



**Easebourne Parish Council
Finance Committee
Minutes of Meeting held at
Easebourne CE Primary School
On Wednesday 5th November 2025
Following on from Planning Meeting**

Present – C Sanderson (CS) – chairman, D Pack (DP), J Macdonald-Lawson (JML), 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** – M Noble & 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 1st October 2025 were agreed as a correct record and signed. Proposed by JML, seconded by DK.
 - a) Ladder purchase for Frep – complete
 - b) Ask grant recipients for reports - complete
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 appendix one.
 - b) Income Review and Opportunities (Grants, Events and Community Interest Levy)
 - i. Another tranche of CIL money has been received - £19,691.63
 - ii. VAT return for the first half of the year has been received - £3,705.39
 - c) The new ladder will be added to the asset register – **ACTION ET.**
 - d) Bank Balances as at 31/10/25
 - i. Community Account – £81,606.74
 - ii. Reserves Account – £52,164.34
 - iii. Capital Projects Account - £51,601.33
 - 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) – Carols in the Park event - PTA has requested that the PC pays for the song sheets (amount tbc) – approved. The amount left in the budget was discussed and it was decided that more funds can be made available if there are further requests, on a case by case basis.
7. **Review of Grant Application from MyBus**
 - a) It was resolved that this application would be discussed despite being outside of the usual bi-annual window as a one off, as there is still money available in the budget.
 - b) It was then resolved to grant the full amount. **POST MEETING NOTE – IT HAS BEEN NOTED THAT THIS ORGANISATION HAS ALREADY RECEIVED A GRANT DURING THIS FINANCIAL YEAR AND THEREFORE ARE NOT ELIGIBLE UNTIL APRIL 26. AS THE RESOLUTION WAS MADE IN ERROR IT HAS NOW BEEN WITHDRAWN.**
8. **26/27 Budget Proposal**

- a) After a discussion the budget proposal was approved to go to Full Council next week (see appendix 2).
 - b) It was proposed that next year the budget will be formed by the entire finance committee – proposed DK, seconded JML.
9. **Proposals to Parish Council** – none aside from the budget proposal.
10. **Date of Next Meeting** – Wednesday 3rd December 2025 – to follow 7pm Planning Meeting.

Meeting Closed at 20.14

Signed: _____ Date: _____
Chairman

Appendix One

PAYMENTS - FC MEETING 05/11/2025			
Payee	Detail	Power	Amount
Clerk	Salary - October	LGA 1972 s.112	UNDISCLOSED
WSCC	Clerk Pension - October	LGA 1972 s.112	UNDISCLOSED
HMRC	Tax - October	LGA 1972 s.112	UNDISCLOSED
Clerk	Parish Office - October	LGA 1972 s.111	UNDISCLOSED
Clerk	Parish Phone - October	LGA 1972 s.111	£ 6.00
Greenscape	Invoice 303 - inspections and grass cutting	Open Spaces Act 1906 s.9&10 & Public Health Act 1875 s.164	£ 552.00
Wettons	Invoice 165055 - toilet maintenance	Public Health Act 1936 s.87	£ 708.60
Pro-Tec	Invoice 2986 - park security	Local Govt & Rating Act 1997 s.31	£ 281.08
Arundel Fire Security & Electrical	Invoice 261989 - annual charge	Local Govt & Rating Act 1997 s.31	£ 307.94
FG Electrical Services	Invoice 1138 - defib repair	LGA 1972 s.137	£ 172.44
St Marys Church	Annual contribution for cemetery	Local Government Act 1972, s214	£ 1,700.00
Mike Noble	Chair's honorarium	LGA 1972 ss 15&34	£ 60.00
WSALC	Invoice 2048 - village halls training	LGA 1972 s.175	£ 48.00
Trevor Baker	Reimbursement for render	LGA 1972 s.133	£ 127.29
Frank Davies	Reimbursement for bulbs for planters	Open Spaces Act 1906 s.9&10 & Public Health Act 1875 s.164	£ 64.56
RBL	Remembrance Day Poppies PAID	LGA 1972 s.137	£ 30.00

