

# Burwash Parish Council Finance Committee

Minutes of **Virtual** Burwash Parish Council Finance Committee meeting, held at 6.00pm on Friday 3<sup>rd</sup> April 2020. The meeting was conducted using Microsoft Office 365 Teams and was recorded.

Members Present: Chair Cllr. R. Franklin, Cllr. N. Moore, Cllr. D. O'Neill, Cllr. B. Newman and Cllr. A. Newson.

Note: Cllr. Newson left the meeting and rejoined due to problems with her laptop, this is indicated in the recording.

**1. Apologies for Absence.**

There were none.

**2. Disclosures of Interest.**

There were none.

**3. Minutes of the previous Finance Meeting.**

The minutes of the meeting on 3<sup>rd</sup> March 2020 had been agreed and signed at the Full Council Meeting on 10<sup>th</sup> March 2020.

**4. Forecast of Expenditure.**

The members had **RESOLVED** that the Bank Statement as of 31<sup>st</sup> March 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.

**5. List of Authorised Signatures.**

Although Cllrs. O'Neill and Newman were Authorised to sign, they were not yet set up for Internet Banking. They will contact Barclays Bank.

**6. Update on Effect of Coronavirus (Covid-19) on the Local Community.**

The Clerk updated the members on the action taken so far. In response to the leaflet delivered to the households, over 60 volunteers had completed and submitted the online form, which enabled the data to be collated. Most importantly prescriptions were being delivered and telephone chats had been set up for those who needed the services. The request for help from the Bexhill and Battle Food Bank was discussed; it was noted that Rev. Sally would accept donations in the porch of St. Bartholomew's of non-perishable food on behalf of the Food Bank, but the members did not feel it was appropriate for the Council to make financial donations to the Food Bank; financial help should be directed to our local community if needed. It was agreed that the volunteers should be recompensed for mileage, if required, at the standard rate of 45p/mile.

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The members agreed that the Clerk should contact the local churches to offer support for any families in need.

It was **RESOLVED** to apply for a grant of £500 from the new DeFRA emergency fund for rural groups (**New Rural Response Emergency Grants**) to cover possible hardship in local businesses, and to cover mileage costs.

It was **RESOLVED** that £5,000 should be set aside as an Emergency Contingency Fund for the Coronavirus crisis.

## **7. End of Year Figures 2019/20.**

The External Auditors PKF Littlejohn have advised their instructions are delayed pending clarity over coronavirus implications, as a result of the current lockdown. The AGAR statement will be put to a meeting of the Full Council as soon as it is practicable after it is received.

## **8. Appointment and Handover to New Clerk.**

Cllr. Franklin was pleased to confirm the appointment of Emma Neil as Clerk, effective from 27<sup>th</sup> April. The current Acting Clerk will be available to help whenever required to ensure a smooth transition and offered to continue manning the Parish mobile phone in view of the current crisis.

## **9. Credit/Debit Card Application.**

The members **RESOLVED** that the Clerk should apply for an Equals Prepaid card. It will require the usual two Internet Banking Authorisations to preload the card from the Bank account, with a normal limit of £200 for necessary Council expenditure between meetings, agreed between the Clerk and the Chair of Council or Committee. The proof of expenditure will be put before the members at the next Full Council meeting, with the Payment Schedule. This card will also make the purchase of items such as the office furniture from Ikea possible.

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

There were none.

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

Discussion deferred to the next Full Council meeting.

## **12. Transfer Funds from Current to Savings Account.**

The balances remaining available on the accounts at the new Financial Year will be transferred to the Savings Account and allocated to Earmarked Reserves, in particular the Earmarked Reserve for Elections to be brought back to £5,000.

## **13. Information for Noting or including on a Future Agenda.**

Funding requirements for the 20mph Project – Traffic and Transport Committee.

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## 14. FOR RESOLUTION AT FULL COUNCIL MEETING.

The following Resolutions to be put to the Full Council on 14<sup>th</sup> April:

- a. **RESOLVE** to accept the Bank Statement and Reconciliation as at 31<sup>st</sup> March 2020 and the other statements of Forecast of Expenditure.
- b. **RESOLVE** to apply for a grant of £500 from New Rural Response Emergency Grants.
- c. **RESOLVE** to set aside £5,000 as Emergency Contingency Fund for the Coronavirus crisis.
- d. **RESOLVE** to direct any Parish Council resources to the local Community.
- e. **RESOLVE** to apply for Equals Prepaid card for the Clerk for spending under £200, any greater amount to be previously approved by the Council.
- f. **RESOLVE** after completion of the Year End accounts, the account balances remaining to be transferred from the Bank Current account to the Savings Account, and allocated to Earmarked Reserves, in particular the Election Earmarked Reserve to be topped up.

## 15. Proposed Date of Next Meeting.

Monday 4<sup>th</sup> May 2020, time to be determined.

The meeting closed at 7.35pm.