

Burwash Parish Council Finance Committee

Minutes of Burwash Parish Council Finance Committee

Held on the 3rd May 2018, at 7.00pm in Parish Room (Internet Room), The Bear Car Park

Present

Chair – Cllr Dixon, Cllr Elmslie, Cllr Moore and Cllr Vereker

1. Questions and Comments from the public

No public were present.

2. Apologies for Absence

Apologies received and noted for Cllr McBride

3. Disclosures of Interest

No declarations made.

4. Finance (standing item)

- a. Clerk present EOY figures to Committee which will be reviewed and confirmed after the closure of EOY accounts with Rialtas for June's meeting. Finance Committee excepted proposed accounts.
- b. Members reviewed and note the Budget Monitor, Statement of Earmarked Reserves and Bank Reconciliations at EOY. All will be presented to Full Council at the 2018 AGM.
- c. It was noted that some of the financial paperwork needed reviewing. The Clerk would seek advice from SALC on the correct process to achieve this.

5. Confirm budget lines and note any over and under expenditure.

The Clerk confirmed each budget line and outlined any over expenditures:

- a. Down Meadow – unexpected legal costs
- b. Hut Overheads – unexpected costs for hard wire testing
- c. All under expenditures are items not required for that year i.e. repairs, extra stationary etc.
- d. It was noted that the Internet Café income had not been submitted monthly. Moving forward this would need to be the case as per the Financial Regulations. Cllr Elmslie would provide The Clerk with a final figure of income Nov-Mar for an EOY accrual.

6. Councillors identified potential Ear Marked Reserve requirements including:

- a. War Memorial – Started at £2,544 increased to £3,544 due to allocated funds
- b. Election Costs – are set at £5,000 to cover a contested election or a contested by-election
- c. Speedwatch & Traffic – funds remain at £688
- d. National Trust Project – unspent funds of £1,100 to be moved to help cover previously agreed Kipling statue pledge of £1,500
- e. Neighbourhood Plan – Council has £1,496 remaining funds to support ongoing NP
- f. Car park – started at £500 additional £2,000 allocated from 2017/18 budget of which £207 plus an outstanding bill of £570 for legal fees leaving £1,723
- g. Core Reserves – Increased by 2% to take into account the precept rise for 2018/19 to £23,739
- h. Proposed earmarked projects:
 - i. Website – TBC in June meeting after EOY surplus has been confirmed
 - ii. Down Meadow (signage & legal) – TBC in June after EOY surplus confirmed
 - iii. GDPR compliance – Clerk proposed £450 to appoint a DPO, obtain Windows 10 pro for Clerk's computer and to get padlocks and secure filing cabinet to lock away any potentially data sensitive information.

The Finance Committee noted that once EOY figures have been confirmed additional earmarked funds will need to be allocated to key projects. EOY figures cannot be confirmed as Clerk has only been back in post for three days and wants to give a proper forecast for Cllrs.

7. Meeting closed at 8.15pm