



Easebourne Parish Council

Finance Committee

Minutes of Meeting held at 7.00pm on Wednesday 1st December 2021 in Easebourne CE Primary School

Present: T Baker (TB), A Keeling, 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: D Pack, due to personal reasons.

3 Declarations of Interest: None.

4 Minutes of 3rd November 2021: The minutes were agreed as a correct record and signed.

Carry-Forward Action: SH to contact Rev Cannon Welsman regarding the offer of a cut of grass and hedges in the Burial Ground.

5 Finance Report Review:

a) Report on previous month spend, cash flow, and spend approvals:

Authorisation of the payments was agreed and signed as follows:

Pro-Tec, Park Security – Invoice PSM 11352	£72.00	Approved
M Noble, Refreshments for Picnic in the Park	£6.60	Approved
M Noble, Refreshments for Picnic in the Park	£16.50	Approved
S Hurr, Folder Dividers	£8.00	Approved
Peter Potter Ltd, Corten Steel Planters – Invoice 17173	£3,870.00	Approved
I Milne, Tree Stakes and Compost	£48.91	Approved
Annie Guilfoyle, Design of Planters/Plants – Invoice 102457	£4,022.40	Approved
South Downs Ecoscapes, Installation of Planters/Soil and Aggregate – Invoice 0522	£2,795.00	Approved
S Hurr, Vodafone (November), Mobile Phone Contract	£15.00	Approved
Clerk, Salary (November)	Undisclosed	Approved
Clerk, Tax (November)	Undisclosed	Approved
Clerk, Pension (November)	Undisclosed	Approved
Clerk Parish Office (November)	£20.00	Approved

Receipts: None, but £3,000 paid by the Boltini Trust to the Parish Council in error, to be returned to Friends of Easebourne Parish and currently included in the Community Account amount below.

Bank Account Balances (30th November 2021):

Bank Accounts -	Community =	£ 40,933.82
	Reserve =	£ 36,005.59
	Grants =	<u>£ 26,618.20</u>
	Total	<u>£103,557.61</u>

- b) Income review and opportunities (NHB, Grants, Events, CIL) MN Explained that a decision was yet to be made regarding whether to resubmit a Community Infrastructure Levy application for the proposed new access to Easebourne Park from Wheelbarrow Castle.
- c) Asset Register: To be updated.

Action: SH to add the Corten Steel Planters to the Asset Register (value £7,472.00)

6 Forecast Spend:

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

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

7 Revised Draft Budget 2022-23: The final budget was now agreed following discussion at the November 2021 meeting of the full Parish Council (see appendix).

8 Proposals to Parish Council: None.

9 Next Meeting Date: 7.00pm, 5th January 2021 in Easebourne CE Primary School, Wheelbarrow Castle, Easebourne.

Meeting closed at 7.29pm

Signed: _____ Date: _____
Chairman

Budget 2022-23 Final

2020-2021	Rialtas Code	Budget Details	2020-21	2021-2022	2022-23 Totals
Clerk Expenditure	4000	Clerk Salary (including Pension)	£15,000.00	£14,500.00	£15,000.00
Clerk Expenditure	4050	Travel (Clerk)	£400.00	£200.00	£80.00
General Expenditure	4070	Parish Office (Clerk's home)	£240.00	£240.00	£240.00
Clerk Expenditure	4080	Training Staff (Clerk)	£250.00	£250.00	£250.00
General Expenditure	4090	Administration - Stationery	£300.00	£200.00	£184.00
General Expenditure	4095	Postage	£50.00	£50.00	£20.00
General Expenditure	4100	Meeting Expenses (Annual Parish Meeting)	£80.00	£80.00	£100.00
General Expenditure	4105	Room Hire	£550.00	£400.00	£500.00
General Expenditure	4110	Annual Governance and Accountability Return (internal & external audit)	£900.00	£900.00	£950.00
General Expenditure	4120	Chairman's Honorarium	£100.00	£100.00	£120.00
General Expenditure	4130	Training (Councillors)	£500.00	£250.00	£250.00
General Expenditure	4140	Travel Councillors	£200.00	£200.00	£200.00
General Expenditure	4150	Data Protection	£35.00	£35.00	£35.00
General Expenditure	4160	Insurance	£1,030.00	£1,300.00	£1,450.00
General Expenditure	4170	Mobile Phone Contract	£324.00	£324.00	£180.00
General Expenditure	4180	Subscriptions (SSALC/NALC)	£640.00	£680.00	£720.00
General Expenditure	4210	Grants	£1,000.00	£1,000.00	£1,200.00
General Expenditure	New	Royal British Legion Poppy Appeal		£0.00	£130.00
General Expenditure	4220	Church Burial Ground Grant	£1,000.00	£1,000.00	£1,500.00
General Expenditure	4230	Street Lighting Contribution	£1,250.00	£1,275.00	£1,330.00
General Expenditure	4240	SSE VAS Maintenance & Power	£900.00	£900.00	£900.00
General Expenditure	4250	Defibrillator Maintenance Plan	£300.00	£300.00	£300.00
Communications Panel	4400	Leaflets (printing & delivery)	£300.00	£300.00	£280.00
Communications Panel	4410	Website	£200.00	£250.00	£250.00
Communications Panel	4420	Parish Events	£750.00	£1,000.00	£1,000.00
Communications Panel	4430	IT Software and Hardware	£500.00	£250.00	£250.00
Communications Panel	4440	Volunteer Expenses, including FrEP	£100.00	£400.00	£380.00
General Expenditure	4450	Rialtas annual fee/support	£200.00	£180.00	£200.00
Easebourne Park (Maintenance)	4500	Field Grass-Cutting/Hedge-Cutting/Weed-Killing	£4,500.00	£5,500.00	£5,800.00
Easebourne Park (Maintenance)	4510	Playground Equipment Maintenance	£1,000.00	£1,500.00	£1,800.00
Easebourne Park (Maintenance)	4520	Security (Pro-Tec)	£1,250.00	£1,000.00	£1,000.00
Easebourne Park (Maintenance)	4530	Waste Management (Bin Emptying)	£600.00	£800.00	£800.00
Easebourne Park (Maintenance)	4540	School Maintenance Fee (shared access to park)	£500.00	£500.00	£500.00
Easebourne Park	4550	PWLB Loan Repayments	£2,555.00	£2,555.00	£2,555.00
Easebourne Park	4575	Watering, Tree Maintenance		£1,000.00	£1,000.00

