



Easebourne Parish Council
Finance Committee
Minutes of Meeting held at
7.00pm on Wednesday 3rd May 2023
in Easebourne CE Primary School

Present: M Noble (MN), D Pack (DP), Chairman C Sanderson (CS), E Roberts Grimsey (ERG),

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 due to personal reasons.
- 3 Declarations of Interest:** None.
- 4 Minutes of the last meeting:** The minutes of the last meeting held on 5th April 2023 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.

All other actions complete.

5 Finance Report Review:

- a) Report on previous month spend, cash flow, and spend approvals (Rialtas reports for March 2023 signed {April bank statements awaited}).

Authorisation of the payments was agreed and signed as follows:

I Milne, Cranked Striker Pin – Invoice GB135010721-2023-48496	£5.49	Approved
To You Loos, Portaloo Hire – Invoice 23/0045	£168.00	Approved
To You Loos, Portaloo Hire – Invoice 23/0132	£144.00	Approved
S Hurr, Parish Phone (April)	£16.39	Approved
Wetton, Temporary Toilet Maintenance – Invoice 151243	£351.17	Approved
I Milne, Temporary Toilet Maintenance – Invoice 151243	£9.98	Approved
I Milne, CCTV Sign – GB133044881-2023-5939	£8.47	Approved
I Milne, Paint Brushes – Invoice GB32H34IAEUI	£17.65	Approved
I Milne, Paint – Invoice GB794869625-2023-21121	£5.12	Approved
I Milne, Bolt Anchors	£9.98	Approved
Rialtas Business Solutions, Annual Fee, Finance Software – Invoice SM28147	£148.81	Approved
Ionos, Website – Invoice	DD £15.62	Approved
Clerk, Salary (April)	Undisclosed	Approved
HMRC, Tax (April)	Undisclosed	Approved
WSCC, Pension (April)	Undisclosed	Approved
Clerk, Parish Office (April)	Undisclosed	Approved

RS Hall, Internal Audit	£360.00	Approved
Pro-Tec Easebourne Park security – invoice 1198	£105.30	Approved
I Milne, Fire Retardant Paint	£109.47	Approved
Artisans of Wood, The Roundhouse roof replacement and construction of public conveniences	£21,254.00	Approved
Natsol, Supply of public conveniences	£14,603.09	Approved

Receipts: Community Account

£35,664.50 Chichester District Council precept (first tranche)

£250 Mr D King Tree Donation

Bank Account Balances (30th April 2023):

Bank Accounts -	Community =	£ 74,845.91
	Reserve =	£ 39,592.60
	Grants =	£ 59,425.29
	Total	<u>£173,863.80</u>

- b) Income review and opportunities (Grants, Events, CIL): SH confirmed that a VAT reclaim had been submitted for the last six months of 2022-23 for £2,169.33.
- c) Asset Register: To be updated with newly constructed and installed Public Conveniences.

6 Forecast Spend:

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

7 2023 Planter Maintenance Contract: A contract had been received from Windowflowers for the watering of the seven parish planters for 2023 which was agreed at the April 2023 meeting of the Committee. Following further discussion, it was agreed to obtain a quotation from Windowflowers for full maintenance of the plants. It was agreed that this quotation would be discussed and a decision made by full Council on 10th May 2023.

8 Proposals to Parish Council: To consider a quotation from Windowflowers for full maintenance of plants for seven parish planters.

9 Next Meeting Date: 7.00pm, 7th June 2023 in Easebourne CE Primary School, Wheelbarrow Castle, Easebourne.

Meeting closed at 7.34pm

Signed: _____ Date: _____
Chairman