

Bawdsey Parish Council Finance Committee Minutes

Saturday 16th May 2026 – 1.30pm

Bawdsey Village Hall

1. Welcome

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

Clerk/RFO: Tina Hughes

2. Receive apologies for absence

None

3. Agree and sign minutes of meeting dated 10th January 2026

Minutes agreed, proposed CIWa, seconded by JaFe, all in agreement, duly signed by Cllr AnRo

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 Audit Report, Internal Control, Budget and Insurance Policy.

4. Summary of finance position as of 31st March 2026

Summary of accounts accepted and agreed, proposed by Cllr AnRo and seconded by Cllr CIWa, all in agreement

5. Review end of year budget figures for 2025-26 and significant variances

All significant variances explained and no issues raised

Underspend on the following items: -

Area	Underspend
Clerk's Salary	£112.00
Highways/Speed Management	£250.00
Miscellaneous	£449.00 includes £250 re election
Emergency Planning	£162.50
Maintenance/Green Issues	£182.00
Clerk Expenses	£60.00
Insurance	£36.00
Audit	£153.00
Event	£100.00
Bulletin	£90.00
Subs	£186.00
Total	£1780.50

Tina Hughes – Bawdsey Parish Clerk
 Crown Cottage, The Street, Alderton, IP12 3BL Tel: 01394 411092
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Chairs Initials.....

To recommended to council that the above be transferred to reserve funds, to draw on in 2026/27 or to reduce precept for 2027/28 if not spent, proposed by Cllr CIWa, seconded by Cllr JaFe, all in agreement.

As agreed, when the budget was set for 2026/27 £250.00 would be transferred to reserves to cover any potential elections costs in the future. Total to be transferred to reserves is **£1780.50**

6. Review AGAR and Internal Audit

Comprehensive report received from Trevor Brown (Internal auditor) no issues raised. Cllrs would like to pass on their thanks to Trevor, the auditor, for a very comprehensive report. Proposed by Cllr CIWa and seconded by Cllr AnRo, all in agreement

7. Review Internal Control report

Cllr Mike Locke completed report, an outstanding issue from 2025/26 report, new contract for clerk still needs to be completed, Clerk advised will look at contract on SALC's website and all associated policies and complete for July 2026 meeting, no other issues raised.

8. Insurance Policy review and agree

Figure remains the same as previous year, covers all assets and liabilities, Cllr CIWa recommended staying with Zurich policy and seconded by Cllr JaFe, all in agreement, to be proposed at full council meeting.

9. Review Financial Regulations

Financial Regulations reviewed, all agreed no amendments needed, to be taken to Full Council.

10. Review Risk Assessment (Financial)

Risk Assessment (Financial), Financial Services Compensation Scheme has been increased from £85,000 to £120,000, all in agreement that number 12 needs to be amended to reflect this change and to be taken to full council.

11. Review Council Standing Orders

Council Standing Orders, all agreed no amendments needed, to be taken to Full Council.

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

No other matters raised, meeting closed

Chairs Signature.....

Date.....

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