



**Easebourne Parish Council  
Finance Committee  
Minutes of Meeting held at  
Easebourne CE Primary School  
On Wednesday 6<sup>th</sup> August 2025  
Following on from Planning 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** – J Macdonald-Lawson & T Baker 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 2<sup>nd</sup> July 2025 were agreed as a correct record and signed. All actions have been completed. Proposed by DK, seconded by DP.
5. **Finance Report Review**
  - a) Report on Previous Month Spend, Cash Flow and Spend Approvals.
    - i. Payments for the month were approved as shown in the appendix
    - ii. It was noted that the invoice from Neil Sore was higher than the quote. The work had over run and was more complex than initially anticipated. The document is also evolving and so there will be further cost to complete. He has also been asked to produce a revised version which will be shorter as a consultation document. After a discussion it was agreed that Neil will continue to work at a cost of £35/hour which will be capped at £2000, proposed by DK, seconded by DP. If costs exceed the cap then further approval must be sought from the Finance Committee.
    - iii. A bat survey of the community hub building has been carried out and further surveys are required immediately. This is quoted at £3150 + VAT. Proposed by MN and seconded by DK.
  - b) Income Review and Opportunities (Grants, Events and Community Interest Levy)
  - c) Bank Balances as at 31/07/25 -
    - i. Community Account – £37,104.60
    - ii. Reserves Account – £51,991.77
    - iii. Capital Projects Account - £51,388.30
    - iv. Hampshire Trust Account - £85,000
    - v. Hinkley & Rugby Account - £85,000
6. **Forecast Spend**
  - a) Sub Committee/Working Parties forecasts (including Requests for Funding) – none
  - b) Notification of Increase to Clerk Salary due to National Pay Award – accepted.
7. **Proposals to Parish Council** – none.
8. **Date of Next Meeting** – Wednesday 3<sup>rd</sup> September 2025 – to follow 7pm Planning Meeting.

**Meeting Closed at 20.23**

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

## Appendix

Payee	Detail	Power	Amount
Clerk	Salary - July	LGA 1972 s.112	UNDISCLOSED
WSCC	Clerk Pension - July	LGA 1972 s.112	UNDISCLOSED
HMRC	Tax - July	LGA 1972 s.112	UNDISCLOSED
Clerk	Parish Office - July	LGA 1972 s.111	UNDISCLOSED
Clerk	Parish Phone - July	LGA 1972 s.111	£ 6.00
Clerk	Reimbursement for Microsoft 365 subscription	LGA 1972 s.111	£ 84.99
Greenscape	Invoice 300 - inspections and grass cutting	Open Spaces Act 1906 s.9&10 & Public Health Act 1875 s.164	£ 552.00
Wettons	Invoice 163525 - toilet maintenance	Public Health Act 1936 s.87	£ 708.60
Pro-Tec	Invoice 2828 - park security	Local Govt & Rating Act 1997 s.31	£ 221.08
Neil Sore	Work on Community Project	LGA 1972 s.133	£ 700.00
Mike Noble	Reimbursement for stationery	LGA 1972 s.111	£ 7.64
Surrey Hills Solicitors	Invoice 12023 - professional services	LGA 1972 s.133	£ 360.00
GPM Ecology	Invoice 3540 - bat assessments	LGA 1972 s.133	£ 512.00
Judith Macdonald-Lawson	Reimbursement for dog show rosettes <b>PAID</b>	LGA 1972 s142	£ 16.09
Mike Noble	Reimbursement for fete supplies <b>PAID</b>	LGA 1972 s142	£ 359.84
Mike Noble	Reimbursement for community project expenses <b>PAID</b>	LGA 1972 s.133	£ 30.60
Mike Noble	Reimbursement for flip chart etc <b>PAID</b>	LGA 1972 s.111	£ 98.70
Ian Milne	Reimbursement for fete music <b>PAID</b>	LGA 1972 s142	£ 210.00
Ian Milne	Reimbursement for zip wire repair <b>PAID</b>	Open Spaces Act 1906 s.9&10 & Public Health Act 1875 s.164	£ 4.38
Gallagher	Invoice 546480674 - insurance <b>PAID</b>	LGA 1972 s.111	£ 2,173.73

IONOS	Invoice 2032049664017 - DD <b>PAID</b>	LGA 1972 s.111	£ 29.03
<b>TOTAL PAYMENTS</b>			<b>£ 7,534.35</b>