

Bawdsey Parish Council

Minutes of Bawdsey Parish Council Finance Meeting (Part 2)

Held on 7th March 2022 at 2pm

Attendees

Cllr Andrew Block. Cllr Brian Johnson, Cllr Clare Walker
Parish Clerk/RFO

1. **Welcome** Cllr. Andrew Block
2. **The committee approved the Minutes from the Finance meeting of 10th February which were signed by the Chairman.**
3. **Summary of Current Finance Position as of 28th February 2022**
 - i. Current Account: £5,672.49 (£7,500 donation from Sister Pictures transferred to Community Account)
 - ii. Community Account: £13,268.23 (includes new £1,100 AONB grants for Photo Posts)
 - iii. Savers Account £8,057.28 (£.73 of which is interest)

Clerk's Recommendations: From April 2022, spending on Photo Posts and Deben Marine Centre should be spent from the Community Account, to be known as the Project Account. (Any remaining grant monies for these projects should be transferred from the current account to the new Project account after the end of March)

4. **To review the financial position regarding the Photo Post and DMC projects:**

The AONB Grant for the Photo Posts paid out up to the beginning of 2022 totals £1,100 with payments made of £658.41 over the last two years thus leaving £441.59. A second tranche of the grant of £1,100 was received on 21st February to pay for the installation of more photo posts along the coast.

A second AONB grant of £1,000 was received in year 2020-1 for setting up the Deben Marine Centre. £847.10 has been spent on this project leaving £152.90 to be spent on this project.
5. **To review a) Standing Orders b) Financial Regulations 6i, j, o and p.** The committee recommended the Standing Orders remain unchanged but changing finance regulations as above would allow for internet banking from 1st May once the end of year finances have been finalised.
6. **To review the a) Risk Assessments (Financial and Non-Financial) b) Statement of Internal Control c) Asset register** The committee reviewed documents a-b and were satisfied that no changes were needed apart from changing references to SCDC to East Suffolk Council. The asset register had been updated last year into a

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new format. The only necessary addition is seven black bins which in the past have been supplied by Norse. The council has recently had to buy a new bin at East Lane at a cost of £350.

7. **To review Suffolk Code of Conduct:** This has not been updated by SALC since 2014 but councillors were satisfied it was more than adequate for the purpose of upholding standards of conduct for all parish councillors.
8. **Review of Insurance Policy:** The current insurance policy was reviewed by the Committee and was deemed adequate for the parish council's needs including cover for assets of up to £10,000, employers' liability, public liability, and legal defence costs.
9. **New Bank Account:** Clerk told councillors of what documentation was needed by each signatory to open the account with Unity Trust. The committee agreed that the new account should be opened on May 1st after the completion of the end of year finances and internal audit.
10. **Any other matters to be brought to the attention of the Committee.** Clerk told the committee that she would reclaim VAT for the past two years. (£376.20) Donations to local charities and for a village event will be on March's agenda. The Statement of Internal Control should also be reviewed at this meeting with a non-signatory councillor having conducted a review of the council's internal control measures.

The meeting ended at 3.45pm.

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