

Burwash Parish Council Finance Committee

Minutes of Burwash Parish Council Finance Committee

Held on the 25th September 2018, at 7.00pm in Parish Room (Internet Room), The Bear Car Park

Present

Chair – Cllr Dixon, Cllr Elmslie, Cllr McBride and Cllr Pope

Public Time

No public were present.

1. Apologies for Absence

Apologies received and noted for Cllr Moore

2. Disclosures of Interest

No declarations made.

3. Correspondence to the Clerk

Clerk has received correspondence on the morning of 25/09/18 that the Parish Council had passed the external audit. The audit for 2017/18 was an intermediate audit meaning closer scrutiny was given to processes and the accounts. The external auditor's report stated that no matters had given any 'cause for concern'. The internal and external auditor reports and the 2017/18 Annual Governance and Accountability Return will all be displayed on the Parish Council website at: <http://www.burwash.org/parish-council/finance.html>

4. Accuracy of the minutes of the previous meeting

RESOLVED – minutes of the Council Meeting held on 26th June 2018 are a correct record.

5. Finance (standing item)

Members reviewed and noted

- a. Statement of Earmarked Reserves had not changed and still at – £42,773.15
- b. Bank Reconciliations on the 25/09/18 – equalled £0

6. 6 Month Review

Councillors reviewed items to ensure there are no foreseeable under or overspends for the remainder of the year. Clerk produced a report to note:

- a. Slight overspend of 14% which equals £187 on legal and professional fees due to the unbudgeted fee of the DPO of £150
- b. It was noted the Section 137 expenditure did not yet show the £150 for the Royal British Legion.
- c. It was unclear if the £500 income from the Kipling Map would be in this financial year or next. The RFO will speak to Cllr Moore to confirm.
- d. Items to take to full council
 - i. Use the 'Newsletter' budget of £350 to cover the 'Parish Communications' budget rather than take from core funds and to change the budget heading
 - ii. To cover the £67 overspend on the 'Car Park' from earmarked reserves
 - iii. It is likely all of the maintenance budget will be spent to pay for the handyperson jobs
- e. All other items are likely to come in or under budget unless there are any unforeseen cost for the remainder of 2018/19.

7. 1st Draft of Budget 2019/20

Councillors had an overview of the 1st draft of the budget, based solely on last year's expenditure. The Clerk's salary was the only significant increase, as her hours have gone from 12 to 15 hours per week.

In order to inform the budget for next year, councillors held a planning session on 24/9/18. Finance Committee viewed the resulting draft plan, which will go to full Council for discussion on 9th October.

It was agreed that the Clerk will work with the Chair and Vice-Chair on the cost implications of the draft plan, suggesting potential expenditure required for 2019/2020 and producing a 3-to-4 year forecast on existing and potential new budget lines and ear marked reserves.

8. Review of Internal Audit Feedback

Cllrs confirmed that all advice from internal auditor is being followed and the suggested measures are being met.

9. Parish Council Achieving VFM

Finance Committee are to review current practices and ensure VFM is met in all aspects of Parish Council expenditure. The Clerk/RFO will look at producing a simple document to include:

- a. how the council has done this in the past
- b. key aspects of the finance regulations this relates to
- c. the 'Preferred Supplier' list and how that will be reviewed at least every four years
- d. to put in place a system for reviewing contracts
- e. a review of the grants system
- f. any other key items highlighted by Cllrs

10. Meeting closed at 8.15pm