

Burwash Parish Council

Minutes of the **Virtual** Burwash Parish Council **Finance Committee** held at 18.00 on Thursday 3rd September 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, and Cllr. B. Newman

1. Apologies for absence.

No apologies received. Cllr. Franklin to speak to Cllr. Fox regarding future inclusion on the committee.

2. Disclosures of Interest.

No disclosures of interest received.

3. Minutes of the previous Finance Meeting.

The minutes of the meeting on 04-08-20 were agreed as an accurate record of the meeting.

4. Review & Update of the Car Park Transfer.

Cllr. Franklin reported that the Clerk has received a letter from Rother outlining that they will not honour the original sliding scale lease but will offer capital works on the toilets and a lump sum, one off payment.

Mr. Steve Moore and the Clerk are working with Rother to move towards a resolution for Full Council as soon as possible.

5. Forecast of Expenditure.

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

- a. Bank Statement as at 31-08-20.
- b. Statutory Balance Sheet as at 31-08-20.
- c. Statement of Earmarked Reserves.

Action: Clerk to speak to Rialtas and report back to the Finance Committee on Earmarked Reserves.

Committee discussed the potential costings of the Traffic & Transport working party recommended and Parish wide consultation.

Action: Cllr. Newman to update the parish letter and send to the Clerk for inclusion in the papers for Full Council on 08-09-20. *Completed.*

- d. Bank Reconciliation as at 31-08-20.
- e. Statement of Income & Expenditure as at 31-08-20.

Action: Clerk to realign the cost codes from Down Meadow expenditure to Legal & Professional.

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- f. Payment Schedule as at 31-08-20
Committee discussed the RFO being authorised to spend up to £500 without Council approval. Agreed to follow this process as per the financial regulations.
Action: Clerk to update the payment schedule to indicate whether invoices have been paid.
- 6. Equals Card Expenditure.**
Committee **RESOLVE** to recommend to Full Council the statement spend outlined on the Equals Card.
Action: Clerk to speak to Equals to change the authorisation and access so that the Clerk can top up from the main account.
- 7. Traffic & Transport Expenditure.**
Committee **RESOLVE** to recommend to Full Council the proposed expenditure on the following items:
i. £600 (inc VAT) for the Burwash Common & Weald feasibility study.
- 8. 2021/2022 Budget.**
Committee discussed the process for budgeting for 2021/22.
Action: Clerk to place Business Plan Review onto the 08-09-20 agenda for the Full Council meeting. *Completed.*
Committee discussed the possibility of grants and donations from the Parish Council increasing next year to include small businesses that feed into the village infrastructure.
Action: Clerk to approach Burwash Musical Theatre and the Ballet groups that use the village hall with the grant application process. *Completed.*
- 9. List of Authorised Signatures.**
The Clerk confirmed that access to the bank accounts had now been completed.
Action: Cllr. Franklin to speak to Cllr. Fox regarding taking on the reconciliation audit responsibility which would free Cllr. Newson to become a signature on the bank account.
- 10. Grant Applications 2020-2021.**
There were no applications to review.
- 11. Telecommunications & Energy Supplier Review.**
The Clerk reported on the supplier review conclusion. Committee agreed to put the energy review findings to Full Council on 08-09-20.
Action: Clerk to review Cllr. Franklin's alternative telephone system and place the telecommunications system on the agenda for the next Finance Committee.
- 12. Information for noting or including on a future agenda.**
- Budget process and initial outline.
 - Telephone supplier final review.

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13. For RESOLUTION at Full Council.

- Item 7: **RESOLVE** to recommend the Burwash Weald & Common expenditure of £600 (incl VAT) for the feasibility study.
- Item 12: **RESOLVE** to recommend to Full Council a review of energy suppliers.

14. Proposed Date of Next Meeting.

Tuesday 6th October 2020, 18.00.

The meeting closed at 19.55.

X

Cllr. Robert Franklin
Chair of Finance Committee BPC