BURSTOW PARISH COUNCIL

Minutes of the Extraordinary Meeting of Burstow Parish Council held on Tuesday 20th January 2006 at 7pm

Open Forum – No members of the public attended

Attendance: Chairman Bob Locke, Vice Chairman Ashleigh Bolton, Cllrs Debbie Hale, Eddie Lord and Nick Bush

94 Apologies received from Cllrs Lewis, Morris, Dodman, McLean, Gilbert and Carney and accepted by Council.
95 No declarations of Interest and no dispensations required
96 Council discussed the Year end accounts of March 2025 and it was noted that a working party is to be assembled to recruit an assistant to work with the Clerk as the work demands have increased over the years and can no longer be met by one person. As the total cash balance held is itro £60,000 no ear marked reserves have been assigned. Once the VAT claim is processed, the Council will discuss and assign funds to the appropriate areas. It is likely that funds will be ear marked for the draft Neighbourhood Plan costs, including referendum, and the proposed Men's Shed.
97 Council is aware that whilst no internal audit trails have been carried out by the Council, the Chairman and other Councillors with online bank access have reviewed the bank accounts weekly. Each payment required setting up by the Clerk and then authorisation by two Councillors. Only payments with the accompanying paperwork are permitted. It was agreed that retrospective audit trails for the year ending 2025 would commence next week and that moving forward an audit trail will be carried out bi-monthly at a minimum. Cllr Bush recommended that Cllr Mclean, having previously run a business, would be suitably qualified to carry out the audit trails with Cllr Lord. Cllr lord will contact him. The Council now has the accounts software on the Rialtas cloud. There is one paid for user (currently the Clerk) but there is the option to have two 'view only' users. The Clerk will arrange for access to be set up.
98 Cllr Locke proposed that BPC approves, signs and submits the accounts to the auditor tomorrow, seconded by Cllr Hale and carried unanimously.

There being no further business the meeting closed at 10. 30 am.

Signed ..... Dated.....