

# Burwash Parish Council

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Minutes of the **Virtual** Burwash Parish Council **Finance Committee** held at 18.00 on Tuesday 7<sup>th</sup> July 2020.

The meeting was conducted using Zoom Meeting Space and was recorded.

Please note: meeting reports are available at <https://burwashparish.org.uk/council-meetings/>

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**Members Present:** Cllr. R. Franklin, Cllr. N. Moore, Cllr. A. Newson, Cllr. T. Fox and Cllr. B. Newman

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Mr. Steve Moore was also present to update Councillors on the transfer of the Car Park from Rother.

**1. Apologies for absence.**

No apologies received.

**2. Disclosures of Interest.**

No disclosures of interest received.

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

The minutes of the meeting on 02-06-20 were agreed as an accurate record of the meeting.

**4. Update on the transfer of the car park.**

Mr. Moore updated Cllr's on the recent meeting with Rother regarding the car park transfer. Rother have stated that no continual support will be offered and of the potential £5.5k costs pa, Rother would only cover circa £150 moving forward. Expectation that BPC would cover the additional costs to keep the conveniences and car park in order.

Negotiation is still live. Mr. Moore reported to Cllr's the email trail from Rother to the previous Clerk in 2016 outlining that the support would be on a sliding scale and wouldn't include maintenance moving forward. Clerk to circulate the emails to the committee.

Cllr's discussed the use of the conveniences and whether the car park could be separated from the negotiation moving forward.

Cllr's discussed the car park charge notice that has been put up in the car park.

Committee **RESOLVE** to recommend to Full Council that a notice on the BPC website and e-bulletin should be written stating ownership of the car park is with Rother. The lease of the car park is being offered to the council and is under discussion.

Committee **RESOLVE** to produce a draft letter of response for recommendation to Full Council on 14-07-20.

**Action:** Clerk to circulate to the committee the emails from 2016 to the previous Clerk.

**Completed.**

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**Action:** Cllr. Newman to prepare a short paper for Full Council detailing the notice, charges and proposed website note from BPC.

**Action:** Clerk & Mr. Moore to produce the draft letter of response to Rother for consideration at Full Council on 14-07-20.

## 5. Forecast of Expenditure.

Committee **RESOLVE** to recommend to Full Council the following documents:

- a. Bank Statement, Statutory Balance Sheet, Statement of Earmarked Reserves and Bank Reconciliation as at 30-06-20.

*Clerk noted £12.00 that had not cleared from the Equals Card for the platform fee. Invoice had been received but had not been taken.*

**Action:** Clerk to investigate the platform fee with Equals.

- b. Statement of Income & Expenditure.

Chair reported on budget lines attached to working parties.

**Action:** Clerk to circulate the report to all Chairs of Working Parties. **Completed.**

**Action:** Chairs of Working Parties to review budget allocation.

## 6. Equals Card Expenditure.

Committee **RESOLVE** to recommend to Full Council the statement spend outlined on the Equals Card.

*Clerk noted that access to the account was proving problematic. Working to get full electronic statement for Full Council on 14-07-20.*

## 7. Working Party Budget & Rolling Budget Plan.

Committee **RESOLVE** to recommend the principle behind the report and breakdown of budget lines against workstream items to Full Council on 14-07-20.

**Action:** Clerk to circulate the report to Cllrs on the committee. **Completed.**

## 8. Christmas Lights Expenditure.

Cllr. Newman presented the **RESOLUTION** from the Community & Communications Working Party to recommend replacement of the Christmas Lights. Cllr. Newman reported that quotations were being sought for a like-for-like replacement.

Committee **RESOLVE** to recommend to Full Council agreement to spend up to £1,500 on new Christmas Lights.

## 9. List of Authorised Signatures.

Cllr. Franklin reported that Cllr. Newman was now an authorised signature on the BPC accounts. Cllr. Newman reported continued problems in contacting Barclays to obtain the card and card reader to access the internet banking. Cllr. Newman committed to continue in making contact.

Cllr. Franklin reported to the Committee that Cllr. O'Neill has resigned from the Council and, therefore, would not now be an authorised signature.

Committee **RESOLVE** to ask for Councillors to volunteer at the next Full Council meeting. Transfer of account administration to the Clerk is with Barclays at present.

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## 10. Grant Applications.

Committee **RESOLVE** to recommend to Full Council the payment of £2,000 in grant to Burwash Cricket Club.

## 11. Transfer of Funds from Current Account to Savings.

Cllr. Franklin confirmed the agreed transfer of surplus funds at Year End into reserves.

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

- Cllr. Franklin proposed a mid-term audit to be placed on the agenda for the next meeting.
- Financial consideration regarding the potential Down Meadow litigation.

## 13. For RESOLUTION at Full Council.

- Item 4: RESOLVE to recommend to Full Council note on the website regarding the car park charges.
- Item 4: RESOLVE to recommend sending a letter in response to Rother from BPC regarding the car park.
- Item 5: RESOLVE to recommend the adoption of all financial documents.
- Item 6: RESOLVE to recommend the adoption of the Equals Card statement.
- Item 7: RESOLVE to recommend the report on working party budget breakdown.
- Item 8: RESOLVE to recommend expenditure of up to £1,500 on replacement of Christmas lights.
- Item 9: RESOLVE to request volunteers for additional Councillors as banking signatories.
- Item 10: RESOLVE to recommend the payment of £2,000 in a grant to Burwash Cricket Club.

## 14. Proposed Date of Next Meeting.

Tuesday 4<sup>th</sup> August 2020, 18.00.

The meeting closed at 19.08.

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Cllr. Robert Franklin  
Chair of Finance Committee BPC