



# West Grinstead Parish Council

## FINANCE COMMITTEE MEETING

**Dial Post Village Hall**

**Wednesday 13<sup>th</sup> July 2011**

**at 9.20 pm** (following Open Spaces meeting)

### MINUTES

**Present:** - Councillors: Cllr. Mr. P. Kanabus (Chairman), Mr. N. Berry (Vice Chairman), Mrs. C. Watts, Mr D. Green, Mrs O. Izzard.  
Clerk: Mrs. H. Dayneswood.

**F\_038/11 Apologies:** Cllr. Mr A. Russ.

**F\_039/11 Declarations of Interest & Notification of Changes to Interests:** none

**F\_040/11 Chairman's Announcements:** none

**F\_041/11 Minutes:**

It was **RESOLVED** (proposed Cllr. Watts, seconded Cllr Green) that the Minutes of the Finance meeting held on 8<sup>th</sup> June 2011 be approved as a true record.

**F\_042/11 Matters Arising**

**F\_043/11 Correspondence:**

Report from Internal Auditor for 2010-2011 WGPC accounts. *Noted.*

**F\_044/11 Approval of Quotes**

- a) It was **RESOLVED** (proposed Cllr. Izzard, seconded Cllr Berry) to approve a key cabinet for the Parish Office from Screwfix at a cost of £16.65 inc. VAT. *The Clerk to action.*
- b) It had been highlighted that the budget put aside for a donation to any specific projects at Jolesfield School had not been requested by the school last year. Cllr Watts to investigate whether the school needs any support for play equipment and if so, to ask them to write to the Parish Council about it.
- c) It was **RESOLVED** (proposed Cllr. Berry, seconded Cllr Watts) to approve Christmas lights supplies of i) Rope light for the two oak trees in PG High Street at a total cost of £216 + VAT. ii) An extension to the cable protector outside the butcher's shop at a cost of £50.67 + VAT. *The Clerk to liaise with Mr Saunders.*

**F\_045/11 WGPC Accounts for July 2011**

July 2011						
WGPC Income						
21/06/2011	HMRC	VAT reclaim payment		3,972.15		
WGPC Expenses						
Chq No	Payee	Narrative		Gross	Vat	Net
				£	£	£
SO	HDC	Emptying dog bins		60.62		
DD	Tiscali/Talk Talk	Broadband monthly bill		20.42	3.40	17.02
DD	British Gas	Xmas kiosk - quarterly bill		26.80	1.28	25.52
DD	EDF	Account 15751629 quarterly street lighting bill		45.26	2.16	43.10
DD	EDF	Account 157428632 quarterly street lighting bill		178.93	8.52	170.41

DD	British Telecom	Quarterly bill		59.19	9.86	49.33
		Staff Salaries		1538.18		
		Staff Expenses		17.16	0.00	
	Inland Revenue	Tax and NI		354.06		
	WSCC	Clerk's pension				
		Clerk's contribution	100.83			
		WGPC contribution	280.78			
				381.61		
	HJ Burt & Son	Annual rent for access road to Jolesfield Common (as from 15th Sep 2010)		116.68		
	HJ Burt & Son	Allotments half-year rent from PC to landowner (as from 25th Dec 2010) Invoice no 2		200.00		
	HJ Burt & Son	Allotments half-year rent from PC to landowner (as from 24th June 2011) Invoice no 3		200.00		
	Mr P Evans	Internal Audit fee for 2010/2011		112.50		
	Neat & Stripy	Grass cutting at St. George's (3rd & 16th May)		192.00	32.00	160.00
	Neat & Stripy	Grass cutting at St. George's (3rd & 23rd June)		192.00	32.00	160.00
	ROSPA	Annual Inspection for Dial Post playground		75.60	12.60	63.00
	DJ Flynn	Grass cutting at DP green	154.29			
		Grass cutting at St. Michael's burial ground	64.28			
		Grass cutting at Jolesfield Common	92.57			
		<i>Invoice no 785</i>		311.14	51.86	259.28
			<b>Total for WGPC</b>	<b>3,918.22</b>	<b>145.16</b>	
<b>King George V Expenses</b>						
	DJ Flynn	Grass cutting at KGV field (Invoice no 784)		401.14	66.86	334.28
	ROSPA	Annual Inspection for KGV playground & skateramp		93.60	15.60	78.00
			<b>Total for KGV</b>	<b>494.74</b>	<b>82.46</b>	
<b>INTER-ACCOUNT TRANSFERS/PAYMENTS</b>						
online payment	WGPC Co-op to KGV Co-op	VAT reclaim allocation		1,926.95		

It was **RESOLVED** (proposed Cllr. Green, seconded Cllr. Izzard) to make the listed WGPC payments.

**F\_046/11 Consider Replacing Parish Office Computer**

This was discussed by members. *The Clerk to conduct further research on a replacement computer.*

**MEETING OF KING GEORGE V PLAYING FIELD TRUSTEES**

**F\_047/11 Declarations of Interest:** none

**F\_048/11 Matters Arising:** none

**F\_049/11 Correspondence:** none

**F\_050/11 Approval of Quotes:** none

**F\_051/11 KGV Accounts for July 2011**

It was **RESOLVED** (proposed Cllr. Watts, seconded Cllr. Green) to make the listed KGV payments.

The meeting closed at 9.40 p.m.

Next meeting Wednesday 10<sup>th</sup> August 2011, 8.30 p.m., **Partridge Green** Village Hall.

Signed as a true record.....Date.....