

Burwash Parish Council

Finance & Admin Committee Notice

Members are hereby summoned, and notice is given that a meeting of the Finance Committee of Burwash Parish Council will be held at 19.00 on Tuesday 5th October 2021 at The Parish Rooms, when it is proposed to transact the following business.

Emma Neil

29th September 2021

Emma Neil: Clerk/RFO to Burwash Parish Council.

Tel: 07375 809 660 Email: parishclerk@burwashpc.org.uk

Address: Burwash Parish Council, Parish Office, High Street, TN19 7EU

A G E N D A

For Information Only: This meeting will be a face-to-face meeting following the current Government guidelines. Members of the Public and Press are welcome and encouraged to attend.

Due to space requirements, we are operating a booking system. If you would like to attend this meeting, please email the Clerk on parishclerk@burwashpc.org.uk to book and confirm your place at least 24hrs before the meeting. Please ensure that you follow the required instructions at the meeting.

If you have a question for the committee, please contact the Clerk to submit the question. Only items on the agenda below will form the basis of discussion and transaction of business. Anything received post the agenda being published will be included on the next committee agenda.

1. Apologies for Absence.

2. Disclosures of Interest.

To receive any disclosures by Members of personal interests in matters on the agenda, the nature of any such interest and whether the Member regards the interest as a disclosable pecuniary interest under the terms of the Code of Conduct.

3. Accuracy of the minutes of the previous meetings.

Clerk confirms that the minutes of the last Finance & Admin Committee, held on 07-09-21, were agreed and adopted by Full Council at the meeting held on 14-09-21.

4. Additional Agenda Items.

To consider such other items as the Chairman decides are urgent and due notice of which has been given to the Clerk by 12 noon on the day preceding the meeting.

5. Forecast of Expenditure.

Committee members **RESOLVE** to recommend the following documents to be adopted by Full Council under the current delegated authority remit:

- a. Bank Statement 30-09-21.
- b. Statutory Balance Sheet as at 30-09-21.
- c. Statement of Earmarked Reserves as at 30-09-21.

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- d. Bank Reconciliations as at 30-09-21.
- e. Statement of Income & Expenditure as at 30-09-21.
- f. Payment schedule as at 30-09-21.
- g. Schedule of current VAT paid as at 30-09-21

6. Equals Card Expenditure.

Committee members to review the expenditure on the Equals Card as at 30-09-21.

7. Grant Applications 2020/2021. (Standing Item)

No grant applications received.

8. Budget Review/Precept.

Councillors to review the budget report submitted for 2022-2023.

Councillors to **RESOLVE** to recommend the initial budget submission and subsequent precept implications to Full Council at the meeting on 12-10-21.

9. Review of Annual Charges.

Councillors to **RESOLVE** to recommend to Full Council the current suppliers, direct debits and standing orders for Council as the annual review:

- i. EDF energy (Electricity Parish Office) – Direct Debit £31.00 per month.
- ii. XLN Telecom (Wi-Fi & Landline Parish Office) – Direct Debit £35.88 per month. (1 year into a 2-year contract).
- iii. Pet Waste Solutions (Dog Waste Bins) – Standing Order £143.00 per month.

10. Policy / Document Review.

Councillors to review and **RESOLVE** to agree to recommend the following documents to Full Council:

- i. Financial Regulations.
- ii. Risk Management Policy & Asset Register.

11. Tommy Statue.

Councillors to review & consider the cost of introducing a Tommy Statue to Burwash.

Councillors to **RESOLVE** to make a recommendation to Full Council.

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

13. For RESOLUTION at Full Council Meeting.

- Proposed first draft budget for 2022-2023.
- Forecast of expenditure documents (as above).
- Recommended review outcome of direct debits & standing orders.

14. Proposed date of next meeting: Tuesday 2nd November 2021 @ 7.00pm.

ENDS