

# Bawdsey Parish Council

## Minutes of the Finance Committee Meeting

Tuesday 14<sup>th</sup> November 2017 at 2.30pm

<b>In Attendance</b> – Andrew Block (AB), Brian Johnson (BJ), Jenny Webb (Clerk/RFO)	
<i>Meeting called to order by Chair AB at 2.30 pm</i>	
	<b>Action:</b>
<b>1. Welcome:</b> AB welcomed Cll Johnson and Clerk.	
<b>2. To approve minutes of the Finance Meeting of 8th September 2017:</b> Signed by Chairman.	
<b>3. Review accounts for BPC, BQVC and Savers Accounts:</b> Clerk distributed the latest spending figures which showed a balance of £4,848.77 in the current account, well within budget; £9,580.23 in the BQVC account and £4,013.12 in the Savers Account.	<b>Clerk</b>
<b>4. Consider External Audit and matters arising:</b> The Clerk reported that the BDO, the external auditing body has given the council a qualified audit because a grant from SCDC which BPC returned to them within the financial year should have been included in the end-of-year figures. A new body has been appointed to carry out the external audit 2017-18 and higher fees are expected. Since the council undertook the mains water installation at the toilets at the amenity site, they will not fall under the Smaller Authorities regime for accounting purposes which relates to councils with expenditure under £25,000. Council should budget accordingly.	
<b>5. New Data Protection Act and implications for budget:</b> Following the new General Data Protection Regulations (GDPR) now in force, the council will have to appoint a Data Protection Officer which can't be the clerk or a councillor. SALC has teamed up with a private company DPO to provide the services of a Data Protection Officer but at a cost. Clerk is to attend an information morning next week at SALC and will report back to the November PC meeting. (Higher costs to comply with the new regulations are inevitable but clerk feels BPC, with its few assets, will be able to present itself as a smaller council with a corresponding lower annual fee. This will still entail an additional annual expenditure.	<b>Clerk</b>
<b>6. Consider budget figures for 2018-19 and propose level of precept and contingency funds:</b> The committee considered a draft budget provided by the clerk. Councillors accepted the necessity of raising the precept because of the inevitable higher costs the council will incur next year as detailed above. They will therefore recommend to the parish council a small rise of 3% in the precept up to £7,500. The level of contingency funds will remain the same for the time being.	
<b>7. Consider state of grants for BQVC- Lord Belstead and Alfred Williams Grants, Tesco Bags of Help:</b> The £1,000 from the Tesco Bags of Help grant paid into the BQVC account has been spent on tree surgery around the pond area at the amenity site to the tune of £912.00. £4,000 in the BQVC account is ring-fenced grant monies from the Alfred Williams and the Lord Belstead Trusts originally for the build of the Visitor Centre. Clerk wrote to Peter Wain, Chair of the WG, asking his opinion as to whether he thought the grants could theoretically	<b>Clerk</b>

<p>be spent on renovating the tin chapel on PGL land. He advised that since the money was given for the purposes outlined in the two application forms, it should not be used for a different purpose, such as the renovation of the tin chapel, unless the Trustees of the two trusts agree. Clerk to write to the trustees to explain that the original project is no longer viable. Discussions relating to the development of the tin chapel on PGL land will take place at the next PC meeting.</p>	<p>Clerk</p>
<p><b>8. Review asset register:</b> Clerk to add retrospectively the toilet block and Velux windows purchased for the Visitor Centre to the asset register.</p>	
<p><b>9. Review sale of disabled toilet block and Velux windows:</b> Clerk reported that she had tried in vain to interest the manufacturers of the goods to buy them back from the PC. She also contacted local builders to see if they could use the goods. Faced with a lack of interest from these bodies, Clerk was asked to try and sell these goods in the local press at a discount.</p>	<p>Clerk</p>
<p><b>10. Review of payment for dustbin stickers:</b> Sixteen residents have asked for dustbin stickers to try to deter speeding in the village. Due to the low uptake, the committee recommended that the parish council should subsidise the full cost of these and not ask for payments from residents.</p>	
<p><b>11. Cheques to sign:</b> i. SCDC Bulletin payment due £20.21      ii. Arb Care £912.00</p>	
<p><b>12. Any other financial matters to be considered:</b> None</p>	

Meeting ended at 3.30pm.

Signature: .....

Date: .....

Andrew Block Chair of Finance Committee

Draft until Signed