



Easebourne Parish Council
Finance Committee
Minutes of Meeting held at
7.00pm on Wednesday 1st November 2023
At Easebourne CE Primary School

Present – C Sanderson (CS) – Chairman, Mike Noble (MN), D Pack (DP), T Baker (TB)

In attendance – E Tremaine (ET) – Parish Clerk

1. **Public Question Time** – no members of the public in attendance.
2. **Apologies and Reasons for Absence** - J Macdonald-Lawson and E Roberts Grimsey for personal reasons.
3. **Code of Conduct**
 - a) No declarations of interest
 - b) No dispensation requests
4. **Minutes of Last Meeting** – the minutes of the meeting held on Wednesday 4th October 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. Payments for the month were approved as follows:

Payee	Detail	Amount
Sharon Hurr	Parish Phone - September	£ 18.75
Clerk	Salary - October	UNDISCLOSED
WSCC	Clerk Pension - October	UNDISCLOSED
HMRC	Tax - October	UNDISCLOSED
Clerk	Parish Office - October	UNDISCLOSED
IONOS	Invoice 20303831350 - Direct Debit	£ 18.72
Wettons	Invoice 153535 - toilet maintenance	£ 614.54
Mike Noble	Reimbursement for phone purchase	£ 112.56
David Pack	Reimbursement for flowers	£ 25.00
FrEP	Contribution to Christmas Lunch	£ 100.00
Playsafety Ltd	Invoice 75298 - William Burkinshaw Training	£ 354.00
Hooli Ltd	Invoice 16293 - email assistance	£ 27.00
FrEP	Plants & Compost for Planters	£ 245.77

- b) Income Review and Opportunities (Grants, Events and Community Interest Levy) - nothing to review
 - c) Asset Register – no changes
 - d) Bank Balances -
 - i. Community Account – £74,068.87
 - ii. Reserves Account – £44,286.49
 - iii. Grants Account - £57,828.21
6. **Forecast Spend**
 - a) Sub Committee/Working Parties forecasts (including Requests for Funding) - none

- b) Review Requests for Grants/Funding and Actions - none
- 7. Review of Financial Regulations Policy** – it was agreed that the policy is currently up to date.
- 8. Draft 2024/25 Budget** – has been drafted in anticipation of increased costs. Some uncertainty to be concerned about however reserves are comfortable should there be a shock increase. It was agreed that the budget is acceptable and should be taken forward to the Full Council meeting next week, proposed by TB, seconded by MN.
- 9. Proposals to Parish Council –**
 - a) Review of policy (see item 7)
 - b) Draft budget (see item 8)
 - c) Opening of a Just Giving account for park donations. TB has looked into this and would like to take forward.
- 10. Date of Next Meeting** – 7.00pm Wednesday 6th December 2023

Meeting Closed at 7.22pm

Signed: _____ Date: _____
Chairman