Easebourne Park	4585	Long Term Equipment Replacement/Depreciation Fund		£5,000.00	£5,000.00
Easebourne Park (Maintenance)	4580	Equipment Safety Inspections	£500.00	£500.00	£500.00
Easebourne Park (Maintenance)	4590	General Maintenance (including Tree Survey and Associated Works)	£1,570.00	£3,000.00	£3,200.00
General Expenditure	9097	Asset Maintenance, Bus shelters, phone boxes	£0.00	£2,500.00	£3,000.00
General Expenditure	9098	NHB 2020 Project - balance of required funds after NHB and FrEP grant (Public Convenience and Kiosk)	£0.00	£6,400.00	See below
General Expenditure	9099	Parish beautification projects ie. Verge maintenance, planting, River Park	£0.00	£4,000.00	£4,000.00
Emergency Parish Expenditure	4610	Highways Emergencies and Salt Bins	£300.00	£350.00	£325.00
General Expenditure	4620	Verge Cutting	£450.00	£250.00	£290.00
Parish Noticeboards	4630	Relocation, Replacement, and Installation	£1,000.00	£0.00	£0.00
General Expenditure	9094	Planter Maintenance		£500.00	£600.00
Planning	9030	Parish Design Statement	£500.00	£500.00	£500.00
Parish Office	9060	Drawings & Planning Application	£1,000.00	£0.00	£0.00
Total					
Savings	9000	Reserve Fund	£4,000.00	£4,250.00	£4,500.00
Total					
Projects					
Committed CIL projects 2020	9065	See-Saw, Installation and Safety Matting	£4,784.00	£0.00	£0.00
Committed CIL projects 2020	9040	Picnic benches	£1,456.00	£0.00	£0.00
Committed CIL projects 2020	9070	Noticeboard	£3,366.00	£0.00	£0.00
Committed CIL projects 2020	9075	BBQ	£1,409.00	£0.00	£0.00
Committed CIL projects 2020	9080	Groundworks	£4,912.50	£0.00	£0.00
Committed CIL projects 2020	9085	Tree removal	£4,600.00	£0.00	£0.00
Committed CIL projects 2020	9096	Tree Sculptures*	£0.00	£0.00	£0.00
Total					
Additional Projects 2021/22 Maintenance	9055	The Roundhouse (on-going maintenance including electrical supply)	£35,000.00	£0.00	£500.00
NHB, Lottery and The Grange Funding and Crowdfunding from Residents	9090	CCTV (on-going maintenance)	£3,690.00	£0.00	£300.00
	New	Public Convenience Maintenance			£2,500.00
Total				£66,669.00	£66,669.00

General Expenditure	9098	NHB 2020 Project - balance of required funds after NHB and FrEP grant (Public Convenience and Kiosk)	£0.00	£6,400.00	£50,000.00
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Grand Total					£116,669.00
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*Tree Sculptures -
figure not in budget