



**Easebourne Parish Council
Finance Committee
Minutes of Meeting held at
Easebourne CE Primary School
on Wednesday 2nd October 2024
Following on from Planning Committee Meeting**

Present – C.Sanderson (CS) – chairman, M Noble (MN), D Pack (DP), & D Kilty (DK).

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 & J Macdonald Lawson for personal reasons.
3. **Code of Conduct**
 - a) No declarations of interest – DP declared an interest with the application from Home Start.
 - b) No dispensation requests.
4. **Minutes of Last Meeting** – the minutes of the meeting held on Wednesday 4th September 2024 were agreed as a correct record and signed. Proposed by DP, seconded by DK.
 - a) ET to update savings account information and send around – to be discussed under item 8.
5. **Finance Report Review**
 - a) Report on Previous Month Spend, Cash Flow and Spend Approvals.
 - i. Payments for the month were approved as follows:

PAYMENTS - FC MEETING 02/10/2024		
Payee	Detail	Amount
Clerk	Salary - September	UNDISCLOSED
WSCC	Clerk Pension - September	UNDISCLOSED
HMRC	Tax - September	UNDISCLOSED
Clerk	Parish Office - September	UNDISCLOSED
Clerk	Parish Phone - September	£ 6.00
Arundel Fire, Security & Electrical	Invoice 22443 - Park CCTV	£ 156.00
Ian Milne	Reimbursement for defib pads (out of date)	£ 64.80
Ian Milne	Reimbursement for bin bags	£ 17.97
Easebourne Primary School	Invoice 00029 - room hire	£ 112.00
Easebourne Primary School	Car Park Maintenance	£ 525.00
Wettons	Invoice 158571 - toilet maintenance	£ 667.55
Greenscape	Invoice 293 - grass cutting & inspections	£ 522.00
John Britten Ltd	Invoice 3832 - installing finger posts	£ 210.00
Pro-Tec	Invoice 2256 - park security	£ 196.51
Mike Noble	Chairs Honorarium	£ 60.00
St Marys Church	Burial Ground Grant	£ 1,700.00
Frank Davies	Reimbursement for plants PAID	£ 30.64
IONOS	Invoice 203043779317 - DD PAID	£ 18.72
TOTAL PAYMENTS		£ 5,645.92

- b) Income Review and Opportunities (Grants, Events and Community Interest Levy)
 - i. £14.40 received in donations.
 - ii. VAT return of £1352.53 received 02/08/24 (missed from list in September meeting)
 - iii. £570.71 received in interest from Barclays from both savings accounts.
 - iv. Second half of precept received - £37,881.50.
 - c) Asset Register
 - i. updated to include the new Parish Council flag and accessories. Finger posts to be added now that they have been received and fitted. **ACTION – ET to amend register to include finger posts.**
 - d) Bank Balances as at 30/09/2024
 - i. Community Account – £97,177.11
 - ii. Reserves Account – £49,463.93
 - iii. Grants Account - £96,840.93
6. **Forecast Spend**
- a) Sub Committee/Working Parties forecasts (including Requests for Funding) - none
 - b) Review Requests for Grants/Funding and Actions – grant applications were reviewed and awards were decided as follows:
 - i. Midhurst Xmas Elves/Rotary Club - £250
 - ii. Arun & Chichester Citizens Advice - £125
 - iii. Tyler’s Trust – declined, too much cash in reserve
 - iv. Home Start Chichester - £250
 - v. Midhurst Community Hub - £125
 - vi. Easebourne School PTA - £250
 - vii. Easebourne Garden & Allotment Society - £250
7. **CCTV Dongle** – ET explained the issue (IM sourced the dongle for the CCTV from Vodafone which has been paid for by him since 2021, however he had not presented invoices for re-imbursment until this month. The total paid is £949.13. ET has taken advice on how to record this in the accounts and is confident that an explanation can be made to the Auditor however the original resolution to enter the contract cannot be found. ET has also spoken to the previous Clerk who has no recollection of the situation). It was **resolved** that IM should be re-imbursed for this and a policy should be written that restricts re-imbursment of expenses to within 12 months. It was also discussed that the account should be transferred. For the time being IM will be asked to submit invoices for re-imbursment regularly. Proposed by CS, seconded by MN, all in favour. **ACTIONS – ET to re-imburse IM, draft a policy and discuss with IM.**
8. **Savings Account** – following a discussion and it was **resolved** to open an account with Hampshire Trust Bank, proposed by DK, seconded by MN – all in favour. **ACTION – ET to open account.**
9. **Proposals to Full Council** – none.
10. **Date of Next Meeting** – Wednesday 6th November 2024, to follow 7pm Planning Committee Meeting.

Meeting Closed at 20.22.

Signed: _____ Date: _____
Chairman