

Burwash Parish Council Finance Committee

Minutes of Burwash Parish Council Finance Committee

Held on the 15th August 2019, at 7.00pm in Parish Room (Internet Room), The Bear Car Park

Present

Cllr McBride, Cllr S Moore, Cllr N Moore, Cllr A Newson, Cllr B Newman, Cllr D O'Neil, Cllr Franklin

Public Time

No public were present

Before the meeting started Cllr, Franklin requested to join the committee as a new member, Cllr McBride also proposed that he was Chairman of this committee, seconded by Cllr N Moore.

RESOLVED by all members present. Cllr Franklin commenced as Chairman and the meeting continued.

1. Apologies for Absence

None

2. Disclosures of Interest

No declarations made.

3. Correspondence to the Clerk

None had been received.

4. Minutes of the previous finance meeting

The minutes of the previous meeting were unavailable and were therefore unable to be signed. Cllr McBride agreed to look in the office to see if paper copies could be found.

5. Matters arising from the previous minutes

None

6. Finance (standing item)

a. The RFO to report on the bank balances at 30/07/19

The members had received this prior to the meeting, and it was noted. It was also mentioned that cheque number 102457 for the previous Clerk had to be amended to £267.44, this was **RESOLVED** by all members that it should be paid, the cheque stub was signed at the meeting.

b. To receive the Budget Report, Statement of Earmarked Reserves and Bank Reconciliation.

This was noted by all members, Cllr Newson was concerned about the dates on the Balance Sheet as they clearly showed the EOY dates and not the date the report was printed.

c. To make payments as per cheque list sent prior to meeting.

It was **RESOLVED** by all members to make all the payments listed as well as the Locum Clerk's salary, expenses and an overdue bill from ESCC regarding the 20mph speed assessment.

AUGUST 2019 Cheque list					
Supplier	Cheq No.	GROSS	VAT	NET	Description
EDF	DD0801	£38.00	£1.81	£36.19	Electricity
British Telecom	DD0802	£284.80	£47.47	£237.33	Telephone/Broadband charges - Parish office
Pet Waste Solutions	SO0801	£114.40	£19.06	£95.34	Pet waste
Adam Watts	SO0802	£15.00	£0.00	£15.00	Payroll services
Jane Clarke	SO0803				Salary

Jane Clarke	102457				Hours
CDS	102458	£542.40	£90.40	£452.00	Storage of Parish Council documents
Rother District Council	102459	£115.00	£0.00	£115.00	Printing Fees
GTA Civils	102460	£360.00	£60.00	£300.00	Professional
Handyman	102461	£87.75	£0.00	£87.75	Grass Cutting
Mrs Michelle Rumble	102462				Locum Clerk Salary - July - August
Mrs Michelle Rumble	102463				Expenses July - August
HMRC	102464	£248.13	£0.00	£248.13	PAYE & NIC
ESCC	102465	£432.00	£72.00	£360.00	Speed survey
TOTAL		£2,237.48			
Total of unpaid cheques		£364.55			
Current Balance at 08/08/19		£18,652.28			Chairman Signature:
Savings Balance at 08/08/19		£23,770.44			
					Date: 15th August 2019
Items marked in red relate to staff pay and are confidential					

7. Forecast of Expenditure

Cllr Moore spoke on Forecast expenditure and how it could be shown month by month, there is also no money allocated to the workstream. What will the expenditure be over the next 3-6 months? Cllr McBride also stated that the 20mph will go out to Consultation – and how should this be processed with regards to

- Costs
- Budget Allocation
- Grant Funding – looking for match funding

The Parish Council will need to draft up a proposed consultation, strategy and timeline

8. Bank Account signatories

The Locum Clerk confirmed that all signatories had now been agreed by Barclays Bank, The Bank signatories are Cllr Mann, Cllr S Moore, Cllr Franklin, Cllr McBride and it was **RESOLVED** by all members that Cllr Newson also adds herself. A new mandate will need to be completed for this. Cllr Newson also asked what the interest rate was on our Premium Account.

It was also **RESOLVED** by all members present that the Administrator which at present is the old Clerk needs to be changed and for the time being until a new Clerk is in place it will be update to just Parish Clerk. Cllr Franklin will speak with the Bank regarding this.

9. Discuss Electronic payments

The Locum Clerk will be paid by cheque.

10. To resolve to go into closed session and to exclude the press and public during items 10 Clerks Remuneration and working parameters (Admissions to Meetings) Act 1960

Unfortunately, the Parish Clerk applications could not be uploaded and therefore this has been postponed until they have been received and looked at by the Parish Council.

Finance Committee to review the submitted reports and confirmed there were to be no changes.

11. Future agenda items

None

Date of next meeting – To be agreed

There being no further business the meeting was closed at 8.00pm