



Easebourne Parish Council

Finance Committee

Minutes of Meeting held at 7.03pm on Wednesday 5th July 2023 in Easebourne CE Primary School

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

In attendance: Parish Clerk, S Hurr (SH), and new Parish Clerk, E Tremaine, was observing.

- **Public Question Time:** No members of the public were present, or questions received.
- **Apologies and Reasons for Absence:** Cllr T Baker, Cllr C Sanderson, and Cllr E Roberts Grimsey due to personal reasons.
- **Declarations of Interest:** None
- **Minutes of the last meeting:** The minutes of the last meeting held on 7th June 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.

- **Finance Report Review:**
 - Report on previous month spend, cash flow, and spend approvals: Due to the replacement of the laptop finance reports only available for May 2023. Finance reports of June 2023 to be available for the next meeting (2nd August 2023).
 - MN explained that now all invoices for the installation of the public conveniences in Easebourne Park had been received totalling £30,307.16, MN proposed that this amount was transferred from the Grants Account to the Community Account, which was seconded by TB, agreed by all present and **RESOLVED** to transfer this amount between the two parish council bank accounts. MN also requested that £4,500 allocated within the 2023-24 budget for reserves was transferred from Community Account to the Reserves Account.
 - Action:** SH to transfer £4,500 Community Account to the Reserves Account.

TB sought clarification regarding the budgeted amount for the streetlights contribution against the invoice received from West Sussex County Council (WSCC).

Post Meeting: £1,750 had been allocated within the budget and the invoice received from WSCC totalled £1,507.01 net of VAT.

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, Flyers and Leaflets - Invoice 0209128437	£53.98	Approved
Wetton - Servicing of toilets – Invoice 151599	£614.54	Approved
I Milne - Purcell Hand Sanitiser	£38.86	Approved
M Noble – Thank you gift for I Milne	£50.00	Approved
I Milne – Door Closer	£22.90	Approved
M Noble – Transfer of information to new laptop	£69.98	Approved
S Hurr, Parish Phone – June 2023	£18.75	Approved
WindowFlowers - Planter watering – Invoice 55275	£786.00	Approved
ICO - Data Protection Annual Fee	£35.00	Approved
S Hurr – Parish Phone June 2023	£18.75	Approved
Public Works Loan Board Loan – Loan Repayment	£1,266.18	Approved
JRB Enterprise Ltd - Dog Gloves – Invoice 25613	£165.70	Approved
SCL Scanstation Computers Ltd - CCTV Maintenance – Invoice 0039414	£120.00	Approved
S Hurr - Folders, Dividers, Labels	£14.55	Approved
Ionos, Website - Invoice 203036945012	DD £15.62	Approved
Greenscape - Grass Cutting and Spur Posts – Invoice 282	£912.00	Approved
Wetton – Servicing of toilets – Invoice 152292	£10.50	Approved
Clerk, Salary (June)	Undisclosed	Approved
HMRC, Tax (June)	Undisclosed	Approved
WSCC, Pension (June)	Undisclosed	Approved
Clerk, Parish Office (June)	Undisclosed	Approved
Midhurst Local - Leaflet Delivery – Invoice 9901	£31.00	Approved

Pro Tec Security Management Ltd – Invoice 1330	£105.30	Approved
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Receipts: Community Account: AXA Insurance UK (Bus Shelter) £5,525.00

Reserve Account: Interest £82.55

Grants Account: Interest £136.50

Bank Account Balances (30th June 2023):	<i>Community =</i>	<i>£ 36,144.85</i>
	<i>Reserve =</i>	<i>£ 39,675.15</i>
	<i>Grants =</i>	<i>£ 87,955.16</i>
	<i>Total</i>	<i><u>£163,775.16</u></i>

- Income review and opportunities (Grants, Events, CIL): MN confirmed that CIL application had been submitted, and a short report regarding progress of the New Homes Bonus (NHB) expenditure had been requested by Chichester District Council (CDC).

Action: MN to respond to request for NHB expenditure details from CDC.

- Asset Register: SH had forwarded the updated Asset Register to Councillor prior to the meeting, which now included the newly constructed Public Conveniences.
- Forecast Spend:**
 - Sub-committee/Working Parties forecasts (including Request for Funding forms): None.
 - Review requests for grants/funding and actions: None received.

8 Proposals to Parish Council: None.

9 Next Meeting Date: 7.00pm, 2nd August 2023

Meeting closed at 7.24pm

Signed: _____ Date: _____
Chairman