



**The Parish Councillors of BRANTHAM FINANCE COMMITTEE are summoned to attend a meeting on  
Wednesday 27 August 2025, 7pm at Brantham Village Hall.**

***The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.***

***The meeting is open to members of the public to attend in person. Members of the public not wishing to attend in person may submit written representations on issues to be covered in the agenda or items in general which will be noted for further consideration.***

## **AGENDA**

All papers for the meeting can be found [here](#)

FC 08.25.01	APOLOGIES FOR ABSENCE a) Committee to receive apologies b) Committee to consent to apologies received	CLERK
FC 08.25.02	MINUTES a) To consider and approve the <a href="#">minutes</a> of the previous Finance Committee meeting on 23 July 2025	CHAIR
FC 08.25.03	ACTIONS a) To review progress of highlighted actions from previous month	CLERK
FC 08.25.04	CONTRIBUTIONS a) To note contributions/grants expenditure committed to date <b>(PAPER 1)</b> b) To consider any requests received from local groups in line with the BPC Contributions policy and to agree an appropriate donation from Brantham Parish Council: • Brantham WI – contribution to anniversary memento <b>(PAPER 2)</b>	CHAIR
FC 08.25.05	COMMUNITY INFRASTRUCTURE LEVY a) To receive an update on the monies held under the CIL Reserve and monies expended to date on projects <b>(PAPER 3)</b> b) To consider/agree allocation of funds to any other potential projects going forward	CHAIR
FC 08.25.06	REQUESTS FOR PROJECTS FROM BPC COMMITTEES/SUB-COMMITTEES a) To consider/approve any requests for projects and funding necessary from BPC Committees, Sub-Committees and Groups: • Proposal from Services Sub-Committee to purchase and install a <a href="#">bench</a> as per email received from Cllr Cherry b) To consider/agree any other next steps as necessary	CHAIR
FC 08.25.07	2025 SAPPP GUIDE - ASSERTION 10 a) To note the report from the Clerk on Parish Council's Digital and Data compliance <b>(PAPER 4)</b> b) To review the draft IT Policy and approve recommendation for approval to full Parish Council <b>(PAPER 5)</b> c) To review/approve the updated Internal Control Statement as recommended by SALC <b>(PAPER 6)</b> d) To agree the process for an annual Internal Review of Effectiveness as recommended by SALC as part of the updated Internal Control Statement	CHAIR
FC 05.25.08	INSURANCE REBUILD ASSESSMENTS <b>(PAPER 7 – TO FOLLOW)</b>	CHAIR

	a) To review the Rebuild Cost Assessments received for Brantham Village Hall and Brantham Leisure Centre b) To consider/agree next steps as appropriate	
FC 08.25.09	ANY OTHER BUSINESS	ALL
FC 08.25.10	DATE OF NEXT MEETING Wednesday 24 September 2025, 7pm at Brantham Village Hall	CHAIR
FC 08.25.11	IN CAMERA ITEM a) To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed b) To note the updated pay scales for Clerk and Assistant Clerk and approve adoption of recommended scales <b>(PAPER 8)</b> c) To review SCP of Assistant Clerk and to receive recommendation from the Clerk for any changes going forward.	CHAIR

Signed:



**Sarah Keys**

Clerk to the Council