

Bawdsey Parish Council

Minutes of the Finance Committee Meeting

Friday 7th September 2018 at 11.00am

In Attendance – Andrew Block (AB), Brian Johnson (BJ), Jenny Webb, Emma Aldous (EA) (Clerk/RFO)	
<i>Meeting called to order by Chair AB at 11am</i>	
	Action:
<p>1. Welcome: AB welcomed Clls Johnson, Aldous and Clerk.</p> <p>2. To co-opt Cll Emma Aldous on to the Finance Committee. Cll Aldous was duly co-opted and will be added to the list of signatories for the council's two bank accounts. The Barclays change of mandate form was filled out by the Chairman and by Cll BJ, removing Susan Temple and adding Cll Aldous who will take the form to Barclays for her identity to be confirmed before it is sent off.</p> <p>3. To approve minutes of the Finance Meeting of May 15th 2018: These were approved and signed by Chairman.</p>	Cll Aldous
<p>4. Review accounts for BPC, BQVC and Savers Accounts: Clerk distributed the latest spending figures which showed a balance of £4,288.71 in the current account; £5,268.23 in the BQVC account and £6,020.79 in the Savers Account. The current account has been boosted by £1,500 from PGL towards the cost of a SID speed reduction sign and by £750.00 from SCDC Cll Block for the same purpose. £1,165 is earmarked for the village sign. The next tranche of precept is due at the end of the month. Two thousand pounds has been transferred to the Savers account as additional reserves.</p>	
<p>5. To receive the external audit report 2017-18 and consider the invoice of £480 from PKF Littlejohn: The council received a clear audit from PKF Littlejohn, and the certificate and relevant documentation have been put on the website. The invoice for this year's audit is £480 (incl. VAT) because over £100,000 passed through the council's books in the last financial year. This was solely due to the fact that BPC put a mains water connection into the toilets at the amenity site on behalf of SCDC. The monies for this came from SCDC but BPC was able to get it done more cheaply. The Finance Committee asked the Clerk to contact Laura Hack of SCDC to ask if they would be willing to transfer £400 to pay for this unexpected bill.</p>	Clerk
<p>6. To receive update on sale of Velux windows and disabled toilet unit: Six hundred pounds has been raised through the sale of one Velux window and the Clerk is confident the other three windows will soon be purchased by an associate of Modece Architects for £2,000. The committee decided this account will be kept open in order to help address other amenity site-related issues such as parking and the tin chapel.</p> <p>Regarding the disabled toilet unit, the Clerk suggested advertising it again in the EADT but was advised to try advertising in free local outlets first such as the Village Voices and the Bulletin.</p>	Clerk
<p>7. To receive estimates for SID devices, recommendations and funding to date: A spreadsheet</p>	

<p>detailing the specifications and prices of three SID devices was presented to the meeting. Clerk was asked to double check the preferences of the Speedwatch Team and to ascertain the relative after care service from the two main contenders Westcotec and Elan City and to ask how the batteries are protected in the two units. A decision will be made at the next PC meeting.</p>	<p>Clerk</p>
<p>8. To consider new risk assessments: On the recommendation of the internal auditor, the Clerk presented the committee with a new set of financial and non-financial risk assessment documents which covers every aspect of council assets and responsibilities. The committee went through every section and approved the documents. They will be presented to the September PC meeting for whole council approval.</p> <p>9. To confirm Financial Regulations: The Clerk/RFO recommended maintaining the existing financial regulations as recommended by NALC. They will be presented to the September PC meeting for approval.</p> <p>10. Any other financial matters to be considered: No other financial matters were discussed.</p>	

Meeting ended at.12.30pm

Signature:
Andrew Block Chair of Finance Committee

Date:

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