



## Easebourne Parish Council

### Finance Committee

#### Minutes of Meeting held at 7.00pm on Wednesday 7<sup>th</sup> June 2023 in Easebourne CE Primary School

**Present:** D Pack (DP), J Macdonald-Lawson (JML), 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 M Noble and Cllr T Baker due to personal reasons.
- 3 Declarations of Interest:** DP declared an interest in agenda item 6a. as he had submitted a quotation for painting the Dodsley Lane telephone box.
- 4 Minutes of the last meeting:** The minutes of the last meeting held on 3<sup>rd</sup> May 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:

- Report on previous month spend, cash flow, and spend approvals: Due to the replacement of the laptop and information currently in the process of being transferred ,the Rialtas reports for May 2023 had yet to be completed.

Authorisation of the payments was agreed and signed as follows:

S Hurr, folders, and dividers	£7.50	Approved
M Noble, A board and chalk paints	£30.99	Approved
M Noble, Chalk paints	£6.99	Approved
M Noble, A4 wall frame	£25.50	Approved
M Noble, Acer Laptop	£799.00	Approved
Geophere Ltd, Parish Online subscription	£60.00	Approved
I Milne, Baby Changer Unit	£158.64	Approved
I Milne, Ink Cartridges	£36.48	Approved
Easebourne C.E. Primary School, Room Hire, Invoice 1005231	£90.00	Approved
I Milne, Flame Retardant Paint	£109.47	Approved
Greenscape, Grass cutting, invoice 280	£240.00	Approved
S Hurr, Parish Phone – May	£18.75	Approved
Hooli, IT Support, Invoice SI-161199	£24.00	Approved

Ionos, Website, Invoice V53836428-62074342DD	DD £15.62	Approved
Greenscape, Grass cutting, Invoice 281	£1,296.00	Approved
Clerk, Salary (May)	Undisclosed	Approved
HMRC, Tax (May)	Undisclosed	Approved
WSSC, Pension (May)	Undisclosed	Approved
Clerk, Parish Office (May)	Undisclosed	Approved
Playsafe Playgrounds, Routine Playground Inspections – Invoice 8037	£424.80	Approved
West Sussex County Council, Street Lighting – Invoice 800168831	£1,808.41	Approved
Pro Tec Security Management Ltd	£93.60	Approved

**Receipts:** Community Account: 3<sup>rd</sup> May 2023 VAT Reclaim - £2,169.33  
18<sup>th</sup> May 2023 SDNPA CIL Funds - £28,393.37

**Bank Account Balances (31<sup>st</sup> May 2023):**

Bank Accounts -	Community =	£ 39,762.26
	Reserve =	£ 39,592.60
	Grants =	£ 87,818.66
	<i>Total</i>	<u>£167,173.52</u>

- b) Income review and opportunities (Grants, Events, CIL): None
- 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): Request for Funding (RFF) form received from Cllr I Milne regarding the painting of the telephone box. DP left the room whilst a discussion took place. It was agreed that clarification was sought in relation to the scope of each of the quotations received and the decision would then be delegated to the Chairman of Committee. DP returned to the meeting.

*Post meeting: Ralph Restorations was selected to undertake the repainting of the telephone box.*

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

**8 Proposals to Parish Council: None**

**9 Next Meeting Date: 7.00pm, 5<sup>th</sup> July 2023**

Meeting closed at 7.25pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman