

Bawdsey Parish Council

Minutes of the Finance Sub-Committee Meeting

Tuesday 10th November 2015 at 9.00am

In Attendance – Brian Johnson (BJ), Tony Osmanski (TO), David Baker, (DB) Jenny Webb (Clerk)	
<i>Meeting called to order by Chair BJ at 9.00.</i>	
	Action:
1. To approve minutes of finance meeting of September 3rd: Chair BJ signed the minutes as an accurate record. He noted at item 9 that accounts from VHRGC for 2014-15 have been received.	
2. Update on current financial position: Clerk distributed the latest spending figures which showed a balance of £4638.56 at the end of October in the current account and £2,000 in the newly set up Savers Account. BQVC account holds £13,662.61 with an additional £231.19 from Peter Wain's talk.	
3. Financial Standing Orders: The committee looked over the council's existing Financial Orders and compared them fleetingly with NALC model to see where there was room for amendments in the light of the council's use of internet banking. The Clerk was asked to send suggestions for additions as well as copies of the NALC FSO to councillors on the committee so they could peruse them at leisure. A decision for amendments to the council's FSO will be made at their next meeting.	Clerk
4. Terms of Reference for Finance Committee: It has been suggested that this committee be given delegated powers to release funds for BQVC when necessary. To this end they have to be mandated by the full council and therefore need specific terms of reference. A set of such terms was not forthcoming at the meeting so the Clerk was asked to provide a model template from NALC for small councils for discussion at the next Finance Committee meeting.	Clerk
5. To agree a draft budget 2016-17 and precept rise: The committee proposed to increase the precept to £6,900, a rise of 4.54% to allow for additional expenses in the coming year. Draft figures were discussed under each heading. It was decided to separate out the figure for stationery from Clerk's Expenses which looked very high because of travel expenses to training courses. This aspect will be added to Training/Conferences. Clerk to forward draft budget and precept increase to councillors for their consideration at the next PC meeting	Clerk
6. To consider Business Case for BQVC: Chair Peter Wain has distributed the business case to members of the WG who have been asked to respond by 15 th November. He will present the case to full council at an additional PC meeting on 25 th November when the council will debate its acceptance.	
7. To authorise new cheques for signing: Cll Richard Tricker (Tree Warden Expenses) £34.80; SALC (Finance Day) £90; SALC (Budgeting Workshop) £30; Richard Tricker (Expenses/Stationery) £17.15; SCDC Elections £342.41. It was noted that the elections bill was half that expected which was welcomed.	

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Signature:

Date:

Brian Johnson- Chair of Finance Committee

Draft until Signed