

Burwash Parish Council

Minutes of the **Virtual** Burwash Parish Council **Finance Committee** held at 18.00 on Tuesday 5th October 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/>

Members Present: Cllr. R. Franklin, Cllr. A. Newson, Cllr. F Hosein and Cllr. T. Fox

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 03-09-20 were agreed as an accurate record of the meeting.

Action: Clerk to submit the minutes for adoption at Full Council on 13-10-20.

4. Review & Update of the Car Park Transfer.

Cllr. Franklin updated the committee on the latest meeting with Rother District Council. Outline proposal to demolish the toilets and deliver a community toilet scheme involving local businesses is being explored. Waiting on RDC to produce the lease for consideration and the final amounts being agreed.

Action: Cllr. Franklin to speak to The Bear as a key business for the community scheme.

5. Forecast of Expenditure.

RFO advised that at points during the year the Parish Council have more than the insurable £85k in the bank accounts and recommended moving the core reserves and earmarked reserved into a saving account with an alternative bank.

Committee **RESOLVE** to recommend to Full Council the motion above.

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

- a. Bank Statement as at 30-09-20.
- b. Statutory Balance Sheet as at 30-09-20.
- c. Statement of Earmarked Reserves.
- d. Bank Reconciliation as at 30-09-20.
- e. Statement of Income & Expenditure as at 30-09-20.
- f. Payment Schedule as at 30-09-20.

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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 top up feature has now been activated to allow the Clerk to top up the card to the agreed £500 limit.

7. Earmarked Reserves.

Committee discussed the movement of Earmarked reserves heading. Agreed to postpone the changes until the end of the financial year once the budget had been agreed.

8. 2021/2022 Budget.

Cllr. Franklin confirmed that Cllr. Newman has submitted a 3-year financial plan for the Community & Communication working party.

Action: Clerk to share the C&C financial plan with other committees and working parties to encourage delivery of their own plan.

Committee discussed the raising of the parish precept.

Action: Clerk to research neighbouring parishes precept and feedback to the committee.

Action: Cllr. Franklin and RFO to work on the first draft of the budget for Full Council on 13-10-20.

9. List of Authorised Signatures.

Cllr. Hosein and Cllr. Fox agreed to become additional signatures on the Parish bank accounts.

Action: Clerk to action mandate for Cllrs. Hosein and Fox.

10. Grant Applications 2020-2021.

- a. Committee considered the grant application from Jane Coleman School of Dance for £250.00. Unanimously **RESOLVE** to recommend to Full Council on 13-10-20.
- b. Committee considered the grant application from Burwash Musical Theatre for £200.00. Unanimously **RESOLVE** to recommend to Full Council on 13-10-20.
- c. Committee were reminded that they previously agreed to a payment of £150 to BCWRA for a Christmas tree, stand and lights.

Committee discussed providing private businesses with grants and moving forward the possibility of match funding for private businesses. Committee understands that the grants approved above are for support during Covid for businesses that, in turn, support the infrastructure of the Parish, i.e. rent to the village hall.

11. Telecommunications & Energy Supplier Review.

The Clerk confirmed that the new 24-month contract would go live on 08-10-20. This will end the rolling contract with BT.

12. Urban Grass Cutting ESCC Proposal.

Committee confirmed that this will form part of the Environment & Maintenance working party agenda and will feed back to Full Council.

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13. Budget 2021/22.

Please see item 8.

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

15. For RESOLUTION at Full Council.

- Item 5: Recommendation to Full Council to move core and earmarked reserves into an alternative bank savings account.
- Item 10: Grant applications for Full Council approval.

16. Proposed Date of Next Meeting.

Tuesday 3rd November 2020, 18.00.

The meeting closed at 18.58.

X

Cllr. Robert Franklin
Chair of Finance Committee BPC