

Bawdsey Parish Council

Minutes of Bawdsey Parish Council Finance Meeting (Part 1) Held on 10th February 2022 at 10.30am

Attendees

Cll Andrew Block, Cll Brian Johnson, Cll Clare Walker
Parish Clerk

1. **Welcome** Cllr. Andrew Block
2. **Summary of Current Finance Position as of 31st January 2022**
 - i. Current Account: £20, 019.93 (includes £8,056.55 transferred from Savers Account in November prior to the proposed opening of a new online account and £7,500 donation from Sister Pictures as community benefit after filming of The Power)
 - ii. Community Account: £6, 241.63 (includes £1,573.40 of two AONB grants for Photo Posts and Deben Marine Centre)
 - iii. Savers Account £0.73- see note (2i)

Clerk's Recommendations: Given the delay in the setting up of a new online banking account and the nearness to the end of the financial year, the Clerk as Responsible Finance Officer recommended that BPC stay with Barclays Bank until the end of the financial year in March. This would entail transferring the sum of £8,056.55 back from the current account to the Savers Account. (Steps to move to a new online account with Unity Trust could be carried out mid-March).

Clerk also recommended that the £7,500 donation from Sister Pictures be transferred to the Community Account which could be used as a Project Account for the spending of such donations and grants from the AONB from April 2022. If the Finance Committee agreed to this rationalisation, the AONB grant monies of £1,573.40 already (erroneously?) paid into the Community Account would be transferred to the Current account forthwith since all payments for the current projects (Photo Posts and the Deben Marine Centre) had been made from the current account in 2021-22.

This would make the monies in each account as of 31 January 2022 as follows:

Current Account: £6,036.78

Community Account: £12,168.23

Savers Account: £8,057.28

All three members of the Finance Committee agreed that these rationalisation measures were necessary in order to prepare the end of year accounts for the audit of 2021-22. They would be reflecting the current state of the accounting practice.

Chair's initials:

Bawdsey Parish Council

- 3. Lessons to be learned from the internal audit of 2020-21.** Councillors looked at the key recommendations from the internal auditor and agreed that lessons would be learned. These included:
- i. Updating of contact details of current clerk on all documentation
 - ii. Publishing a website accessibility statement
 - iii. All bank statements should display the bank balance as of 31st March
 - iv. The end of year accounts should be finalised and approved by the council at the time of the internal audit and the Annual Governance and Accountability Return is completed by the required deadline
 - v. Proper provision should be made for the finalising of the End of Year Accounts to ensure all reporting and Publication requirements as prescribed by the Regulations are met.
- 4. To consider a) estimated end of year figures for 2021-22 budget b) finalise budget figures for 2022-23 including contingency funds and earmarked reserves**

Councillors were satisfied that monies spent to date in each category for 2021-22 fell within the budgeted amount. The only category which saw an overspend was the audit which incurred an additional amount of £96 from the external audit body for delays. No training took place in 2021-22 thus saving £300.

The committee reviewed figures for the budget 2022-23 and agreed on expenditure. It was decided some categories in the budget were unnecessary such as a Community Event Fund and Maintenance since these responsibilities were those of the Village Hall and Recreation Ground Committee. Any grant to the VHRGC could be considered on request from funds set aside for donations in the budget. It was suggested a new category called Green Issues could be added to next year's budget to help pay for tree planting costs and any other related initiatives.

In terms of capital projects, the main project will be the Bawdsey Quay Approach Road Scheme and it was for this reason that the precept was raised by just under 4%. The committee decided that £5,000 would be allocated in Reserves to go towards this scheme if necessary.

It was expected that an additional £2-2,500 could be available at the end of the year from the current account and could be added to Reserves, thus making it up to £10,500. In this way the other areas of spending to be ringfenced such as coastal protection, the village green, staff emergency cover and legal costs could continue.

- 5.** Items 5-8 were deferred for another meeting since items 1-4 had taken two hours.

Meeting finished at 12.45pm. A follow up meeting to review insurance and all other policy documents will take place before the next full parish council meeting on March 24th.

Chair's initials: