

# Burwash Parish Council Finance Committee

Minutes of Burwash Parish Council Finance Committee meeting, held on 3<sup>rd</sup> March 2020, at 7.00pm in the Internet Cafe, The Bear Car Park.

Members present: Chair – Cllr. Franklin, Cllr. T. Fox, Cllr. N. Moore, Cllr. D. O’Neill and Cllr. A. Newson.

## 1. Apologies for Absence

Apologies were received from Cllr. B. Newman.

## 2. Disclosures of Interest

Cllrs. Newson and O’Neill declared an interest in the grant application from Burwash Community Interest Company.

## 3. Minutes of the previous Finance meeting

The minutes of the meeting on 5<sup>th</sup> February 2020 had been signed at the Full Council meeting on 11<sup>th</sup> February 2020.

## 4. Forecast of Expenditure.

- a. The members had **RESOLVED** that the Bank Statement as at 29<sup>th</sup> February 2020, the Bank Reconciliation, copies of the Earmarked Reserves, the Statutory Balance Sheet, the Statutory Income and Expenditure Statement, should be recommended to the Full Council.
- b. Traffic and Transport Workstream. It was agreed that it should be **RESOLVED** that an advance authorisation of £500 should be approved by the Full Council in case an additional feasibility study was required for the 20mph project.

## 5. List of Authorised Signatures.

Cllr. Moore advised he had received the pin sentry, card and pin for Internet Banking, but had not yet been able to access the website. Cllr. O’Neill was still awaiting the authorisation from Barclays.

## 6. End of Year Figures 2019/20

The Clerk advised there had been overspends on Payroll Expense (due to extra charges after terminating the contract), General Admin costs (extra items not budgeted eg archive storage, laptop for Administrator and Parish mobile), Website & IT. Concern was expressed at the mounting costs of the Office 365 facility, and it was agreed that an up to date specification of the service provided should be requested from the company; also that at Clerk networking days, the Clerk should discuss the use of Office 365 with other clerks.

It was agreed that the Clerk should discuss with Rialtas the possibility of restructuring the Cost Centres and accounts, to bring the headings in line with the planned Committees/Workstreams, this would improve budget monitoring.

Asset Register. It was agreed to update the current year’s Register by including the laptop for the Administrative Officer, the Parish mobile phone, the additional Speed watch items and the Parish Map at the bus stop.

## 7. Timetable for End of Year and Internal Audit.

- i. Rialtas booked for preparation of Year End accounts 21<sup>st</sup> April.

- ii. Mulberry & Co booked for Internal Audit 22<sup>nd</sup> April (previous year's accountant had been unable to come before the end of May).
- iii. The Annual Governance Statement needs to be put to Full Council at the April meeting to be formally agreed and signed. However, this statement would be included in the March Agenda in order to give members the maximum opportunity to accustom themselves to the statements therein.
- iv. The Council to authorise the commencement date for the exercise of public rights, set by the RFO.
- v. The completed AGAR pack to be sent to the External Auditor.
- vi. Before 1<sup>st</sup> July (date to be confirmed) completed AGAR pack to be published by Burwash Parish Council.
- vii. Before 1<sup>st</sup> October (date to be confirmed) notice of conclusion of Audit to be published by Burwash Parish Council, with appropriate Reports and Certificate.

#### **8. Credit/Debit Card.**

The Clerk drew the members' attentions to several items under the Burwash Parish Council Financial Regulations, including the need for 3 yearly reviews, internet banking requirements and the following: *'Personal credit or debit cards of members or staff shall not be used under any circumstances.'* A discussion followed, with members unhappy with the lack of control with either credit cards or debit cards connected to the Bank Account. The idea of 'prepaid credit/debit' was suggested and it was agreed that this should be investigated. The Clerk to report on this.

A date for the quarterly review was agreed between the Clerk and Cllr. Newson – 17<sup>th</sup> March 2020 at 9.30am.

#### **9. Grant Applications 2020/21**

An application had been received from the Burwash Community Interest Company for a grant of £500.00 towards providing some fixtures and fittings in the planned tea shop in the former Freeman & Foreman premises. The aim is to provide a social hub for the village. It was **RESOLVED** that this grant application should be recommended as approved to the Full Council.

#### **10. Restructure of Full Council Meetings.**

The restructure has still to be finalised

#### **11. Transfer funds from Current to Saving Account.**

Awaiting the confirmation of the Authorised Signatures.

#### **12. Information for noting or including on a future agenda**

Because of the increasing impact of the Coronavirus global epidemic, it was **RESOLVED** that £500 should be authorised in case of need.

#### **13. Proposed Date of next meeting: Wednesday 1<sup>st</sup> April 2020 at 7.00pm.**