

# Burwash Parish Council

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Minutes of the **Virtual** Burwash Parish Council **Finance Committee** held at 18.00 on Tuesday 2<sup>nd</sup> June 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 and Cllr. B. Newman,

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No members of the public were present.

**1. Election of Chair for the ensuing year.**

Cllr. Newman and Cllr. Moore nominated Cllr. Franklin to continue as Chair. Cllr. Franklin stated that he would have preferred not to be Chair as this may constitute of conflict as Cllr. Franklin is Chair of the Council overall. However, Cllr. Franklin accepted for the short term until a replacement can be found.

**2. Election of Vice-Chair for the ensuing year.**

No nominations for Vice-Chair. **Action:** Cllr. Franklin to speak to Councillors not present at the meeting.

**3. Terms of Reference.**

Councillors agreed to amend the proposed Terms of Reference. **Action:** Clerk to update and circulate to committee members.

**4. Apologies for Absence.**

Apologies were received from Cllr. Newson and Cllr. O'Neill.

**5. Disclosures of Interest.**

No disclosures of interest received.

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

The minutes of the meeting on 05-05-20 were agreed as an accurate record of the meeting.

**7. 2018/2019 External Auditor Report.**

Councillors formally responded to the 2018/19 report from the External Auditor.

- a. Report stated: *Council had not restated the 2017/18 figure when revaluing assets (grit bins) in Section 2, Box 9 of the AGAR.*

Council reported that this was restated after the deadline and is now correct for the 2019/2020 AGAR. **RESOLVED.**

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- b. Report stated: External payroll provider costs have been incorrectly included in Box 4 rather than Box 6.*  
Council reported that the AGAR has been amended. Confirmed in the Internal Report 22-04-20. **RESOLVED.**
- c. Report stated: Weakness in relation to income & expenditure relating to the internet café not being correctly processed and authorised by Council. Must ensure action taken to correct this in a timely manner.*  
Council reported that income is now given monthly to RFO along with an agreed spreadsheet noting the breakdown. **RESOLVED.**
- d. Report stated: Council had not provided adequate explanation for the variance between the prior and current year values in Box 9 (fixed assets).*  
Council reported that the additional explanation has now been submitted. Variance of £19,804 is made up of Grit bins revalued £2,850, Kipling statue and bench £16,000, Colour Printer Internet Café £350 and Office Chairs £600. **RESOLVED.**

## **8. Internal Audit Report 2019/20 Points Forward.**

Councillors formally responded to the points raised by the Internal Auditor on the 2019/20 accounts.

- a. Report stated: recommendation that the updated version of the Council Standing Orders is loaded onto the Parish website.*  
**Action:** Clerk to update and bring to Full Council for agreement.
- b. Report stated: Council to publish updated Financial Regulations on Parish website.*  
**Action:** Clerk to update and load onto website.
- c. Report stated: blanked approval of policies & procedures not recommended. Recommend that they are listed in full.*  
**Action:** Clerk to place full list of statutory policies on the agenda for Full Council on 09-06-20. **RESOLVED.**
- d. Report stated: Recommendation that Council review general reserves and reallocate earmarked reserves to 50% of precept.*  
Committee **RESOLVE** to action moving the surplus budget from 2019/20 into reserves immediately. **Action:** Cllr. Franklin to initiate.
- e. Report stated: Recommendation to review cost codes.*  
Clerk confirmed that full review was conducted with Rialtas at Year End in April 2020. **RESOLVED.**
- f. Report stated: Review of payroll record to reduce late or missed PAYE or NI amounts.*  
Committee confirmed Council now operate internal payroll using HMRC's Basic Tools system online. **RESOLVED.**

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g. *Report stated: Entries for outstanding cheques reviewed and where necessary corrected.*

Clerk confirmed that this review was conducted with Rialtas at Year End in April 2020. **RESOLVED.**

h. *Report stated: 2019/20 AGAR to be restated to correct rounding error in Box 6 on 2018/19 AGAR.*

Clerk confirmed that restated figures have been amended on the 2019/20 AGAR submitted to committee and Full Council on 09-06-20. **RESOLVED.**

## 9. AGAR Report Section 1 2019/20.

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

- i. YES – we have put in place arrangements for effective financial arrangements during the year, and for the preparation of the accounting statements.
- ii. YES – we maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- iii. YES- we took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
- iv. YES – we provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.
- v. YES – we carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  
**Action:** Clerk to update risk assessment and circulate to Councillors.
- vi. YES – we maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
- vii. YES – we took appropriate action on all matters raised in reports from internal and external audit.
- viii. YES – we considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
- ix. Committee advised that this doesn’t apply to Burwash Parish Council as no trust funds are evident.

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## 10. AGAR Report Section 2 2019/20.

Committee **RESOLVE** to recommend to Council the figures outlined in Section 2 of the AGAR for 2019/20.

## 11. Forecast of Expenditure.

Committee **RESOLVE** to recommend to Full Council the removal of surplus budget from 2019/20 into reserves with immediate effect.

Committee **RESOLVE** to recommend the approval of bank statements, statutory balance sheet, statement of income & expenditure, statement of earmarked reserves and the bank reconciliation as at 31-05-20.

Committee **RESOLVE** to recommend to Full Council the approval of the payment schedule.

Committee questioned the BT quarterly invoice being high. **Action:** Clerk to explore alternative providers and costs and report back to Committee.

## 12. List of Authorised Signatures.

Councillors reported long waiting times and difficulty in contacting the bank to authorise additional signatures on the account. Committee thanked Councillors for their efforts.

## 13. Equals Card Procedure.

Committee **RESOLVE** to approve the procedure for the Equals Card for Full and recommend adoption at Full Council.

Action: Clerk to include procedure in Financial Regulations Policy document.

## 14. Grant Applications.

Committee **RESOLVE** to offer Burwash Cricket Club £1,000 of their requested £2,000 and ask that they explore other grant opportunities and give more detail on costings before agreeing to the full amount. **Action:** Clerk to contact Burwash Cricket Club with committee decision.

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

See item number 12.

## 16. Process and Procedure Update and Review.

Committee **RESOLVE** to recommend to Full Council the following process and procedure:

- a. Neighbourhood Plan to stand alone as a separate item on Full Council agenda.
- b. Committees are: Finance, Planning and HR.
- c. Working Parties are: Community & Communications, Environment & Maintenance and Traffic & Transport.
- d. All Councillors to email Clerk or Chair with apologies.
- e. All Committee & Working Parties to produce minutes in the provided template for Full Council.

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- f. Clerk to highlight resolutions to be approved at Full Council from Committees and Working Parties.

**17. 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.

**18. For RESOLUTION at Full Council.**

- Item 7.
- Item 8.
- Item 9.
- Item 10.
- Item 11.
- Item 13.
- Item 16.

**19. Proposed Date of Next Meeting.**

Tuesday 7<sup>th</sup> July 2020, 18.00.

The meeting closed at 18.38.

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Cllr. Robert Franklin  
Chair of Finance Committee BPC