

Bawdsey Parish Council Finance Committee Minutes

Tuesday 25th April 2023 - 2pm

Bawdsey Village Hall

Attendees

Cllr Brian Johnson (BJ); Cllr Clare Walker (CW); Cllr Andrew Block (AB) (Video Link)
Cllr Andy Rouse (AR) (Video Link, last 10 minutes)

Parish Clerk: Tina Hughes

1. Welcome

Due to Cllr's Andy Rouse and Andrew Block joining via video link, Cllr Brian Johnson was nominated to Chair by Cllr CW, seconded by Cllr AB

2. Receive apologies for absence

None

3. Agree and sign minutes of meeting dated 10th January 2023

Minutes agreed by Councillors

4. Summary of current finance position at 31st March 2023

Current Account - £8672.81

Reserve Account - £4018.03

CIL Funds Savings Account - £23843.44

Project Savings Account - £8256.48

Full accounts spreadsheet had been forwarded to Councillors ahead of meeting, detailing summary, expenditure, income and significant variances

5. AGAR and Internal Audit and Internal Control Report

Comprehensive report received from Trevor (Internal auditor), only a couple of things to be addressed:-

- Financial Regulations – footnote to item 11.1 (c) needs to be amended
- Date of minutes for September need to be amended
- Contact address on ICO needs to be amended

Clerk to organise and ensure amendments completed and address changed

AGAR Section 2 Accounts Statement – Total Fixed assets for 2022 needs to be restated as clerk took figure from estimated replacement costs instead of actual cost to purchase

Internal Control – has been updated to include internet banking and has been completed by Cllr Robert Thurkettle

Clerk to bring AGAR forms, internal audit and internal control to next full council meeting

6. Review end of year budget figures for 2022-23 and significant variances

Budget – Figures show underspend of £288.47, this has since been amended and now shows an underspend of £86.34, new budget figures sent to finance committee

Differences over/under £100 are:-

£537.64 overspend - Clerks Salary; new clerk higher grade and pay rise, plus back pay for two previous clerks

£707.47 underspend – Clerks Expenses; new clerk already claiming 'Working from Home' allowance and less mileage claimed

£100.00 overspend – Village Hall hire; unforeseen increase

£105.03 underspend – Bawdsey Bulletin; Costs vary depending on length of bulletin

£193.00 overspend – Donations; Jubilee and Coronation celebrations not budgeted for, therefore decrease in other donations

£430.96 overspend – Highways; Cost of 20mph survey included

£250.00 underspend – Green Issues; No tree planting this year

Significant variances sheet sent to Councillors before meeting; all variances have a valid explanation

Main differences on AGAR section is the 'income', this is due to the CIL money received and 'expenditure' mainly due to purchase of benches, contribution to quay and funding of 20mph survey

7. Interest Received on Savings Accounts

£106.98 - CIL savings interest received – recommend to full council this money transferred into current account, would cover the cost of current account annual charge of £72.00, with some left over Proposed by Cllr AB and Seconded by Cllr CW

£41.70 – Projects Savings interest – Recommend to leave in account for any further projects

£18.03 – Reserve Funds Interest – recommend to leave in account to accumulate towards reserve funds.

8. Insurance Policy

Figure same as last year, covers all assets and liabilities, Cllr CW recommended staying with Zurich policy and seconded by Cllr BJ

9. Discuss new councillors training costs

SALC offer zoom training £30.00 per module per delegate, question if this is per delegate per module or just per delegate, clerk to check with SALC, also offer 2 e-learning training to be undertaken over a year £17.00 per module for this. Cllrs feel if reasonably priced would recommend this is taken up as soon as possible

10. Risk Assessment for new benches

Benches to be added to risk assessment and taken to full council

11. Risk Assessment and Agreement between landowner for PRE

PRE to be added to risk assessment and a formal agreement between all parties organised by the clerk and taken to full council

12. Any other Matters to be brought to the attention of the committee

Cllr AB – Fencing for weather station is now completed and clerk has received a bill, £1399.20, crocus have agreed £1000.00, clerk to forward bill to Crocus and see if they will pay full amount, if not, would be a shortfall of £399.20 before VAT £166.00 after, Cllr AB would like council to pay difference, DEP have grant money to now pay for the electricity works for the DMC, so will not be asking council for funding, Cllrs would recommend, needs to go to full council, money could come out of the power legacy.

Cllr AB raised if the wooden bench had been put in place, wondered if should employ someone to complete. Clerk to raise with Cllr AR and see if he is able to do or if should employ someone

Clerk has received £75.00 from Ofcom for emergency radio license, feel this should be shared with Alderton 50/50, plus emergency telephone, Clerk to approach Alderton Clerk to ask her to take to Alderton Council and request payment towards cost.

Parking Permits to be brought to full council and James Mallinder to be asked how people can apply who have a legitimate reason for parking on the quay.

Chairs Signature: -  Dated: - 17/08/2023