

Bawdsey Parish Council

Minutes of the Finance Sub-Committee Meeting

Thursday 3rd September 2015 at 9.45am

In Attendance – Brian Johnson (BJ), Tony Osmanski (TO), David Baker, (DB) Jenny Webb (Clerk)	
<i>Meeting called to order by Chair BJ at 9.45am.</i>	
	Action:
1. To approve minutes of finance meeting of June 19th: Chair BJ signed the minutes as an accurate record. He noted that Clerk's new contract had been approved by the parish council. Clerk to amend signatory title to reflect the fact this is a separate committee of the Parish Council.	Clerk
2. To adopt revised figures for the end of year accounts: Following the external audit, the Clerk had cause to change the figures in the end of year accounts. A wide ranging discussion of the figures culminated in the committee deciding to put off signing the financial statements until certain figures had been clarified to their satisfaction. Councillors requested that in future they would like to see separate end of year figures for the BCAA account and the regular PC account. Clerk pointed out that for the purpose of the annual audit, the receipts and expenditure for the two accounts had to be amalgamated.	Clerk to clarify figures for the next PC meeting
3. Update on current financial position: Clerk distributed the latest spending figures which showed a balance of £5,698.82 at the end of August in the current account. Chair BJ suggested the date of each cheque paid out is also included in the list of payments. The second half of the precept (£3,300) is due in September. BPC received a SCC grant of £1,500 earmarked for the Amenity Fund which will be transferred to them immediately. An invoice for the local elections is still to come and is likely to be in the region of £700. Clerk will claim VAT of approx. £375 at the end of September, giving a healthy overall balance. No major bills are foreseen.	Clerk
4. To adopt updated budget: The committee was happy with the updated budget as far as expenditure was concerned. A decision was made to separate the reserves from the budget and to limit the amount to £5,000, earmarked as contingency funds which will cover coastal protection issues, BCAA (short term shortfall in funding) and general contingencies.	
5. Update on BCAA (Amenity Fund account) spending: This account has £12,143.43 in it at present which will rise to £13,643.43 with the transfer of the SCC grant. Another £40 from bird boxes has also been paid in. VAT of £1,795.34 was transferred from the council's regular account to reflect all the VAT the project has earned from its outset to the present day. Cll TO has requested that a monthly statement for this account be sent in future instead of an annual one. A full statement dating from December 2014-August 2015 has now been received.	

<p>6. To adopt Clerk's new Contract: Chairman BJ pointed out this had already been approved at the last council meeting. New contract to be signed at the next PC meeting.</p>	
<p>7. Electronic banking: Cll Tony Osmanski gave the committee an update on the progress made to facilitate internet banking. Following the repeal of s150 of the Local Government Act (1972) the two signature rule relating to the signing of cheques can be replaced by internet banking providing the council has put in place safe and efficient arrangements in accordance with the guidance.</p> <p>As a signatory, TO contacted Barclays to request the view-only facility for use of the clerk/RFO. He has now received the necessary card, pin and is awaiting the card reader. This view-only facility will allow the clerk access to bank statements mid-month. This could be expanded to allow electronic payments in the fullness of time. The committee agreed that the Clerk who is also the RFO will be the main user of the online viewing function and that the finance committee will hold the information relating to pin, card and card reader securely.</p> <p>8. To review savings account options: Clerk informed the committee of a Barclays savings account called Active Saver which has easy access. It was agreed to recommend to the full PC meeting that an account be opened with £2,000 initially to house the reserves of the council.</p> <p>9. To request VHRGC accounts: Following a decision at the last parish council meeting, (Minute reference 7.iii-22/7/15) the clerk was asked to request a copy of the annual accounts of the VHRGC for their records as Holding Trustee. The village hall and recreation ground form part of the assets of BPC.</p> <p>10. To approve rise in rental cost of the Village Hall: Councillors agreed that a rise in rent was reasonable since it has remained unchanged since 2006. Chair BJ will discuss with Chair of the VHRG committee an acceptable figure.</p> <p>11. To decide whether to insure new notice boards: Following the second theft of the No Overnight Parking sign at East Lane, the committee agreed that insuring the more expensive new parish notice board would be advisable. Clerk to get a quote from CAS. It was decided not to replace the East Lane sign, the theft of which has been reported to WSNT.</p> <p>12. To authorise new cheques for signing: A cheque for £1,500 was made out to the Amenity Fund account. This part-grant from SCC was earmarked for the Open Classroom.</p> <p>13. Matters to be brought to the attention of the council: TO wondered whether hospitality expenses relating to meetings held by the BCAA working group and various visiting consultants could be paid by the Parish Council. The committee deemed they could be reclaimed as Expenses and paid from the Amenity Fund Account.</p>	<p>Clerk</p> <p>BJ</p> <p>Clerk</p>

Signature:

Date:

Brian Johnson- Chair of Finance Sub Committee