30,000 from the Community Account to the Reserve Account.

Authorisation of the payments was agreed (to be signed by the Chairman when in person meetings resume) as follows:

Chairman's Honorarium, second tranche (2020/2021)	£50.00	Paid
Pro- Tec Security Inspections for Easebourne Park – Invoice 10915	£72.00	Approved
I Milne, Ryegrass Seed, order 0323ZD783B	£89.00	Paid
I Milne, Wildflower Seed, dated 8/3/2021	£69.50	Paid
JRB Enterprise Ltd, Dog Bags, Invoice 22246	£128.30	Approved
Nathan Blatherwick, Tree Sculptures, Invoice 80	£350.00	Paid
I Milne, Extra Ryegrass and Wildflower Seed, Order 033S79B28	£158.50	Paid
S Hurr, Parish Phone (April)	£26.51	Approved
Chichester District Council, Bin Clearing, Invoice 60245000X	£535.00	Approved
Nathan Blatherwick, Tree Sculptures, Invoice 82	£250.00	Approved
Clerk, Salary (March)	Undisclosed	Approved
Clerk, HMRC (March)	Undisclosed	Approved
Clerk, Pension (March)	Undisclosed	Approved
Clerk Parish Office (March)	£20.00	Approved
West Sussex Association of Local Councils and National Association of Local Councils Subscription 2021/22 – Invoice 1156	£645.75	Approved
Green Security Systems and Maintenance, Invoice date 3/4/2021	£580.00	Approved
I Milne, Defibrillator Pads x 2, Order Number 29437	£93.60	Approved

Bank Accounts @ 31 st March 2021	
Community	£33,466.32
Grants	£19,630.14
Reserve	£ 4,004.31
Total	£57,096.71

- b) Income review and opportunities (NHB, Grants, Events, CIL) Receipts:
Interest on Reserve Account = £0.10 and Grants Account = £0.34
CIL

£1,525.00 and £8,761.25 had been transferred from the Grants Account to the Community Account, following expenditure of the Community Infrastructure Levy funds (initial payments made from Community Account)

SH reported the indicative allocation for New Homes Bonus (NHB) 2021/22 had been received.

Action: SH to pass NHB 2021/22 information to MN.

- c) Asset Register: Currently up to date.

6 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including Request for Funding forms): The London Bridge RFF originally presented in March 2020 and not approved at that time, was reviewed and agreed.

Action: MN and SH to purchase the items required.

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

7 Clerk Salary: This had been discussed by the Chairman and Vice-Chairman, and other members of the Finance Committee, following annual staffing review meeting with SH, the Clerk.

Post meeting: It was agreed to award a 3% increase to the Clerk.

8 Proposals to Parish Council: None

9 Next Meeting Date: 7.00pm 5th May 2021 (to be held virtually)

Meeting closed at 7.30pm

Signed: _____ Date: _____
Chairman