

# Bawdsey Parish Council

## Minutes of the Finance Committee Meeting

Monday 14<sup>th</sup> October 2019 at 10.00am

<b>In Attendance</b> – Andrew Block (AB), Brian Johnson (BJ), Jenny Webb, Emma Aldous (EA) (Clerk/RFO)	
<i>Meeting called to order by Chair AB at 10.00am</i>	
	<b>Action:</b>
<p><b>1. Welcome:</b> AB welcomed Clls Johnson, Aldous and Clerk.</p> <p><b>2. To approve minutes of the Finance Meeting of November 12<sup>th</sup> 2018:</b> These were approved and signed by Chairman.</p>	
<p><b>3. Review accounts for BPC, BQVC and Savers Accounts:</b> Clerk distributed the latest spending figures which showed a balance of <b>£6,851.30</b> in the current account; <b>£7,718.23</b> in the BQVC account and <b>£6,031.79</b> in the Savers Account. The current account has been boosted by the second half of the precept together and the BQVC account by £450 from the sale of the disabled toilet. The bill for the Local and European elections has not yet been received. £2250 is ring-fenced grant monies. It is likely that East Suffolk will be asking for the return of all monies received from the sale of four Velux windows and the disabled toilet. A request to SCC Councillor Andrew Reid for a contribution towards the cost of a weather station will be sent once the type and cost of the unit has been established.</p>	<p><b>Clerk to contact Laura Hack of ESDC</b></p> <p><b>Clerk</b></p>
<p><b>4. To receive news of the audit 2018-19:</b> The internal audit was carried out by Trevor Brown and a comprehensive report from him has been received with no issues to address. An external audit was not necessary given that the council's overall income and expenditure fell under the £25,000 threshold.</p>	
<p><b>5. To review a) Standing Orders b) Asset Register c) Statement of Internal Control d) Health and Safety statement e) Equal Opportunities statement f) Risk assessments (Financial and Non-Financial)</b></p> <p>a) The shortened version of NALC Standing Orders was reviewed and considered adequate for Bawdsey PC. This will be recommended to the full council meeting in November b) Clerk has added the SID to the asset register since last year's finance meeting. A refund of £11.70 was received following the sale of the disabled toilet which has been taken off the register. Clerk asked to request a new insurance certificate reflecting these changes. Clerk was asked to add one more dog bin to the asset register c) The committee were satisfied this document reflected the council's sound financial practices d) The council did not think it necessary to change the wording of these documents e) Ditto this document f) Regarding the risk assessment documents, a few minor amendments were suggested for the non-financial risk assessment. A query was made about the desirability of adding a bad weather clause given the recent flooding in the village. Clerk will make inquiries.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p><b>6. Review of Insurance policy:</b> Current policy runs till August 2020 with the price held the same till 2022. Clerk to ask for a new certificate reflecting the recent changes of acquisition and sale of assets.</p>	
<p><b>7. To consider half year figures of 2019-20 budget and estimated end of year figures and decide budget figures for 2020-21 including contingency funds:</b> Clerk shared half year</p>	

<p>spending for 2018-19 with councillors and projected end of year figures which indicate a slight under-spend. Councillors discussed possible spending for 2020-21 and agreed budget figures which would be put to the whole council on November 21<sup>st</sup> for their agreement. A General Election could be imminent but reserves would cover this unexpected expense.</p>	<p><b>Clerk</b></p>
<p><b>8. To consider precept for 2019-20:</b> Since there was over £6,000 in the Savers account, members of the finance committee were uncertain as to whether to increase the precept 2020-21. This will be decided at November's PC meeting. Calming measures for East Lane might be necessary.</p>	
<p><b>9. Any other financial matters to be considered:</b> Cll Robin Johnson is being put on the BPC account as a signatory in place of Liz Mark. Clerk asked to investigate costs of traffic calming on East Lane and extent of underground cabling on the Green to see whether a sign or tree is out of the question.</p>	<p><b>Clerk</b></p>

Meeting ended at 12.00pm

Signature: .....

Date: .....

Andrew Block Chair of Finance Committee

Draft until Signed