

Bawdsey Parish Council

Minutes of the Finance Committee Meeting

Tuesday 15th May 2018 at 3.45pm

In Attendance – Andrew Block (AB), Brian Johnson (BJ), Jenny Webb (Clerk/RFO)	
<i>Meeting called to order by Chair AB at 3.45 pm</i>	
	Action:
1. Welcome: AB welcomed Cll Johnson and Clerk.	
2. To approve minutes of the Finance Meeting of 13th November 2017: Signed by Chairman.	
3. Review accounts for BPC, BQVC and Savers Accounts: Clerk distributed the latest spending figures which showed a balance of £6,234.72 in the current account; £4,668.23 in the BQVC account and £4,020.79 in the Savers Account. The current account has been boosted by the receipt of the first half of the precept and by a donation of £1,000 towards the village sign from the Alfred Williams Trust.	
4. Decide how much to move to Saving Account and whether to close BQVC account: The councillors decided to recommend moving £2,000 to the Savers account and to retain the BQVC account to keep these monies separate from the current account. 5. Consider internal audit report/matters arising and insurance requirements for 2018-19 The Clerk reported that the internal auditor Trevor Brown has given BPC a detailed internal audit report with a few recommendations. He reminded councillors of initialling all cheque stubs and suggest the council's risk assessment could be expanded in the light of the GDPR. Councillors decided it was not necessary to have a separate financial risk assessment due to the few financial responsibilities of the council but that the general risk assessment statement could be reworded to include more detail. They thought the insurance requirements might have to be reviewed in the light of any decision regarding speeding initiatives. Clerk was asked to contact CAS about this and about the recent additions to the asset register.	Clerk
6. Review Section 1 of the External Audit: Councillors scrutinised the statements in section 1, the Annual Governance Statement, and were happy to recommend to the full council to sign this section, given the veracity of the statements regarding the careful financial practices of the parish council.	
7. Review sale of disabled toilet block and Velux windows: Clerk reported that Andy Dyer the builder who is currently storing these goods has indicated he might wish to purchase the Velux windows for a building project of his own. She will keep the council updated about this. The architect firm Modece has also told his clients about the availability of these windows. Shottisham WI might wish to purchase the disabled toilet in the fullness of time when renovations to the Trust Hall take place.	Clerk
8. Update on Data Protection Act- budget implications: Parliament has tabled an amendment to the GDPR exempting town and parish councils from having to appoint a data protection officer. This will save the council money. However the Clerk will have to administer the	Clerk

regulations in any case. She is currently assessing the data held by the council and has an action plan to fulfil all the requirements of the GDPR.

9. To consider the finance for the purchase of a SID device: If the parish council were to decide to vote for the purchase of an SID, Councillors thought it best to ask SCDC and SCC councillors for grants. PGL has already promised to pay for half of the cost.

10. Any other financial matters to be considered: The Clerk's salary was due for a review since this hadn't taken place for two years. Councillors recommended that a new contract be issued with the Clerk's pay scale rising two points according to the latest pay scales set out by NJC/ NALC. This will be put to the full council at the next PC meeting.

Meeting ended at 5.15pm.

Signature:

Date:

Andrew Block Chair of Finance Committee

Draft until Signed