

# Bawdsey Parish Council

## Minutes of the Finance Sub-Committee Meeting

Friday 19<sup>th</sup> June 2015 at 10.00am; Bawdsey Village Hall

<b>In Attendance</b> – Brian Johnson (BJ), Tony Osmanski (TO), David Baker, (DB) Jenny Webb (Clerk),	
<i>Meeting called to order by Chair BJ at 10.00am.</i>	
	<b>Action:</b>
<p><b>1. Update on current accounts and review of financial statements and record of spending:</b> The committee discussed the complex nature of having two bank accounts under one body, particularly at the end of the year when the two sets of receipts and expenditure are amalgamated for audit purposes. This will become more apparent when large grants are paid into the BCAA account as this project progresses. It was, however agreed that transparency over the financial management of the project was very necessary along with robust project management mechanisms. To this end, it was suggested that regular feedback to parish council meetings should be an established practice, including the status of grant applications, current tendering processes and the group’s bi-monthly financial position. Finances will become more complex in the run up to the building of the visitors’ centre especially regarding procurement, and the parish council, as the overseeing body will need to be in complete possession of the facts concerning the overall financial situation. These ground rules should be laid down and minuted.</p> <p>It was agreed that separate summaries of the general account and BCAA account will be submitted for each Council meeting.</p> <p>Looking over the current account expenditure, the clerk explained the three different bills for signage, namely the new parish notice board, the replacement of the No Overnight Parking sign for East Lane car park and the banners for Bawdsey Market. The subject of vandalism and criminality at the East Lane car park and at part of the former radar site was touched upon and will be put on the agenda for July’s meeting under new bye-laws. The Bawdsey Market banner sign should be taken down between events.</p>	<b>Clerk</b>
<p><b>2. Implementation of online access to BPC bank accounts:</b> The clerk explained that as RFO she would like online access to both bank accounts to see the status of these accounts mid-month and to be able to print out statements for the BCAA account. However Barclays will not allow her to register for this facility since she is not a cheque signatory. It was decided that when the new signatories are finally confirmed that one member of the finance sub-committee will assist the clerk in getting this facility up and running. <i>(Now confirmed)</i></p>	<b>Clerk</b>
<p><b>3. Review of Budget 2015-16:</b> The committee went through the headings in the budget and made the following observations: Additions to clerk’s salary had been budgeted for but a ceiling figure of £3,000 should be put forward for this year’s budget. Ray Kay billed the council for his services this year adding £50 to the audit bill. The insurance bill was less than had been budgeted for because the district council is still responsible for the Amenity Site.</p>	

<p>Membership to SALC and the Suffolk Preservation Society was deemed money well spent for the advice and support they give. Councillors deemed £1,000 for charitable donations under s137 was too much and propose half this amount. This issue will be decided at July's PC meeting. Money for Training/Conferences, the Bawdsey Bulletin, Chair's allowance and Miscellaneous was approved. The £500 for Emergency Planning was deemed too high and this was halved to £250.</p> <p>The clerk has not yet received a bill for the elections. The £1,000 budgeted for Coastal Protection Issues could be used to support BCP but it was thought it would be better put under Reserves and earmarked for this purpose. The question of setting up a separate deposit account with instant access was discussed with 50% of the precept resting there as reserves. This will be put on July's agenda for discussion.</p>	<p><b>Clerk to put item on agenda</b></p>
<p><b>4. Update on BCAA spending:</b> Clerk gave out a list of grants awarded to BCAA WG to date. Otherwise this topic was discussed in detail at item 1.</p>	
<p><b>5. Explanation of External Audit Compliance:</b> Clerk explained that the accounts have to be open to the any member of the public who wish to scrutinise them from June 15<sup>th</sup> -July 10<sup>th</sup> after which they are sent off to the external auditor. A notice to this effect has been put on the parish notice board.</p>	
<p><b>6. Review of Clerk's Contract and Remuneration:</b> The Chairman explained that the clerk's salary and contract should be reviewed annually in May but that this was the first opportunity to do so in this new sub-committee. The financial role of the parish clerk in Bawdsey has become more complex with the addition of the BCAA project and in the preceding financial year the installation of Calor Gas in the Village Hall, necessitating more hours. The Committee concluded that the clerk's salary should be tied to the JNC pay scales for parish clerks as set out by NALC. This would raise the clerk's basic bi-monthly salary from £330 to £420 (Spinal column point 19: £9.551 per hour [NALC pay agreement]). The hours per week would remain at 5.5 and any overtime including planning meetings would be calculated at the same hourly rate. This will be backdated to April 2015. An annual payment of £25 per annum would be paid for the use of the clerk's own computer and printer. Clerk's wages would rise incrementally each year after the annual appraisal. The annual bonus would be withdrawn to reflect the higher rate of pay.</p>	
<p><b>7. AOB</b> Clerk noted that she could be on holiday when an anticipated planning application arrives. Councillor DB said he would take delivery of the plans if the clerk let the planning department at SCDC know to send it to his address.</p>	<p><b>Clerk</b></p>

Signature: .....

Date: .....

*Brian Johnson- Chair of Bawdsey Parish Council*