

# Burwash Parish Council

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Minutes of the **Virtual** Burwash Parish Council **Finance Committee** held at 18.00 on Tuesday 4<sup>th</sup> August 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. A. Newson, and Cllr. B. Newman

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**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 07-07-20 were agreed as an accurate record of the meeting.

**4. Review of Direct Debits & Standing Orders.**

Councillors discussed the current direct debits and standing orders. Councillors **RESOLVE** to recommend to Full Council a review of the energy provider and the landline and internet provider to ensure best value.

**Action:** Clerk to conduct reviews and present a paper at the next Finance Committee meeting.

**5. Forecast of Expenditure.**

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

- a. Bank Statement as at 31-07-20.
- b. Statutory Balance Sheet as at 31-07-20.
- c. Statement of Earmarked Reserves.

**Action:** Clerk to provide further analysis of Earmarked Reserves at the next Finance committee meeting.

- d. Bank Reconciliation as at 31-07-20.

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

- e. Statement of Income & Expenditure.

**Action:** Clerk to explore the parameters of the CIL income and feedback to Councillors at the next Finance Committee.

**Action:** Cllr. Newman to place the Hastings Direct income onto the agenda for the next Communications and Community working party meeting for ideas of how to thank volunteers.

- f. Payment Schedule as at 31-07-20.

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## 6. Equals Card Expenditure.

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

## 7. Traffic & Transport Expenditure.

Committee **RESOLVE** to recommend to Full Council the proposed expenditure on the following items:

- i. £63.68 on the maps for the Neighbourhood Plan.
- ii. £410.00 + VAT for the speed survey schedule for September 2020.

## 8. List of Authorised Signatories.

Cllr. Newman confirmed that he is now a full signatory on the account.

The Clerk is now a confirmed signature on the account.

**Action:** Clerk to contact Barclays for full internet bank access.

**Action:** Clerk to send a request to Cllr. Stemp and Cllr. Hosein to become additional signatures on the account.

## 9. Grant Applications.

There were no grant applications to review.

## 10. External Audit Update.

Clerk reported the change in the dates for the Public Exercise of Rights.

Dates are Friday 14<sup>th</sup> August to Friday 25<sup>th</sup> September. Clerk noted that these have already been published on the website.

**Action:** Clerk to send Cllr. Franklin the notices to include on the parish noticeboard.

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

- Budget for 2021/22 process to be discussed.

## 12. For RESOLUTION at Full Council.

- Item 4: **RESOLVE** to recommend to Full Council a review of the energy and telecommunications provider.
- 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 i: **RESOLVE** to recommend to Full Council expenditure of £63.68 for maps on the Neighbourhood Plan submission.
- Item 7 ii: **RESOLVE** to recommend to Full Council expenditure of £410.00 + VAT on the speed survey.

## 13. Proposed Date of Next Meeting.

Thursday 3<sup>rd</sup> September 2020, 18.00.

The meeting closed at 19.01.

# Burwash Parish Council

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Cllr. Robert Franklin  
Chair of Finance Cmmittee BPC

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