JRB Enterprise	Invoice 28922 - dog gloves PAID	Open Spaces Act 1906 s.9&10 & Public Health Act 1875 s.164	£ 308.86
Frank Davies	Reimbursement for ladder PAID	Open Spaces Act 1906 s.9&10 & Public Health Act 1875 s.164	£ 499.00
IONOS	Invoice 203050808725 - DD PAID	LGA 1972 s.111	£ 29.03
TOTAL PAYMENTS			£ 6,402.51

Appendix 2

26/10/2025

17:32

Easebourne Parish Council

Annual Budget - By Centre

Page 1

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100	Income											
1076	Precept	75,763	75,763	0	0	82,120	0	82,120	82,120	87,285	0	0
1090	Bank Interest	0	2,022	0	0	0	0	0	808	0	0	0
1110	Donations Received	0	236	0	0	0	0	0	107	0	0	0
1120	CIL Income	0	117,319	0	0	0	0	0	19,442	0	0	0
	Total Income	75,763	195,339	0	0	82,120	0	82,120	102,477	87,285	0	0
6001	less Transfer to EMR	0	59,227	0	0	0	0	0	19,442	0	0	0
	Movement to/(from) Gen Reserve	75,763	136,112			82,120		82,120	83,035	87,285		
120	General Expenditure											
4000	Clerk Salary-Including Pension	16,575	16,575	0	0	17,500	0	17,500	8,823	18,375	0	0
4050	Travel Clerk	80	0	0	0	80	0	80	0	80	0	0
4070	Parish Office (Clerk's Home)	240	240	0	0	240	0	240	120	240	0	0
4080	Training Staff	150	0	0	0	150	0	150	180	180	0	0
4085	External Payroll Provider	100	100	0	0	120	0	120	120	130	0	0
4090	Stationery	200	25	0	0	100	0	100	162	150	0	0
4095	Postage	20	0	0	0	20	0	20	0	20	0	0
4100	Meeting Expenses	50	0	0	0	0	0	0	0	0	0	0
4105	Room Hire	630	208	0	0	400	0	400	192	420	0	0
4110	Audit Fees	750	670	0	0	800	0	800	260	840	0	0
4120	Chairman's Honorarium	120	120	0	0	120	0	120	60	120	0	0
4130	Training Councillors	250	75	0	0	250	0	250	80	270	0	0
4140	Travel Councillors	100	0	0	0	100	0	100	0	100	0	0
4150	Data Protection	40	35	0	0	40	0	40	47	50	0	0
4160	Insurance	3,000	2,134	0	0	3,000	0	3,000	2,174	4,000	0	0

Continued on next page

Easebourne Parish Council
Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4170	Mobile Phone Contract	200	60	0	0	100	0	100	30	100	0	0
4180	Subscription & Membership	1,000	924	0	0	1,000	0	1,000	785	1,000	0	0
4210	Grants Made	1,500	1,500	0	0	2,000	0	2,000	750	2,500	0	0
4215	RBL Poppy Appeal	130	92	0	0	150	0	150	55	150	0	0
4220	Annual Community Contributions	2,725	2,725	0	0	2,725	0	2,725	500	2,725	0	0
4230	Street Lighting Contribution	1,750	1,643	0	0	1,750	0	1,750	1,663	1,750	0	0
4240	SSE VAS Maintenance & Power	1,000	0	0	0	1,000	0	1,000	0	0	0	0
4250	Defibrillator Maintenance	600	453	0	0	600	0	600	0	600	0	0
4260	Parishes Environment Group	2,000	2,000	0	0	1,000	0	1,000	1,000	1,000	0	0
4450	Rialtas Annual Fee/Support	210	192	0	0	220	0	220	203	230	0	0
4660	Miscellaneous Expenses	0	0	0	0	200	0	200	0	200	0	0
Overhead Expenditure		33,420	29,770	0	0	33,665	0	33,665	17,203	35,230	0	0
Movement to/(from) Gen Reserve		(33,420)	(29,770)			(33,665)		(33,665)	(17,203)	(35,230)		
200	Communications Panel											
4400	Leaflets (Printing & Delivery)	331	331	0	0	250	0	250	214	250	0	0
4410	Website	350	180	0	0	0	0	0	0	0	0	0
4420	Parish Events	2,000	1,225	0	0	2,000	0	2,000	1,209	2,500	0	0
4430	IT Software & Hardware	650	650	0	0	850	0	850	282	750	0	0
4440	Volunteer Expenses	150	150	0	0	200	0	200	0	200	0	0
Overhead Expenditure		3,481	2,536	0	0	3,300	0	3,300	1,705	3,700	0	0
Movement to/(from) Gen Reserve		(3,481)	(2,536)			(3,300)		(3,300)	(1,705)	(3,700)		
300	Easebourne Park											
4500	Field Grass & Hedge Cutting	6,750	4,215	0	0	6,000	0	6,000	2,940	5,500	0	0

