Bawdsey Parish Council Finance Committee Minutes
Sunday 11th May 2025 – 3pm
Bawdsey Village Hall

Present:
Andy Rouse (AnRo) Chair; Clare Walker (ClWa); 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 Received

3. Agree and sign minutes of meeting dated 23rd February 2025

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

Full accounts spreadsheets 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, budget and Insurance Policy.

4. Summary of finance position as of 31st March 2025

Current Account   £9595.46
Project Account   £7306.60
CIL Account   £28364.53
Reserve Funds   £5379.62

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

5. Review end of year budget figures for 2024-25 and significant variances

All significant variances explained and no issues raised

Underspend on the following items: -

	2023 -2024	2024 - 2025	Total
Highways/Speed Management	£250.00	£250.00	£500.00
Miscellaneous	£425.00	£24.00	£449..00
Green Issues	£440.00	£300.00	£740.00

Clerk Expenses	£412.00 Spent on Computer	£0.00	£0.00
Insurance		£86.00	£86.00
Audit		£65.00	£65.00
Event		£200.00	£200.00
Bulletin		£83.00	£83.00
Training		£50.00	£50.00
Total			**£2173.00**

To recommended to council that the above be transferred to reserve funds, to draw on in 2025/26 or to reduce precept for 2026/27 if not spent, proposed by Cllr CWa, seconded by Cllr JFe, all in agreement.

As agreed when the budget was set for 2025/26 £250.00 would be transferred to reserves to cover any potential elections costs in the future and £150.00 in case a printer is needed. Total to be transferred to reserves is **£2573.00**

6. Review AGAR and internal Audit

Comprehensive report received from Trevor (Internal auditor) no issues raised.

7. Review Internal Control report

Cllr Sue Tappenden completed report, following issues raised: -

- Clerks contract needs to reviewed and updated to consider any relevant legislation changes

- GDPR – An audit/Impact Assessment, privacy Notice and Procedure for dealing with Data Breaches, need to be reviewed and any actions taken.

Clerk to liaise with SALC and website host in regard to GDPR policies and obtain an up-to-date contract template for clerk.

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

8. Insurance Policy review and agree

Figure remains the same as previous 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.

9. Review Financial Regulations

Financial Regulations reviewed, NALC have recommended changes to 5.5, 5.7 and 5.11 due to The Procurement Act 2023 and The Procurement Regulations 2024 updates coming into force. All agreed to the updates and to be taken to full council.

Tina Hughes – Bawdsey Parish Clerk Crown Cottage,   Chairs Initials..............
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10. Review Risk Assessment (Financial)

Risk Assessment (Financial) reviewed, all agreed no amendments needed, to be taken to Full Council.

11. Review Council Standing Orders

Council Standing Orders reviewed, NALC have recommended changes to section 14 to better reflect Code of Conduct requirements and 18 to comply with the new procurement legislation. All agreed updates should be adopted, to be taken to full council.

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

No other matters raised

Chairs Signature:……………………………….…… Date:…………………………….

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