



Easebourne Parish Council

Finance Committee

Minutes of Meeting held at 7.00pm on Wednesday 7th September 2022 in Easebourne CE Primary School

Present: T Baker (TB), M Noble (MN), D Pack (DP), Chairman 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:** Cllr Grimsey Roberts due to a personal commitment.
- 3 Declarations of Interest:** None.
- 4 Minutes of 3rd August 2022:** The minutes were agreed as a correct record and signed.
- 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 Security - Park Security – Invoice 116321	£88.80	Approved
Pro-Tec Security - Park Security – Invoice 116396	£88.80	Approved
K J Bosley - Glitter Kits – Amazon, for Picnic in the Park Face Painting	£33.76	Approved
Julian Quail - Locum Clerking	£50.00	Approved
Wetton Cleaning Services - Cleaning of Temporary Toilet	£406.00	Approved
St Mary's Church PCC - Donation to War Memorial Refurbishment	£500.00	Approved
Nick Clark - MADHurst Magician Grant	£110.00	Approved
S Hurr - Parish Phone – August	£20.39	Approved
IONOS – Webmail Account - August	£7.17	Approved
M Noble - Safety Adaptor for Picnic in the Park	£7.59	Approved
M Noble - Safety Warning Tape for Picnic in the Park	£11.97	Approved
M Noble - Extension Lead for Picnic in the Park	£49.99	Approved
Community Heartbeat Trust - Defibrillator Pads and Electrodes Invoice 13604	£216.00	Approved
To You Loos - Temporary Toilet Additional Service	£48.00	Approved
Pro-Tec Security - Park Security – Invoice 116443	£48.00	Approved
S Hurr - Various Receipts for Tombola's (School Fete and Picnic in the Park)	£102.30	Approved
M Noble - Refreshments for Picnic in the Park	£17.40	Approved
Greenscape - Grass Cutting – Invoice 277	£240.00	Approved
Clerk – Salary (August)	Undisclosed	Approved
WSCC – Clerk Pension (August)	Undisclosed	Approved
Clerk – Parish Office (August)	Undisclosed	Approved
Playsafe Playgrounds - Repair Work on Play Equipment – Invoice 7696	£3,012.00	Approved
Ellie Baker & Arbie - Music for Picnic in the Park	£300.00	Approved

Receipts: None

Bank Account Balances (31st August 2022):

Bank Accounts -	Community =	£ 39,895.20
	Reserve =	£ 40,510.10
	Grants =	£ 53,624.79
	Total	<u>£134,030.09</u>

CS requested that invoice for Playsafe Playground was 'split' over two budget lines (General Park Maintenance and Playground Equipment Maintenance)

Action: SH and CS to review Playsafe Playgrounds invoice and 'split' against budget lines as appropriate.

- b) Income review and opportunities (Grants, Events, CIL): None
- c) Asset Register: Currently up to date, and it was proposed by CS, seconded by TB and agreed by all present to include items on the Asset Register with a value of £50 or more going forward.

TB proposed that annual Portable Appliance Testing (PAT) testing was undertaken on all electrical items owned by the Parish Council and that The Roundhouse electrical installation was similarly safety tested, which was seconded by CS and agreed by present, and **resolved** as a current action and inclusion in the 2023-24 budget.

Action: TB to research the provision of PAT testing and safety testing of electrical installation in The Roundhouse.

6 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including Request for Funding forms): An RFF had been submitted by Cllr Macdonald-Lawson to request funding for the printing of the Parishes Environment Group (PEG) booklet. It was proposed by CS, seconded by MN and agreed by all present, and **resolved** that the quotation received from Kerrytype was accepted, and that £1,000 would be transferred from the Reserves Bank Account to the Community Account for this and any other future PEG projects, and a budget line set-up within the financial software for this purpose.

Action: SH to transfer £1,000 from the Reserves Bank Account to the Community Account for PEG projects and update financial software accordingly.

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

7 Proposals to Parish Council: None.

8 Next Meeting Date: 7.00pm, 5th October 2022 in Easebourne CE Primary School, Wheelbarrow Castle, Easebourne.

Meeting closed at 7.25pm

Signed: _____ Date: _____
Chairman