Continued on next page

Easebourne Parish Council
Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4510	Playground Equipment Maintenan	5,000	3,635	0	0	5,000	0	5,000	3,375	6,000	0	0
4520	Park Security	2,341	2,341	0	0	2,000	0	2,000	1,279	2,100	0	0
4530	Waste Management	850	570	0	0	850	0	850	593	750	0	0
4550	PWLB Loan Repayments	2,555	2,532	0	0	2,555	0	2,555	1,266	2,555	0	0
4580	Equipment Safety Inspections	800	490	0	0	800	0	800	372	700	0	0
4585	Long-Term Equip. Replace/Dep.	5,000	0	0	0	6,000	0	6,000	0	6,000	0	0
4590	General Park Maintenance (& Tr	3,700	2,839	0	0	3,700	0	3,700	1,687	4,000	0	0
4670	Joint Management Group	0	0	0	0	3,000	0	3,000	3,000	3,000	0	0
9091	Public Conveniences Maint.	8,000	7,694	0	0	8,500	0	8,500	3,753	9,000	0	0
Overhead Expenditure		34,996	24,318	0	0	38,405	0	38,405	18,266	39,605	0	0
Movement to/(from) Gen Reserve		(34,996)	(24,318)			(38,405)		(38,405)	(18,266)	(39,605)		
400	Open Spaces											
4610	Salt Bins & Road Clearance	0	0	0	0	250	0	250	0	250	0	0
4620	Verge Cutting	300	0	0	0	0	0	0	0	0	0	0
9094	Planter Maintenance	1,000	798	0	0	1,000	0	1,000	806	1,000	0	0
9097	Village Asset Maintenance	566	0	0	0	1,500	0	1,500	0	1,500	0	0
Overhead Expenditure		1,866	798	0	0	2,750	0	2,750	806	2,750	0	0
Movement to/(from) Gen Reserve		(1,866)	(798)			(2,750)		(2,750)	(806)	(2,750)		
900	Projects & Reserves											
9000	Reserves Fund	2,000	0	0	0	4,000	0	4,000	0	4,000	0	0
9105	Park - Stadium Seating Project	0	16,646	0	0	0	0	0	0	0	0	0
9110	Finger Post Project	0	821	0	0	0	0	0	0	0	0	0
9115	Community Space Project	0	917	0	0	0	0	0	1,512	2,000	0	0

Continued on next page

Annual Budget - By Centre

	Last Year		Current Year						Next Year		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	2,000	18,385	0	0	4,000	0	4,000	1,512	6,000	0	0
6000 plus Transfer from EMR	0	0	0	0	0	0	0	1,212	0	0	0
Movement to/(from) Gen Reserve	(2,000)	(18,385)			(4,000)		(4,000)	(300)	(6,000)		
999 VAT Data											
115 VAT on Receipts	0	9,022	0	0	0	0	0	448	0	0	0
Total Income	0	9,022	0	0	0	0	0	448	0	0	0
515 VAT on Payments	0	9,063	0	0	0	0	0	3,705	0	0	0
Overhead Expenditure	0	9,063	0	0	0	0	0	3,705	0	0	0
Movement to/(from) Gen Reserve	0	(41)			0		0	(3,257)	0		
Total Budget Income	75,763	204,361	0	0	82,120	0	82,120	102,926	87,285	0	0
Expenditure	75,763	84,870	0	0	82,120	0	82,120	43,197	87,285	0	0
Net Income over Expenditure	0	119,491	0	0	0	0	0	59,729	0	0	0
plus Transfer from EMR	0	0	0	0	0	0	0	1,212	0	0	0
less Transfer to EMR	0	59,227	0	0	0	0	0	19,442	0	0	0
Movement to/(from) Gen Reserve	0	60,264			0		0	41,498	0		