



## Easebourne Parish Council

### Finance Committee

Minutes of Meeting held at 7.09pm on Wednesday, 5<sup>th</sup> May 2021

Held virtually via Zoom

**Present:** Astrid 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, or questions received.

**2 Apologies and Reasons for Absence:** Apologies received from T Baker due to work commitments and J Galego has stepped down from the committee.

**3 Declarations of Interest:** None.

**4 Minutes of 7<sup>th</sup> April 2021:** All actions completed, and the minutes were 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: It was agreed that £2,000 from the Community Bank Account would be transferred to the Reserves Bank Account in line with the 2021/22 budget and a second tranche of the same amount would be transferred between the two accounts once the September 2021 second tranche of precept was received.

**Action:** SH to transfer £2,000.00 from Community Account to Reserves Account.

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

Pro- Tec Security Inspections for Easebourne Park – Invoice 10961	£72.00	Approved
ACS Ltd Verti-drain Treatment for Easebourne Park – Invoice 7335	£720.00	Approved
S Hurr, Shed for Friends of Easebourne Parish – Skinners Sheds Order AY11282	£699.00	Approved
S Hurr Photograph of The Queen – Invoice 35019	£92.40	Approved
S Hurr Folder & Dividers	£5.00	Approved
S Hurr Parish Phone (April)	£27.29	Approved
M Noble, USB Flash Drive – Order 205-2314446-7597964	£9.54	Approved
Friends of Easebourne Parish, Tools and Equipment for Friends of Easebourne Parish – Screwfix order A7632488811	Paid £251.35	Approved
S Hurr, Parish Phone (April)	£26.51	Approved
Clerk, Salary (April)	Undisclosed	Approved
Clerk, HMRC (April)	Undisclosed	Approved
Clerk, Pension (April)	Undisclosed	Approved
Clerk Parish Office (April)	£20.00	Approved

Bank Accounts @ 30 <sup>th</sup> April 2021	
Community	£66,082.79
Grants	£19,630.14
Reserve	£ 4,004.31
Total	<u>£ 89,717.24</u>

### Receipts:

Community Account:

Chichester District Council, Precept, first tranche £33,310.00

Friends of Easebourne Parish, Planter Project £ 3,882.50

The Chairman requested confirmation of the balances on the Bank Accounts currently:

Bank Accounts @ 5 <sup>th</sup> May 2021	
Community	£32,203.29
Grants	£23,509.64
Reserve	£34,004.31
Total	<u>£ 89,717.24</u>

**To Note:** £30,000 transferred from Community Account to Reserve Account

£3885.50 for planter project incorrectly transferred from Grants Account to Community Account and returned as a correction of £3882.50, therefore, and £3882.50 from Community Account to Grants Account completed as the requested transfer. *£3.00 also transferred as a further correction (8/5/2021).*

- b) Income review and opportunities (NHB, Grants, Events, CIL) Receipts: MN reported he was working on the New Homes Bonus application, which would focus on public convenience and Refreshments Stand. The allocation was £13,446.
- c) Asset Register: Updated to include replacement Henley Noticeboard. The old noticeboard had been written down to £1.00, SH will consult the Internal Auditor regarding the process for removing this amount from the Asset Register for the Annual Audit.

### 6 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including Request for Funding forms): None.
- b) Review requests for grants/funding and actions: None.

### 7 Proposals to Parish Council: None

### 8 Next Meeting Date: 7.00pm 2<sup>nd</sup> June 2021 (return to face-to-face meetings in The Refectory)

Meeting closed at 7.29pm

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