



Bradwell Parish Council
Finance Minutes
Thursday 2nd October 2025

1. Present: Cllrs. Sargeant, Hamilton, Watson and A. Vanderpal
Gill Clerk/RFO
2. Apologies: Cllr. Wainwright. No apologies Cllr. Frew
3. Minutes of previous meetings were signed by Cllr. Sargeant. Gill presented accounts and bank balances, which total £220,970.13 as of 30th September 2025. Cllr. A. Vanderpal has now audited payment invoices and Gill confirmed all transactions have been input into scribe accounts to 30th September. Looking at a full half year the accounts were walked through with the Group.
4. Amendments to the budget plan for the first half year was agreed by all present.
Cllr. Hamilton proposed that part of assistant clerk salary be offset against allotment expenditure to reflect clerking time to administer the allotments. £325 per site per month to be amended on Scribe accounts.
A new budget of £10,000 was set up for the carpark barrier being discussed by Properties & Asset working group within LCP renovation plans.
This will be presented to full Council for ratification on 27th October 2025
5. Bank balances on the Scribe accounts system were still being reconciled but will be completed for full Council on 27th October meeting
6. Bank account balances were discussed, and it was agreed that Clerk should move forward on moving some funds to a third bank to keep within FSCS protection. CCLA account paying 4% was favourable but clarification on balancing income against risk would need further research with a maximum term of three months. It was noted that expenditure for renovation works on LCP was imminent but bringing on board a third bank sooner than later was agreed necessary by all.
7. Risk Management Report was agreed and updated on financial matters
8. Cllr. Sargeant shared his and RFO concerns with the working group that Mill Lane Centre, which is owned by Bradwell Parish Council who are Custodian Trustees, currently is only insured for £250,000. Mill Lane Centre is an asset of BPC, but the insurance and maintenance of the building is under control of Mill Lane trustees. However, with two arson attacks in Bradwell within the last few days, one on BPC Cley Road Allotment site and the other on the ground of Mill Lane Centre, the insurance cover concern had been raised with Hilary Hale. Ms Hale had recently had an insurance valuation carried out on the building which revealed that the insurance cover should now be for £1.4 million. Since the arson attacks and our concerns being raised, the insurance had now been increased to £1.4 million at an additional cost of £705.92 being the top up premium for the remainder of the cover period. This additional expense had



not been budgeted for by Mill Lane Centre and a grant application for repairs has recently been agreed by full Council. It was agreed that being owners of the building ensuring full insurance cover and keeping the building in good repair was beneficial to our registered asset. Cllr. A. Vanderpal proposed Bradwell Parish Council fund the £705.92 top up premium as a matter of urgency through the delegated powers of RFO

as set out in our Financial Regulations Policy 6.9ii and full Council advised in the PC meeting on 27th October, seconded by Cllr. Hamilton. All hands in favour.

9. Next meeting date was agreed 2^{0th} November 1pm Leo Coles Pavilion

Proposals to full Council:

- i. **Cllr. A. Vanderpal proposed Bradwell Parish Council fund the £705.92 top up premium as a matter of urgency through the delegated powers of RFO as set out in our Financial Regulations Policy 6.9ii and full Council advised in the PC meeting on 27th October, seconded by Cllr. Hamilton. All hands in favour.**
With the insurance premium raising from £1,100 to £2,500 annually BPC to consider budgeting to pay half or all of the premium going forward on the proviso that Mill Lane Centre provide us with copies of annual insurance policy, fire extinguisher and PAT testing certificates plus any other documents deemed fit to ensure the safety of our building. Also, an insurance valuation to be undertaken every five years.
- ii. **Full Council to ratify proposed draft budget to end September 2025**
- iii. **Permission from full Council that Finance Working Group decide on a third bank to spread our portfolio of funds and Clerk to open as soon as possible and undertake a transfer of funds within our Financial Regulations section 6.9iv**
- iv. **General reserves funds to be increased to £75,000 as recommended by Internal Auditor to comply with Accountability & Governance March 2024 recommendations**

Signed Date: 20th November 2025