



**Easebourne Parish Council  
Finance Committee  
Minutes of Meeting held at  
7.00pm on Wednesday 7<sup>th</sup> February 2024  
At Easebourne CE Primary School**

**Present** – C. Sanderson (CS) – chairman, M 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** – E Roberts-Grimsey & T. Baker for personal reasons.
3. **Code of Conduct**
  - a) Declarations of interest – JML declared an interest against agenda point 6.b.i as the named person on the application is a personal friend.
  - b) No dispensation requests.
4. **Minutes of Last Meeting** – the minutes of the meeting held on Wednesday 3<sup>rd</sup> January 2024 were agreed as a correct record and signed. Proposed by DP, seconded by MN.
5. **Finance Report Review**
  - a) Report on Previous Month Spend, Cash Flow and Spend Approvals.
    - i. Payments for the month were approved as follows:

Payee	Detail	Amount
Clerk	Salary - January	UNDISCLOSED
WSCC	Clerk Pension - January	UNDISCLOSED
HMRC	Tax - January	UNDISCLOSED
Clerk	Parish Office - January	UNDISCLOSED
Clerk	Parish Phone - January	£ 6.00
Clerk	SLCC membership & ILCA course - PAID	£ 339.00
IONOS	Invoice 203040282070 - Direct Debit	£ 18.72
Wettons	Invoice 154797 - toilet maintenance	£ 620.92
Rotherhill Nurseries	Acer Campestre Tree - PAID	£ 121.60
Easebourne School	Invoice EPS00016 - Room Hire Autumn Term	£ 96.00
Greenscape Services	Invoice 287 - Playground Inspection	£ 96.00
Pro-Tec	Invoice 1749 - Park Security	£ 187.20
Hooli	Invoice 16339 - IT help	£ 24.00
Midhurst Local	Newletter delivery	£ 31.00
Mike Noble	Newsletter printing	£ 94.51
JRB Enterprise	Invoice 26465 - dog gloves	£ 165.70
Frank Davies	Trees & planting equipment - PAID	£ 58.50
Frank Davies	Compost & planting equipment - PAID	£ 24.76
<b>TOTAL PAYMENTS</b>		<b>£ 3,253.57</b>

- b) Income Review and Opportunities (Grants, Events and Community Interest Levy)
  - i. £200 received from the Church for their contribution to the new defibrillator.

- ii. MN reported that the outcome of his conversation with the CIL department was that there is CIL money to come from the new developments so it would likely not be worth the time to make an application.
- c) Asset Register – no changes
- d) Bank Balances as at 31/01/2024
  - i. Community Account – £61,396.95
  - ii. Reserves Account – £44,440.70
  - iii. Grants Account - £58,029.58

**6. Forecast Spend**

- a) Sub Committee/Working Parties forecasts (including Requests for Funding)
  - i. Finger posts – JML reported that Wests are happy to honour their original quote of £1699 inc VAT. The quote from Acorn (based in Bognor) was £1600 inc VAT. The third company approached for a quote did not respond despite chasing so a third quote could not be sought. Although a formal RFF form has not been supplied the resolution can be passed this evening to go ahead with Wests and the RFF is to be submitted retrospectively. Proposed MN, seconded CS. **ACTION – JML to obtain quotes for installation.**
- b) Review Requests for Grants/Funding and Actions
  - i. Midhurst Milers – it was noted that there is only £100 remaining in the budget for grants. There was a discussion and it was resolved that the application will be declined on the grounds that the application leans too much towards supporting an individual than an organisation. Proposed by MN, seconded by CS.

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

**8. Date of Next Meeting – 7.00pm Wednesday 6<sup>th</sup> March 2024**

**Meeting Closed at 19.30**

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