

**Easebourne Parish Council**

**Finance Committee**

**Draft Minutes of Meeting held at**

**7.00pm on Wednesday 6th December 2023**

**At Easebourne CE Primary School**

**Present –**Mike Noble (MN) - chairman, D Pack (DP), J Macdonald-Lawson (JML) and E Roberts Grimsey (ERG)

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

1. **Public Question Time –** no members of the public in attendance.
2. **Apologies and Reasons for Absence –** C. Sanderson & T. Baker for personal reasons.
3. **Code of Conduct**
   1. Declarations of interest – DP declared that he has a family member involved with the organisation that has made a grant application.
   2. No dispensation requests.
4. **Minutes of Last Meeting –** the minutes of the meeting held on Wednesday 1st November 2023 were agreed as a correct record and signed. Proposed by MN, seconded by DP.
5. **Finance Report Review** 
   1. Report on Previous Month Spend, Cash Flow and Spend Approvals
      1. Authorisation of payments was agreed as follows:

|  |  |  |
| --- | --- | --- |
| **Payee** | **Detail** | **Amount** |
| Clerk | Salary - November | UNDISCLOSED |
| WSCC | Clerk Pension - November | UNDISCLOSED |
| HMRC | Tax - November | UNDISCLOSED |
| Clerk | Parish Office - November | UNDISCLOSED |
| Clerk | Phone case & screen protector | £ 17.45 |
| Clerk | Parish Phone - November | £ 6.00 |
| Sharon Hurr | Pay award back pay | UNDISCLOSED |
| IONOS | Invoice 203039317465 - Direct Debit | £ 18.72 |
| Wettons | Invoice 153961 - toilet roll correction | £ 5.42 |
| Wettons | Invoice 153705 - toilet maintenance | £ 653.76 |
| Wettons | Invoice 154015 - toilet maintenance | £ 642.86 |
| Chichester DC | Invoice 100298254 - election | £ 387.00 |
| Greenscape | Invoice 286 - grass cutting | £ 636.00 |
| Ian Milne | Reimbursement for ink cartridges | £ 36.16 |
| Protec | Invoice 1575 - security | £ 247.20 |
| John Britten Ltd | Invoice 3801 - Installation of drain & soakaway | £ 744.00 |
| John Britten Ltd | Invoice 3781 - Remove damaged bus shelter | £ 432.00 |
| John Britten Ltd | Invoice 3795 - Repair gateway post | £ 576.00 |
|  |  |  |
| **TOTAL PAYMENTS** | | **£ 6,230.33** |

* 1. Income Review and Opportunities (Grants, Events and Community Interest Levy)
     1. CIL have emailed MN in response to the application for a new DDA compliant ramp from Wheelbarrow Castle into the park but it has been rejected. More details to follow at a later date.
     2. VAT refund received 27/11/2023 - £3107.31.
  2. Asset Register – the new parish phone has been added to the register.
  3. Bank Balances as at 30/11/2023
     1. Community Account – £74,310.06
     2. Reserves Account – £57,828.21
     3. Grants Account - £44,286.49

1. **Forecast Spend**
   1. Sub Committee/Working Parties forecasts (including Requests for Funding) – none.
   2. Review Requests for Grants/Funding and Actions
      1. Home Start Chichester – there was a short discussion and it was resolved to approve the application for £250. Proposed by JML, seconded by ERG.
   3. Notification of increase to Clerk Salary due to National Pay Award 23/24 – it was noted that the Clerk Salary has increased by £1/hour in accordance with national rates.
2. **Proposals to Parish Council -** none
3. **Date of Next Meeting –** 7.00pm Wednesday 3rd January 2024

**Meeting Closed at 19.17**

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

Chairman