

# Burwash Parish Council Finance Committee

Minutes of Burwash Parish Council Finance Committee meeting, held on 6<sup>th</sup> January 2020, at 7.00pm in the Parish Room, The Bear Car Park.

Members present: Chair – Cllr. Franklin, Cllr. N. Moore, Cllr. D. O’Neill, Cllr. B. Newman and Cllr. A. Newson.

## 1. Apologies for Absence

Apologies were received from Cllr. B. McBride (holiday).

## 2. Disclosures of Interest

Cllr. Newson declared an interest in Wild About Burwash.

## 3. Minutes of the previous Finance meeting

The minutes of the meeting on 2<sup>nd</sup> December 2019 had been signed at the Full Council meeting on 10<sup>th</sup> December 2019.

## 4. Forecast of Expenditure

The members inspected the Bank statement and the Bank Reconciliation (both as at 31.12.19), the Statement of Earmarked Reserves, the Statutory Balance Sheet and the Statutory Income and Expenditure and Detailed Income and Expenditure by Budget Heading, dated 3.1.20, but as at 31.12.19. Signed by the Chair, Cllr. R. Franklin.

## 5. Quarterly Internal Review Process.

Cllr. A. Newson had conducted an Internal review of the Bank Reconciliation Statement dated 30.11.19 on 13.12.19. There was an amount of £60.46 due to NEST Pensions outstanding since 5.4.19 and an uncleared receipt of £190.00 dated 13.3.19. The outstanding receipt relates to expected donations for the Parish Map, some of which have not yet been received – the Clerk to investigate both the amount due to NEST and the outstanding Parish Map donations, before the next quarterly review. Some cheque book stubs also did not have the required two initials. Cllr. A. Newson and the Clerk to agree on a date for the next quarterly review before the Year End.

## 6. Budget 2020/21.

The members again discussed, in full, the Budget. The annual cost to Band D was calculated at £67.8, according to the Precept and Banding calculator, an increase of 31.45%. This is a substantial increase, however although the costs of the 20mph Traffic Calming are estimated to be high, the benefits to the Community will be considerable, and has been supported by the Surveys conducted. RESOLVED: The Budget to be recommended to the Full Council on 14<sup>th</sup> January 2020.

## 7. Grant Applications 2020/21

One more application had been received: Wild About Burwash - £250 for wild seed to enhance the verges and other grass areas in the Parish.

The Grant awards as determined at the Finance Meeting on 2<sup>nd</sup> December were confirmed, together with this latest application. RESOLVED: The Grant Awards to be recommended to the Full Council on 14<sup>th</sup> January 2020.

**8. Restructure of Full Council Meetings.**

It was agreed that the suggestion should be put to the Full Council that in future the Finance Committee would meet approximately a week before the Full Council meeting, in order that the Finance documents, as detailed above, could be inspected in full by the members of the Committee, and recommended to the Full Council.

**9. Transfer funds from Current to Saving Account.**

This was deferred, until Cllr. N. Moore had been confirmed as a signatory.

**10. Information for noting or including on a future agenda**

Cllr. O'Neill agreed that he would endeavour to provide a full Business Plan of the 20mph Traffic Calming with costings, after his next meeting at the end of the month, for the next Finance Meeting.

**11. Date of next meetings:**

**19.00hrs Wednesday 5<sup>th</sup> February 2020, in the Parish Office**

**19.00hrs Monday 2<sup>nd</sup> March 2020, in the Parish Office.**