



**Easebourne Parish Council
Finance Committee
Minutes of Meeting held at
7.30pm on Wednesday 5th June 2024
At Easebourne CE Primary School**

Present – C.Sanderson (CS) – chairman, M Noble (MN), D Pack (DP), J Macdonald-Lawson (JML), D Kilty (DK) & 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** – none.
3. **Code of Conduct**
 - a) No declarations of interest – none.
 - b) No dispensation requests – none.
4. **Minutes of Last Meeting** – the minutes of the meeting held on Wednesday 1st May 2024 were agreed as a correct record and signed. Proposed by DP, seconded by TB.
 - a) **Square terminal ordered – carry over.**
 - b) **Redwood bank T&Cs** – there was a short discussion around reviews of the bank and it was resolved to look at Nationwide. **ACTION – ET to review.**
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 - May	UNDISCLOSED
WSCC	Clerk Pension -May	UNDISCLOSED
HMRC	Tax - May	UNDISCLOSED
Clerk	Parish Office - May	UNDISCLOSED
Clerk	Parish Phone - May	£ 6.00
Midhurst Local	Invoice 10433 - Village Fete Flier Delivery	£ 31.00
IONOS	Invoice 203042283236 - Direct Debit	£ 18.72
Greenscape	Invoice 289 - grass cutting etc	£ 1,206.00
Greenscape	Invoice 288 - grass cutting etc	£ 648.00
Ian Milne	Reimbursement for Anti slip strips	£ 140.50
Ian Milne	Reimbursement for AVM refreshments	£ 32.75
Wettons	Invoice 156564 - toilet maintenance	£ 667.55
KLG Services	Toilet emptying	£ 230.00
Parish Online	Invoice 45UD017-0010 - mapping software	£ 60.00
Pro-Tec	Invoice 1992 - security inspections	£ 221.08
Pro-Tec	Invoice 1944 - security inspections	£ 196.51
ICO	Data protection - Direct Debit	£ 35.00
Smithe & Co	Invoice 2871 - audit & payroll fees	£ 420.00
Mike Noble	Reimbursement for Fete Fliers	£ 46.09
TOTAL PAYMENTS		£ 5,307.00

- b) Income Review and Opportunities (Grants, Events and Community Interest Levy)
 - i. £14.33 received in donations.
 - c) Asset Register – updated following internal audit to include new bus shelter and remove old one, new laptop & new defibrillator. It was also discussed whether to add the stadium seating project to the insurance policy – the policy is coming up for renewal so will be added as part of the review process.
 - d) Bank Balances as at 31/05/2024
 - i. Community Account – £84,302.08
 - ii. Reserves Account – £49106.90
 - iii. Grants Account - £116,338.56
- 6. Forecast Spend**
- a) Sub Committee/Working Parties forecasts (including Requests for Funding) - none
 - b) Review Requests for Grants/Funding and Actions - none
- 7. Proposals to Parish Council** – to ask Ian Milne for information on life span of playground equipment & discuss a plan for long term replacements.
- 8. Date of Next Meeting** – Wednesday 3rd July 2024 to follow Planning Committee Meeting.

Meeting Closed at 19.53.

Signed: _____ Date: _____
Chairman