

# Burwash Parish Council

## Minutes of the Council Meeting

Held on the 10<sup>th</sup> November 2015, at 7.00pm in Parish Room (Internet Room),  
The Bear car park

---

### Present

Chairman – Cllr Cook, Vice-Chairman – Cllr Vereker, Cllr Banks, Cllr Caulkin, Cllr Crabtree, Cllr Elmslie, Cllr Jenner, Cllr McBride, Cllr Moore, Cllr Nash, Cllr Pope, Cllr Rowlinson

---

#### 1. Apologies for Absence

Apologies for absence, the reason for which had been lodged with the Clerk, were received from Cllr Durrant

#### 2. Adjournment

- a. Halina Keep expressed her disappointment that the letters from the internet volunteers had not been sent out. The Clerk apologised and explained letters will be sent out with the minutes from the Extraordinary meeting on the 03/11/15 where the community hub was discussed. All future meetings would always be placed on the Parish website once she had received the training to do so as well as the notice boards.
- b. Cllr Barnes updated on the Boundary Review. Ticehurst, Hurst Green, Etchingham, Burwash (inc. Weald and Common), Mountfield and Brightling will be one ward. Salehurst will go back into Robertsbridge.

#### 3. Disclosures of Interest

No declarations made.

#### 4. Accuracy of the minutes of the previous meeting

To approve the Draft Minutes of the Council Meeting held on 13/10/15 as a correct record of the proceedings.

**RESOLVED** – that the Draft Minutes of the Council Meeting held on 13/10/15 be confirmed as being an accurate record of the meeting.

#### 5. Finance (standing item)

- a. The Clerk reported on the bank balances at 30/10/15
  - i. BPC deposit account £37,373.39
  - ii. BPC current account £10,658.51
  - iii. Estimated total amount of funds minus unpaid checks resolved in point 4.b. £44,941.27
- b. **RESOLVED** – to approve the following payments. Councillor Cook proposed and Councillor Nash seconded, the voting was unanimous.

i. Royal Mail (PO Box)	101946	£312.00
ii. Clerk Salary	101947	£---
iii. Pet Waste Solutions	101948	£48.00
iv. Play Inspection	101949	£129.13
v. City Escapes	101950	£127.30

vi.	SSALC Training - Legal Day	101951	£105.00
vii.	RDC Hut rent	101952	£50.00
viii.	City Escapes	101953	£165.90
ix.	Clerk Expenses	101954	£416.54
x.	Rother Rural Trust	101957	£250.00
xi.	Peter Skipwith	101955	£23.56
xii.	Phill Signs (fingerposts)	101956	£730.00

- c. It was noted the high Clerk's expenses are for 3 year cover on laptop and printer plus buying MS Office and ink cartridges. Clerk has also cancelled the strimming around Parish Huts.
- d. It was agreed that in future the Clerk will table a printed summary of the cheques for payment together with an upto date balance of the current and savings accounts.

## 6. Setting up of a Finance Working Group

Clerk requested the set up of a group. It was agreed that a group would look at:

- a. Budget process
- b. Financial reports for April 2016 onwards
- c. Support Clerk in carrying out full audit
- d. Review format and detail of Risk Assessment and Asset registers
- e. Support in a quarterly review
- f. Preparation for Transparency Code
- g. Setting up financial policies inc procurement and grant awarding policies

**RESOLVED** – to set up the Finance Working Group led by the Clerk/RFO with Cllr Rowlinson who's current portfolio is finance supported by Cllr Elmslie, Cllr McBride and Cllr Moore.

## 7. Draft Budget 2016/17

Updated draft was circulated. Additional items were raised along with identifying where VAT refund should sit within the accounts. Also an agreed annual overhead needs to be finalised for accurate ongoing budgeting 2017/18? onwards.

**RESOLVED** – Clerk/RFO to work with the Finance Working Group to finalise the budget ready for precept which is due for submission by no later than 31/01/15.

## 8. Financial Regulations

Clerk/RFO presented model regulations.

**RESOLVED** – Councillors agreed for Finance Working Group to review regulations and bring recommendations to full council in December 2015.

## 9. Adopt a Payroll System

Clerk/RFO requested to adopt a new system to process payment of Clerk's salary.

**RESOLVED** – Clerk to identify suitable payroll system at a cost of no more than £15 per month.

## 10. HR Policies

Clerk brought forward the National Association of Local Councils (NALC) model templates for Disciplinary/Grievance and Complaints policies, Social Media and Information Management. The Parish Council currently has none in place and it was recommended to adopt.

**RESOLVED** – All Councillors to review/comment on the model policies. The Clerk will work with the lead Cllrs (Cllr Elsmilie and Cllr McBride) to provide final drafts for recommendation at the full council meeting in December 2015.

**11. Councillors and Campaign Groups.**

Paper was brought forward for Councillors Information.

**RESOLVED** – the paper will be included on the local parish website for information.

**12. Review Standing Orders**

Clerk to work on updating Standing Orders.

**RESOLVED** – Clerk to start on this work and to send around NALC model standards to Councillors to review and comment on by 30/11/15.

**13. Empty Newsagents**

Councillors were asked to agree talking to the owner of Alma House, formerly the newsagents in the High Street of the possibility of a potential 'museum', pop-up shop or some similar use of the shop run by volunteers while it is empty.

**RESOLVED** – Clerk to put Cllr Caulkin in touch with Meanwhile Space to explore pop up opportunities and for Cllr Caulkin to discuss with shop owner if he would be interested in exploring these opportunities.

**14. Neighbourhood Plan Consultation**

Councillors reviewed the potential options for public consultation and the timeframe to deliver this by end of January 2016.

**RESOLVED** – To do a leaflet and door to door drop to the local community with a tear off option for people to either post back or put into local drop off points. Collection boxes would be located within the village, Weald and Common. Drop-in sessions for the community to discuss and learn more about a Neighbourhood plan will be arranged to take place in the village and Common and Weald location. Cllr Moore and Cllr Rowlinson to work with the Clerk to develop a leaflet and overall plan for the Public Consultation. Consultation not to cost more than £750.

**15. Parish Maintenance and Love Burwash**

This item was deferred to the December 2015 meeting.

**RESOLVED** – Cllr Cook and Cllr Nash to put together a proposal of work and time frame for this work. Clerk will liaise to ensure Strengthening Local Relationship meetings with Highways match up.

**16. Review Freeholds for Two Huts an Allotments**

To explore the possibility of the obtaining the freehold of the land on which the parish rooms stand.

**RESOLVED** – Clerk to contact at Rother and liaise with Cllr Rowlinson to investigate.

**17. Clerks Rialtas and CiLCA Training**

Clerk requested to start training on finance (Rialtas package) and CiLCA

**RESOLVED** – for Clerk/ RFO to attend CiLCA and Rialtas training.

**18. Date of Next Meeting**

8<sup>th</sup> December 2015 – Full Council Meeting, 7.00pm in Burwash Parish Room