

Bawdsey Parish Council Finance Committee Minutes

Sunday 23rd February 2025 – 3pm

Bawdsey Village Hall

Present:

Andy Rouse (AnRo) Chair; Clare Walker (CIWa); Jackie Fergusson (JaFe)

Clerk/RFO: Tina Hughes

1. Welcome

Cllr Andy Rouse welcomed Cllr Clare Walker; Cllr Jackie Fergusson and Clerk Tina Hughes

2. Receive apologies for absence

None

3. Agree and sign minutes of meeting dated 11th December 2024

Minutes agreed and signed by Chair Cllr AnRo, proposed by Cllr AnRo and seconded by Cllr CIWa

4. Summary of current finance position as at 31st January 2025

All accounts in order, no issues raised

5. Review Asset Register

All assets reviewed, Clerk advised Coronation bench in Memorial Gardens has been removed by VHRGC, due to condition, new bench in commemoration of Thomas Malone, donated by family, positioned outside the pavilion on recreation ground has been added. Weather Station re-positioning noted, new computer for clerk added and old computer deleted. East Lane Car Park added. New cost for SID noted. Clerk has checked all assets for condition and no concerns noted.

6. Review Internal Control Statement

Control Statement reviewed and the following amendments made: -

3. The Internal Control Environment

The Council paragraph 2, last sentence removed – *A Councillor is appointed to have responsibility for bank reconciliation checks.* This is completed by the Finance Committee

Payments

This has been amended to take into consideration the council now banking online, a chequebook is held for the rare occasion an organisation does not accept online payments.

7. HMRC Payments

Clerk Reports that notifications from HMRC have been received, advising late payments, Clerk requested that as soon as these payments are received from SALC these are made and authorisation from full council requested at next meeting. Finance Committee agreed, to be taken to full council for consideration and authorisation.

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

Weather Station – request has been made from Suffolk Coastal CIC for council to take over the annual charge \$47.50 to use the Davis system, although Helene Burningham, who oversees the research at the DMC, has made the following comment for the DMC to take this over: -

"I don't know the appropriate answers to this, but I'm assuming that the CIC people would simply stop paying/opt out of the subscription and then the DMC would start a new one? I'll look into it, but for the moment, they may as well just unsubscribe and then we start from scratch?"

Will take to council for consideration but feel this should be left with DMC and Helene to decide if this data is needed for their research.

Chairs Signature: -Dated: -

Tina Hughes – Bawdsey Parish Clerk
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Chairs Initials.....