



## Easebourne Parish Council

### Finance Committee

#### Minutes of Meeting held at 7.00pm on Wednesday 6<sup>th</sup> September 2023 in Easebourne CE Primary School

**Present:** D Pack (DP), C Sanderson (CS) – chairman, M Noble (MN).

**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, J Macdonald-Lawson & T Baker 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 2<sup>nd</sup> August 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. CS questioned whether payment had been made to Sharon Hurr following a transpose error previously. ET located an email from the payroll provider which confirmed that it had been taken care of earlier in the year.
    - ii. Authorisation of payments was agreed and signed as follows:

Ian Milne	Purell Hand Sanitizers	PAID £77.71	Approved
Playsafe Ltd	ROSPA Play Park Inspection – Invoice 73042	PAID £144.60	Approved
Playsafe Ltd	Scooter Track – Invoice 8133	£326.40	Approved
Wettons Ltd	Servicing of Toilets – Invoice 152731	£614.54	Approved
Pro-Tec Ltd	Park Security – Invoice 1386	£164.40	Approved
Hooli	IT Support – Invoice SI-16256	£54.00	Approved
Mike Noble – reimbursement of cash payment to Chloe & Tom Acoustic Duo	Performance at Park Picnic	£200.00	Approved

Mike Noble – reimbursement of cash payment to B3s	Performance at Park Picnic	£180.00	Approved
IONOS	Website – invoice 203037872910	DD £15.62	Approved
Midhurst Town Council	Shredding – invoice EPC/01/2023	£16.00	Approved
Mike Noble	Drinks and sweets for picnic	£102.05	Approved
Easebourne Primary School	Room hire – invoice EPS0009	£112.00	Approved
Greenscape	Grass cutting August – invoice 284	£936.00	Approved
Built by Artizans	Repairs to Roundhouse Ceiling – invoice 0259	£194.40	Approved
Scanstation Computers Ltd	CCTV – invoice 0039871	£174.00	Approved
Sharon Hurr	Parish Phone – August	£18.75	Approved
Clerk	Salary (August)	Undisclosed	Approved
Clerk	Parish Office (August)	Undisclosed	Approved
Sharon Hurr – Outgoing clerk	Salary (August)	Undisclosed	Approved
WSSC	Pension (August) - Sharon	Undisclosed	Approved

- Income Review and Opportunities (Grants, Events and Community Interest Levy)
  - i. Receipts - £80 received from Ice Cream Van takings at Picnic in the Park.
  - ii. CS asked if there was money due from CIL, MN said that the forms had gone in but had not heard from them, need to see if it appears in the bank account.
- Asset Register – No changes
- Bank Account Balances
  - i. Community = tbc on receipt of statement
  - ii. Reserve = tbc on receipt of statement
  - iii. Grants = tbc on receipt of statement

#### 6. Forecast Spend

- Sub-committee/Working Parties forecasts (including requests for funding) - none
- Review requests for grants/funding and actions –
  - i. Friends of Easebourne Parish request for £250 grant to aid with insurance cover – proposed by MN, seconded by CS. APPROVED.
  - ii. Midhurst Green Volunteers request for £232.18 to purchase equipment. Following a discussion it was agreed to round the amount up to £250 – proposed by DP, seconded by MN. APPROVED.

#### 7. Proposals to Parish Council – none

#### 8. Date of next meeting – Wednesday 4<sup>th</sup> October 2023

Meeting closed at 7.15 pm

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