

Burwash Parish Council

Minutes of the **Virtual** Burwash Parish Council **Finance Committee** held at 18.00 on Tuesday 4th 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/>

Members Present: Cllr. R. Franklin, Cllr. A. Newson, and Cllr. B. Newman

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 14th August to Friday 25th 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 3rd September 2020, 18.00.

The meeting closed at 19.01.

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X

Cllr. Robert Franklin
Chair of Finance Committee BPC