



**Easebourne Parish Council  
Finance Committee  
Minutes of Meeting held at  
7.00pm on Wednesday 4<sup>th</sup> October 2023  
At Easebourne CE Primary School**

**Present** – C Sanderson (CS) – Chairman, Mike Noble (MN), D Pack (DP) and J Macdonald-Lawson (JML)

**In attendance** – E Tremaine (ET) – Parish Clerk

1. **Public Question Time** – no members of the public in attendance.
2. **Apologies and Reasons for Absence** – T Baker and E Roberts-Grimsey for 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 Wednesday 6<sup>th</sup> September 2023 were agreed as a correct record and signed. Proposed by MN, seconded by DP.
5. **Finance Report Review**
  - a) Report on Previous Month Spend, Cash Flow and Spend Approvals
    - i. Authorisation of Payments was agreed and signed as follows:

Payee	Detail	Amount
Sharon Hurr	Parish Phone - September	£ 18.75
Sharon Hurr	2.5 hrs banking support/handover	UNDISCLOSED
Clerk	Salary - September	UNDISCLOSED
HMRC	Tax - September	UNDISCLOSED
Clerk	Parish Office - September	UNDISCLOSED
IONOS	Invoice - 203038346417 Direct Debit	£ 18.72
Ian Milne	Reimbursement for tree stakes	£ 40.99
Moore East Midlands	Invoice 17339/979 - Auditor Fees	£ 378.00
Wettons	Invoice 153118 - toilet maintenance	£ 614.54
Pro -Tec	Invoice 1431 - security	£ 234.00
Mike Noble	Reimbursement for notice boards	£ 35.67
Mike Noble	Reimbursement for Sharon's gift	£ 97.75
Mike Noble	Reimbursement for ice creams at picnic	£ 16.50
Mike Noble	Chairman's Honourarium (second half)	£ 60.00
David Pack	Reimbursement for flowers	£ 25.00
Rialtas	Invoice 30985 - training	£ 300.00
RBL Poppy Appeal	1x wreath & 10x event poppies	£ 50.00
Pro -Tec	Invoice 1522 - security	£ 234.00
Greenscape Services	Invoice 285 - grass cutting	£ 720.00
Easebourne School	Contribution to car park maintenance	£ 500.00

St Mary's Church	Burial ground grant	£ 1,650.00
<b>TOTAL PAYMENTS</b>		<b>£ 6,135.55</b>

- b) Income Review and Opportunities (Grants, Events and Community Interest Levy)
  - i. Second tranche of precept received at £35,664.50 on 15<sup>th</sup> September.
- c) Asset Register – no changes
- d) Bank Account Balances as at 30<sup>th</sup> September 2023 –
  - i. Community Account - £80,424.42
  - ii. Reserve Account - £57,828.21
  - iii. Grants Account - £44,286.49

#### 6. Forecast Spend

- a) Sub Committee/Working Parties forecasts (including Requests for Funding) – no requests received.
- b) Review Requests for Grants/Funding and Actions
  - i. 4Sight Grant Request – approved at full amount requested - £250. Proposed by CS, seconded by JML.
  - ii. Easebourne School PTFA Grant Request – approved at full amount requested - £250. Proposed by MN, seconded by JML.
- c) It was noted that the budget for the next financial year (24/25) is currently being drafted and will be circulated in due course.

#### 7. Review of Policy

- There was a discussion regarding the section of the Financial Regulations Policy relating to the requirement to obtain 3 quotes for urgent works and using preferred contractors. CS explained that this part of the policy can present a challenge when urgent works are required e.g. the steps at the park being worn away by heavy rain creating a health and safety issue. MN said that previous experiences denote that the same suppliers are usually used as they have the best quote each time and the standard of work is known and that it would be unreasonable to keep asking the same companies to provide quotes. MN also suggested that while preferred contractors could be used for small jobs and urgent repairs, 3 quotes will need to be sought for projects. ET read out the wording of the policy and it was resolved that this is flexible enough to allow use of preferred suppliers without the requirement to obtain 3 quotes in urgent and small job situations as it would not be considered “reasonable and practicable” to delay. CS suggested and it was agreed that the Finance Committee will familiarise with the policy and then review at the next Finance Meeting with a view to make this policy the next for review at November’s full council meeting.

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

#### 9. Date of Next Meeting – 7.00pm Wednesday 1<sup>st</sup> November 2023

**Meeting Closed at 7.31pm.**

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