

**Easebourne Parish Council**

**Finance Committee**

**Minutes of Meeting held at 7.00pm on Tuesday 6<sup>th</sup> April 2017 at the Refectory (behind St Mary's Church)**

**Minutes**

**Present:** Trevor Baker (TB), Holly Grantham (HG), John Hines (JH), Darren King (DK)

**In attendance:** Sharon Hurr (Clerk) (SH)

**1 Public Question Time:** No questions

**2 Apologies and Reasons for Absence:** Stephen Lloyd absent without apology

**3 Declarations of Interest:** None

**4 Actions carried forward:**

- HG has discussed responsibility for burial ground maintenance and Parish Council's contribution towards replacement stair-lift for the Refectory with St Mary's Parochial Church Council (PCC). Agreement that PCC will consider taking over responsibility for the Burial Ground Maintenance with the Parish Council making a contribution of £1,000 p.a. towards the maintenance (not to be paid 2017-18 in lieu of payment of £1,000 not yet received from PCC for their 2016-17 contribution) and also fund the replacement stair-lift at a cost of £4440.00 (to be paid in two instalments, at receipt of precept) is awaited.
- SH has finalised signatories on Barclays Bank Accounts and has arranged access via on-line banking.
- DK awaiting to gain access to on-line banking.
- SH no longer including staff costs on Parish Council minutes as agreed by Finance Committee.
- Finance Committee members to be allocated to projects to obtain forecast spend and report to Finance Committee following approval of RFF process.
- Astrid Keeling has provided RFF forms for grass cutting and mole control for the field.
- SH and DK will remove VAT from report on budget spending from April 2017
- DK has created new cashbook and spread sheets for 2017-18.
- HG and SH confirmed that Chairman's honorarium for 2016-17 was recorded correctly.
- SH to ensure sold equipment (two items) to have paper trail for audit purposes.
- March 2017 spend will be included for approval at next Parish Council meeting.
- DK to propose to EPC grant requests received will be reviewed monthly and funds allocated in March and September.
- SH confirmed that the school received a grant of £30 (following the sale of the wheelbarrow) and that the £61.95 donation from the bouncy castle was banked in EPC Community Account and recorded in the cashbook as a receipt.
- SH confirmed that the Scout and Guide Hut Committee own the building and therefore are able to install an accessible toilet for which they have requested a grant from EPC, EPC will fund a grant of £200.00.
  - **Action:** SH to send cheque to Scout and Guide Hut Committee
- Home Start were allocated a grant from EPC of £150.00.
- SH to amend the Asset Register which will be required for the Annual Audit.

▪ **Action:** SH to amend Asset Register

- SH to update information with insurance brokers with regard to the Asset Register and Public Liability for the field.
- Future Finance Meetings will be open to the public.
- JH will investigate the potential to use rooms at King Edward VII development for meetings (a room has been booked for the Councillor training session).
- DK to propose to EPC approvals of repeat payments through to end of financial year and will only be reported to EPC in minutes. Payments outside of authority will still request EPC approval.
- SH has received Audit forms and will report back with regard to potential improvements for next year.

**5 Review of Payments due:** Current outstanding payments, March salary for clerk, use of Clerk's home as an office, HMRC, Pension and annual subscription for Surrey and Sussex Association of Local Councils agreed for approval by Parish Council.

**6 Grass Cutting Contract** (see quotations referenced above): Discussion took place regarding holding an extraordinary meeting to agree contractor, in order to have grass cut during April. Further discussion took place to include agreeing a surveyor for a topographical survey for the field at the extraordinary meeting.

**7 Clerk's CiLCA Qualification:** Discussion took place regarding the Clerk undertaking the Certificate in Local Council Administration, as requested during the initial recruitment process. It was agreed to add this matter to agenda for the extraordinary meeting.

**8 Clerk's Annual Salary Review:** SH withdrew from the meeting for this discussion to take place.

**9 Date of Next meeting:**

**7.30pm 9<sup>th</sup> May 2017, The Refectory (behind St Mary's Church)**

**Signed by Committee Chairman:**..... **Date:**.....