Bawdsey Parish Council Finance Committee Minutes

Saturday 10th January 2026 – 10.00am

Bawdsey Village Hall

Present:

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

Clerk/RFO: Tina Hughes

1. **Welcome**

Cllr Andy Rouse welcomed Cllrs Clare Walker and Jackie Fergisson, and Clerk/RFO Tina Hughes

2. **Receive apologies for absence**

None

3. **Agree and sign minutes of meeting dated 24th October 2025**

Minutes agreed, proposed by ClWa, seconded by AnRo, duly signed by Cllr AnRo – question raised around Internal Control and documents which should have been forwarded, clerk to action

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

Full accounts spreadsheets had been forwarded to Councillors ahead of meeting, detailing financial summary, expenditure, income and budget

Summary of current finance position as of 31st December 2025

Current Account £10,032.36

Project Account £7,431.75

CIL Account £26,085.38

Reserve Funds Account £6,947.77

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

5. **Review Budget 2025-26**

Budget reviewed and no significant overspend seen

A review of budget will be done at end of year to establish any underspend and money transferred to reserve account, to be kept in individual allocated funds.

6. **Prepare budget for 2026 - 27 to set precept for agreement at next council meeting.**

A precept request will be proposed for £8640.00, this being a 1.89% increase in parish council tax from 2025 - 2026. ESC advise the tax base for Bawdsey Parish Council will be 251.32 Band D equivalent, meaning a charge of £34.38 for council tax.

See Budget for 2025 – 26 for breakdown of costings, main request for future proofing council funds are: -

A sum of £250 will be included in budget for any future elections, this money will be placed in reserve to cover potential charge, for 2024-25 if election was contested, then council would have needed to find £1000.00 to cover cost for ESC.

Additional funds £175.00 will be requested for the Emergency fund, to cover any printing that may need to be completed and purchase of new equipment. It was noted that the DDR for current provider of the emergency telephone had not been taken since July 2025, clerk will chase with company and see if alternative arrangements will need to be organised, which may result in an increase in cost.

Budget proposed by Cllr AnRo, seconded by Cllr ClWa, all in agreement.

To be taken to full council on 22nd January 2025

7. **Any other Matters to be brought to the attention of the committee**

a. Clerk advised another letter had been received from HMRC regarding the late payment of the National Insurance, clerk requested if these payments and clerks' salary can be paid immediately upon receipt from SALC, payments to then be put on agenda for agreement at the next full council meeting to avoid any penalties from HMRC, Cllr AnRo proposed, seconded by Cllr ClWa all in agreement, will need full council approval.

b. Cllr AnRo advised he had spoken to the engineer who carried out the work for PGL coastal protection work regarding the path to the beach, by the yacht club, the engineer advised that the cost for a report would be circa £5000.00, feel this is needed to get funding from other organisations. Money is available from the Project fund and reserve but would be good if this money could be used from the CIL funds, clerk to write to ESC to ask if these funds could be spent this way. Cllr AnRo to write to BHYC with information gathered so far.

Chairs Signature..... Date.....