



Easebourne Parish Council

Finance Committee

Minutes of Meeting held at 7.11pm on Wednesday 4th January 2023 in Easebourne CE Primary School

Present: Chairman M Noble (MN), D Pack (DP), E Grimsey Roberts

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 T Baker and Cllr C Sanderson due to personal commitments.

3 Declarations of Interest: None.

4 Minutes of the last meeting: The minutes of the last meeting held on 7th December 2022 were agreed as a correct record and signed.

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

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:

Glasdon UK Limited - Bin and Accessories – Invoice S184651	£306.73	Approved
JRB Enterprise Ltd - Dog Gloves – Invoice 24827	£165.70	Approved
S Hurr - Parish Phone – December	£16.39	Approved
IONOS – Webmail Account – December	£7.19	Approved
Clerk – Salary (December)	Undisclosed	Approved
HMRC Tax (December)	Undisclosed	Approved
WSCC – Clerk Pension (December)	Undisclosed	Approved
Clerk – Parish Office (December)	Undisclosed	Approved

Receipts: Reserve Account: 5th December 2022 - £22.21 Interest

Grants Account: 5th December 2022 - £31.66 Interest

Bank Account Balances (31st December 2022):

Bank Accounts -	Community =	£ 51,296.30
	Reserve =	£ 39,543.21
	Grants =	£ 59,351.63
	Total	<u>£150,191.14</u>

- b) Income review and opportunities (Grants, Events, CIL): SH reported that the window for submission of 'Expressions of Interest' for the 2022/23 Community Infrastructure Levy, has been extended until 3rd March 2023, with the following details:

*'CIL funding is intended to be spent on infrastructure to support growth within the National Park. Our corporate plan priorities over the next 3 years are **'Nature Recovery', 'Climate Action' and 'A National Park for All'**, and we are prioritising bids that support these priorities.'*

- c) Asset Register: Currently up to date

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 Draft Budget for 2023-24: The Chairman presented proposed budget Version 4, which was debated, and no further changes made.

8 Proposals to Parish Council: Draft Budget for 2023-24 (see appendix one)

9 Next Meeting Date: 7.00pm, 1st February 2023 in Easebourne CE Primary School, Wheelbarrow Castle, Easebourne.

Meeting closed at 7.25pm

Signed: _____ Date: _____
Chairman

Appendix One

Version 4 2023-2024	Rialtas Code	Budget Details	2021-2022	2022-23	2023-2024
Clerk Expenditure	4000	Clerk Salary (including Pension)	£14,500.00	£15,000.00	£15,750.00
Clerk Expenditure	4050	Travel (Clerk)	£200.00	£80.00	£80.00
General Expenditure	4070	Parish Office (Clerk's home)	£240.00	£240.00	£264.00
Clerk Expenditure	4080	Training Staff (Clerk)	£250.00	£250.00	£150.00
General Expenditure	4090	Administration - Stationery	£200.00	£184.00	£200.00
General Expenditure	4095	Postage	£50.00	£20.00	£20.00
General Expenditure	4100	Meeting Expenses (Annual Parish Meeting)	£80.00	£100.00	£50.00
General Expenditure	4105	Room Hire	£400.00	£500.00	£600.00
General Expenditure	4110	Annual Governance and Accountability Return (internal & external audit)	£900.00	£950.00	£950.00
General Expenditure	4120	Chairman's Honorarium	£100.00	£120.00	£120.00
General Expenditure	4130	Training (Councillors)	£250.00	£250.00	£250.00
General Expenditure	4140	Travel Councillors	£200.00	£200.00	£100.00
General Expenditure	4150	Data Protection	£35.00	£35.00	£35.00
General Expenditure	4160	Insurance	£1,300.00	£1,450.00	£1,950.00
General Expenditure	4170	Mobile Phone Contract	£324.00	£180.00	£200.00
General Expenditure	4180	Subscriptions (SSALC/NALC)	£680.00	£720.00	£750.00
General Expenditure	4210	Grants	£1,000.00	£1,200.00	£1,350.00
General Expenditure	4215	Royal British Legion Poppy Appeal	£0.00	£130.00	£160.00
General Expenditure	4220	Church Burial Ground Grant	£1,000.00	£1,500.00	£1,650.00
General Expenditure	4230	Street Lighting Contribution	£1,275.00	£1,330.00	£1,750.00
General Expenditure	4240	SSE VAS Maintenance & Power	£900.00	£900.00	£1,000.00
General Expenditure	4250	Defibrillator Maintenance Plan	£300.00	£300.00	£600.00
General Expenditure	New Line	CLIMATE EMERGENCY PROJECT			£1,000.00
Communications Panel	4400	Leaflets (printing & delivery)	£300.00	£280.00	£280.00
Communications Panel	4410	Website	£250.00	£250.00	£350.00
Communications Panel	4420	Parish Events	£1,000.00	£1,000.00	£2,000.00
Communications Panel	4430	IT Software and Hardware	£250.00	£250.00	£900.00
Communications Panel	4440	Volunteer Expenses, including FrEP	£400.00	£380.00	£100.00
General Expenditure	4450	Rialtas annual fee/support	£180.00	£200.00	£200.00
Easebourne Park (Maintenance)	4500	Field Grass-Cutting/Hedge-Cutting/Weed-Killing	£5,500.00	£5,800.00	£6,500.00

Easebourne Park (Maintenance)	4510	Playground Equipment Maintenance	£1,500.00	£1,800.00	£2,000.00
Easebourne Park (Maintenance)	4520	Security (Pro-Tec)	£1,000.00	£1,000.00	£1,000.00
Easebourne Park (Maintenance)	4530	Waste Management (Bin Emptying)	£800.00	£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	£1,000.00
Easebourne Park	4585	Long Term Equipment Replacement/Depreciation Fund	£5,000.00	£5,000.00	£5,000.00
Easebourne Park (Maintenance)	4580	Equipment Safety Inspections	£500.00	£500.00	£750.00
Easebourne Park (Maintenance)	4590	General Maintenance (including Tree Survey and Associated Works)	£3,000.00	£3,200.00	£3,700.00
General Expenditure	9097	Asset Maintenance, Bus shelters, phone boxes	£2,500.00	£3,000.00	£3,000.00
General Expenditure	9098	NHB 2020 Project - balance of required funds after NHB and FrEP grant (Public Convenience and Kiosk)	£6,400.00	See below	£0.00
General Expenditure	9099	Parish beautification projects ie. Verge maintenance, planting, River Park	£4,000.00	£4,000.00	£1,000.00
Emergency Parish Expenditure	4610	Highways Emergencies and Salt Bins	£350.00	£325.00	£325.00
General Expenditure	4620	Verge Cutting	£250.00	£290.00	£290.00
Parish Noticeboards	4630	Relocation, Replacement and Installation	£0.00	£0.00	£0.00
General Expenditure	9094	Planter Maintenance	£500.00	£600.00	£900.00
Planning	9030	Parish Design Statement	£500.00	£500.00	£0.00
Potential Parish Office	9060	Drawings & Planning Application	£0.00	£0.00	£0.00
Total					
Savings	9000	Reserve Fund	£4,250.00	£4,500.00	£4,500.00
Total					
Projects					
Committed CIL projects 2020	9065	See-Saw, Installation and Safety Matting	£0.00	£0.00	£0.00
Committed CIL projects 2020	9040	Picnic benches	£0.00	£0.00	£0.00
Committed CIL projects 2020	9070	Noticeboard	£0.00	£0.00	£0.00

Committed CIL projects 2020	9075	BBQ	£0.00	£0.00	£0.00
Committed CIL projects 2020	9080	Groundworks	£0.00	£0.00	£0.00
Committed CIL projects 2020	9085	Tree removal	£0.00	£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)	£0.00	£500.00	£0.00
Lottery and The Grange Funding and Crowd-funding from Residents	9090	CCTV (on-going maintenance)	£0.00	£300.00	£0.00
	9091	Public Convenience Maintenance		£2,500.00	£4,700.00
Total			£66,669.00	£66,669.00	£71,329.00
General Expenditure	9098	NHB 2020 Project - balance of required funds after NHB and FrEP grant (Public Convenience and Kiosk)	£6,400.00	£50,000.00	£50,000.00
New Project funded from CIL/Reserves	New Line	The Roundhouse Roof			£12,000.00
Grand Total				£116,669.00	£133,329.00