



Easebourne Parish Council

Finance Committee

Draft Minutes of Meeting held at 7.15pm on Wednesday 2nd August 2023 in Easebourne CE Primary School

Present: D Pack (DP), J Macdonald-Lawson (JML), M Noble (Chairman), T Baker (TB),

In attendance: Parish Clerk, E Tremaine (ET).

1. **Public Question Time** – no members of the public were present.
2. **Apologies and Reasons for absence** – E Roberts Grimsey & C Sanderson due to personal reasons.
3. **Code of Conduct** –
 - No declarations of interest
 - No dispensation requests
4. **Minutes of Last Meeting** – The minutes of the last meeting held on 5th July 2023 were agreed as a correct record and signed.
 - **Carryover action** - MN still to respond to request for NHB expenditure details from CDC.
 - **Carryover action** – TB still in the process of researching the provision of PAT 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:
 - i. It was noted that there was a large one-off bill from Playsafe for various long term maintenance actions to play equipment which does not fit well into any of the budget lines. TB suggested that funds need to be ringfenced for this type of activity, potentially from unused monies accumulated in previous years in the Long-Term Replacement line. A discussion followed regarding making changes to the budget. The Council agreed that that another discussion will be held at a later meeting following training on the Rialtas package being completed by ET, MN and CS.
 - ii. The Council also agreed that the cost of servicing the toilets by Wetton is relatively high. MN suggested that this is reviewed once more data has been collected as the contract is still bedding in.
 - iii. Authorisation of payments was agreed and signed as follows:

Wetton	Servicing of Toilets -Invoice 151966	£10.50	Approved
Wetton	Servicing of Toilets -Invoice 151967	£614.54	Approved
Hooli	IT support – Invoice SI-16223	£54.00	Approved
Rialtas	Transfer of software to new laptop – Invoice 30919	£30.00	Approved
Playsafe Playgrounds	Playground Maintenance – Invoice 8088	£4681.20	Approved
Wetton	Servicing of Toilets -Invoice 152358	£10.50	Approved
Wetton	Servicing of Toilets -Invoice 152359	£614.54	Approved
S Hurr	Parish Phone – July	£18.75	Approved
IONOS	Website – Invoice	DD £15.62	Approved
KLG Services Ltd	Emptying of Public Conveniences – Invoice 12261	£230.00	Approved
A J Gallagher	Annual Insurance Premium	£1,962.26	Approved
I Milne	Banner Update	£30.60	Approved
E Tremaine	Microsoft 365 for new laptop	£59.90	Approved
S Hurr	Scrapbook for archiving	£5.30	Approved
Andrew Baker	Bus Shelter replacement – final payment, invoice 058	£3,555.00	Approved
IONOS	Website – Invoice	DD £19.98	Approved
Greenscape	Grass cutting and spur post - Invoice 283	£816.00	Approved
Pro Tec Security Management Ltd	Invoice 1386	£164.40	Approved
Clerk	Salary (July)	Undisclosed	Approved
HMRC	Tax (July)	Undisclosed	Approved
WSCC	Pension (July)	Undisclosed	Approved
Clerk	Parish Office (July)	Undisclosed	Approved
New Clerk	Salary (July)	Undisclosed	Approved

- Receipts - £40 received for filming in Easebourne Park.
- Bank Account Balances
 - i. Community = £54452.61
 - ii. Reserve = £57648.00
 - iii. Grants = £44175.15

6. Forecast Spend

- Sub-committee/Working Parties forecasts (including requests for funding) – none.
- Review requests for grants/funding and actions – none received.

7. Proposals to Parish Council – none

8. Date of next meeting – Wednesday 6th September 2023

Meeting closed at 7.34pm

Signed: _____ Date: _____
Chairman