

Bawdsey Parish Council Finance Committee

Wednesday 24th April 2024 – 1.30pm

Bawdsey Village Hall

Minutes

Present: Cllr Andy Rouse (ARo); Cllr Clare Walker (CWA); Cllr Jackie Ferguson (JFe)

Parish Clerk/RFO: Tina Hughes

1. Welcome.

Cllr Andy Rouse welcomed everybody.

2. Receive apologies for absence.

None Received

3. Agree and sign minutes of meeting dated 1st Nov 2023

Minutes agreed, proposed by Cllr ARo and seconded by Cllr JFe, all in agreement.

Full accounts spreadsheet had been forwarded to Councillors ahead of meeting, detailing summary, expenditure, income, and significant variances, plus Annual Government Audit Report (AGAR), Internal Report, Internal Control, Insurance Policy and Risk Assessment (Financial)

4. Summary of current finance position on 31st March 2024

| | |
|-----------------------|------------|
| Current Account | £9,739.97 |
| Project Account | £7,282.14 |
| CIL Account | £26,241.67 |
| Reserve Funds Account | £4,124.38 |

Summary of accounts accepted and agreed, proposed by Cllr ARo and seconded by Cllr CWA, all in agreement.

5. AGAR and Internal Audit and Internal Control Report

AGAR and Internal Audit report –

Comprehensive report received from Trevor (Internal auditor), only a couple of things to be addressed: -

Recommendation 1 – Budget/Precept the agreed amount for 2024/25 not included in minutes, clerk to ensure this happens going forward.

Recommendation 2 – Part N - Compliance with publication for 2022/23, Clerk omitted to add external auditor's report and certificate to website, this has now been done and will be going forward.

VAT – Not claimed for March 23 - 24, this will be claimed when there is over £100 VAT, to enable the claim to be processed.

Internal Control Report

No issues raised with Internal Control.

Clerk to bring AGAR forms, internal audit and internal control to next full council meeting.

6. Review end of year budget figures for 2023-24 and significant variances

Underspend on the following items: -

| | |
|---------------------------|----------|
| Highways/Speed Management | £250.00 |
| Miscellaneous | £425.00 |
| Green Issues | £440.00 |
| Clerk Expenses | £412.00 |
| Total | £1527.00 |

To be recommended to council that the above be transferred to reserve funds, to draw on in 2024/25 or to reduce precept for 2025/26 if not spent, proposed by Cllr CWa, seconded by Cllr JFe, all in agreement.

Clerk would like to purchase a new computer, as current one is not fit for purpose, needs to be costed, clerk to arrange, council already subscribe to Microsoft package each year.

7. Insurance Policy

Figure same as last year, covers all assets and liabilities, Cllr CWa recommended staying with Zurich policy and seconded by Cllr JFe, all in agreement, to be proposed at full council meeting.

8. Review Risk Assessment (Financial)

Risk Assessment (Financial) reviewed, only amendment noted was on Number 2, managed by... Current third party stated as East Suffolk Norse refuse collection, this has now been taken in house and should read – Current third-party suppliers are: East Suffolk Council – Refuse Collection. Proposed by Cllr CWa and seconded by Cllr ARo, all in agreement.

Number 3 – Insurance Fidelity Guarantee, clarification as to meaning should be added, to read 'Insurance – Fidelity Guarantee ((Theft by Employee Insurance) ...'

To be taken to full council.

9. Any other Matters to be brought to the attention of the committee

Cllr CWa advised villages have been stating they would like a pavement throughout the village, suggested they attend the next council meeting and raise this matter in the public participation section at the beginning.

Chairs Signature: -Dated: -