

Burwash Parish Council

Minutes of the **Virtual** Burwash Parish Council **Finance Committee** held at 18.00 on Tuesday 1st December 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. B. Newman

1. Apologies for absence.

No apologies received.

2. Disclosures of Interest.

None declared.

3. Minutes of the previous Finance Meeting.

The minutes of the meeting on 03-11-20 were agreed as an accurate record of the meeting.

Action: Clerk to submit the minutes for adoption at Full Council on 08-12-20.

4. Forecast of Expenditure.

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

- a. Bank Statement as at 30-11-20.
- b. Statutory Balance Sheet as at 30-11-20.
- c. Statement of Earmarked Reserves.
- d. Bank Reconciliation as at 30-11-20.
- e. Statement of Income & Expenditure as at 30-11-20.
- f. Payment Schedule as at 30-11-20.

Cllr. Newman requested that disclosure to Full Council regarding the full cost of each Parish mail out to be outlined at the next Full Council meeting.

Action: Clerk to ensure that this is noted for the agenda of the Full Council meeting scheduled for 08-12-20.

Cllr. Newman noted that the £450 grant given to the Parish Council by Hastings Direct has not been spent and requested that it be moved to another line in the budget. The Clerk clarified that the grant was in the budget as 'income' and would form part of the overall budget unless the spend was agreed.

Clerk confirmed that the backdated 'working from home allowance' will be included in the December salary payments.

Councillors **RESOLVE** to agree an earlier salary payment for December.

Burwash Parish Council

Councillors agreed to a small thank you to be purchased for Mr. & Mrs Richmond and their son, who put up and provide the electricity for the Christmas lights in the High Street.

Action: Clerk to purchase and record.

5. Equals Card Expenditure.

Committee **RESOLVE** to recommend to Full Council the statement spend outlined on the Equals Card.

6. Budget 2021/22.

Councillors **RESOLVE** to recommend to Full Council the final budget submission for 2021/22.

Action: Clerk to make final amendments and circulate to Committee before Full Council.

7. Interim Audit Results and Recommendations.

Councillors agreed to accept and adopt the findings detailed in the interim audit report.

Action: Clerk to amend the Financial Regulations to provide clarity over Committee authorisation to spend.

Action: Clerk to conduct a full review of the EMR.

Action: Clerk to conduct a full review of codes in the budget at year end.

8. 2019/20 Full Audit Results & Recommendations.

Clerk confirmed that the final year end audit report had been received with one note on the date of approval by the RFO but no other comments or qualifications.

Councillors thanked the Clerk for the excellent presentations of both the end of year audit and the interim audit.

Action: Clerk to submit the final report to Full Council on 08-12-20.

9. Grant Applications 2020/21 (Standing Item).

No grants to consider.

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

- Tree survey update.
- Budget 2021/22.

11. For RESOLUTION at Full Council.

- Item 5: Financial documents recommended to Full Council.
- Item 6: Final budget to be submitted to Full Council.
- Item 7: Interim Audit report to be submitted to Full Council.
- Item 8: Final Audit report to be submitted to Full Council.

12. Proposed Date of Next Meeting.

Tuesday 5th January 2020, 18.00.

The meeting closed at 18.37.

Burwash Parish Council

X

Cllr. Robert Franklin
Chair of Finance Committee BPC

DRAFT