

Burwash Parish Council Finance Committee

Minutes of the **Virtual** Burwash Parish Council **Finance Committee** held at 18.00 on Tuesday 5th May 2020.

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

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

1. Apologies for Absence.

Apologies were received from Cllr. Newson and Cllr Fox.

2. Disclosures of Interest.

No disclosures of interest received.

3. Minutes of the previous Finance Meeting.

The minutes of the meeting on 3rd April 2020 were agreed and will be signed at the Full Council Meeting on 12th May 2020.

4. Forecast of Expenditure.

The members had **RESOLVED** that the Bank Statement as of 31st 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.

It was **RESOLVED** that the members report to the Full Council on the actions outlined in the report received from the Internal Auditor.

5. List of Authorised Signatures.

It was **RESOLVED** that the Clerk be given administrative rights to the bank accounts. Cllrs. O'Neill and Newman to continue to request set up on internet banking. Delays ongoing due to Covid-19 crisis.

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

It was reported that the voluntary prescription service was working very well. Phone calls to vulnerable residents are continuing.

7. Annual Governance & Accountability Return (AGAR) 2019/2020.

It was **RESOLVED** that members recommend to the Full Council the completed AGAR statement (section 1) for agreement at the next Full Council meeting on 12th May 2020. It was **RESOLVED** to carry section 2 of the AGAR statement over to the Full Council in June, for discussion prior at the next Finance Committee on 2nd June 2020.

8. Grant Applications 2020/21.

It was **RESOLVED** by the members to pay the Grants outlined in the payment schedule.

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Clerk to amend the grant application paperwork to outline payment framework and timing.

As at 01-05-20		Payment Schedule 01-05-2020				
Payee	Date	Ref	Gross	VAT	NET	
EDF Energy	01-May	SO	31.00	0.00	31.00	Electricity SO
Mulberry & Co	01-May	6312	180.00	36.00	216.00	Internal Audit 2019/20
Satswana Limited	01-May	2082	150.00	30.00	180.00	DPO Service Annual Charge
Rialtas	24-Apr	27829	360.00	72.00	432.00	Year End Closedown Online
Uniserve Southeast Ltd	15-Apr	UNI24999	23.00	4.60	27.60	Remote Support Microsoft Teams
Surrey Hills Solicitors	20-Apr	3408	250.00	50.00	300.00	Down Meadow Advice
Pet Waste Solutions	01-May	SO	114.40	0.00	114.40	Dog waste bins
ESALC/NALC	01-May	702	810.00	0.00	810.00	Membership balance (error made on initial payment)
TOTALS			1918.40	192.60	2111.00	
Salaries						
R. Guernier	30-May				tba	
S. Franklin	30-May				tba	
E. Neil	30-May				tba	

9. Restructure of Full Council Meetings.

It was **RESOLVED** to recommend the new format for Full Council meetings to be initiated with the agenda for the Full Council meeting on 12th May 2020.

Committees will present minutes to Full Council with clear resolutions for approval at Full Council.

Clerk to provide committees with a template for agenda and minutes. Process to be reviewed after 3 months.

Clerk to write to NALC to explore guidance around meetings and social distancing to enable committee to plan for the end of lockdown.

Opening plans to be placed on future agendas for continuous review.

10. Transfer of Funds from Current to Savings Account.

It was **RESOLVED** for this item to remain on the agenda. Members agreed to hold the transfer until the Clerk retained administrative rights to the bank accounts.

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

Nothing to report.

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12. FOR RESOLUTION AT FULL COUNCIL MEETING.

The following Resolutions to be put to the Full Council on 12th May 2020:

- a. **RESOLVE** to accept the Bank Statement, Bank Reconciliation as at 31st March 2020 and the other statements of Forecast of Expenditure.
- b. **RESOLVE** to outline response to actions received from Internal Audit Report.
- c. **RESOLVE** to give Clerk administrative rights to the internet bank accounts.
- d. **RESOLVE** to report and recommend the AGAR for 2019/2020.
- e. **RESOLVE** to recommend the payment of grants previously agreed by Full Council.

13. Proposed Date of Next Meeting.

Tuesday 2nd June 2020, 18.00.

The meeting closed at 18.43.

X

Cllr. Robert Franklin
Chair of Finance Cmmittee BPC