



BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,
Wednesday 26 January 2022, 7.45pm at Brantham Village Hall

MINUTES

PRESENT: Cllrs M Bridgeman, L Cherry, A McCraw
CHAIRPERSON: Cllr E Osben
IN ATTENDANCE: Sarah Keys (Clerk/RFO), 2 members of the public

FC 01.22.01 APOLOGIES

None.

FC 01.22.02 MINUTES OF THE PREVIOUS MEETING

The Committee reviewed the minutes of the meeting held on 24 November 2021. Cllr Bridgeman proposed that the minutes of the meeting were approved, this was seconded by Cllr McCraw, Cllr Cherry abstained from the vote. The motion was carried.

FC 01.22.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Ongoing/ Dismissed
FC 11.21.06	Inform Brantham Baby and Toddler Group and Citizens Advice of their donations and arrange for payments to be made <i>Completed</i>	Dismissed
FC 11.21.09	Re-circulate budget with 2021-22 column added in <i>Completed</i>	Dismissed

FC 01.22.04 BANK RECONCILIATION

- a) To confirm completion of a bank reconciliation– Cllr Osben informed the Committee that he and the RFO had completed a full bank reconciliation.
- b) To discuss any issues arising from the reconciliation – Cllr Osben confirmed that there were no issues.

FC 01.22.05 CONTRIBUTIONS

- a) 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 – The committee reviewed the contributions request from Brantham Open Spaces group for LANTRA training. Cllr McCraw queried whether this is required by SCC and the BOS representative confirmed that it is. The BOS representative confirmed that £500 has been agreed from Cllr Simon Harley and therefore the request from BPC would be approximately £672.
- Cllr Bridgeman queried whether there are alternative providers of the training and stated that it would be useful to have a comparative quote.
- Cllr Bridgeman queried how long the qualification would last. The BOS rep informed the Committee that the certification lasts indefinitely but a refresher course is recommended.



Following discussion it was agreed that the Committee would recommend to full Parish Council that this request should be approved once alternative quotes for the training had been sourced.

FC 01.22.06 JANUARY PAYSLEIPS

- a) To agree the salary payments as per payslips received from SALC – Councillors noted the payslips circulated by the Clerk and noted the salary payments as follows:
- Sarah Keys – £1203.30
 - Tina Bird - £253.23
 - Phil Wainwright - £210.76
- b) To authorise Responsible Finance Office to make payments via online banking – Cllr McCraw proposed that these electronic payments should be approved, this was seconded by Cllr Cherry and aif.

FC 01.22.07 BUDGET SETTING 2022-23 (scheduled item)

- a) To review updated draft of the 2022-23 budget as circulated by the RFO – the Committee reviewed version 4 of the budget as circulated by the RFO and the details of the current funds held by BPC. The RFO outlined those areas where adjustments to the budget had been made. Cllr Osben proposed that this version of the budget should be approved by the Committee and presented to the Council for agreement at the next meeting. This was seconded by Cllr Cherry and aif.
- b) To consider/approve the BPC precept request for 2022-23 – Cllr McCraw proposed that a precept request of £53,728 should be submitted to Babergh District Council, this was seconded by Cllr Osben and aif. The precept request form was duly signed.

FC 01.22.08 DOCUMENTS REVIEW (scheduled task)

- a) To note the review of the following documents and receive recommendations
- Internal Controls – Cllr Bridgeman confirmed that he had reviewed this document and recommended that section 1 was amended to remove some “ands” from this sentence. The Committee discussed the wording in Section 3 (Clerk to the Council/Responsible Finance Officer). It was agreed that Cllr Bridgeman would suggest alternative wording by email following the meeting.
ACTION – Cllr Bridgeman to review wording and submit suggestions to the Clerk
 - Risk Register – Cllr Bridgeman confirmed that he had reviewed this document and recommended the following amendments:
 - Update version numbers
 - Change references to Services Sub-Committee to Footpaths & Services sub-Committee**ACTION** – RFO to make the proposed changes
 - Asset Register – Cllr Osben confirmed that he had reviewed the document and did not have any amendments necessary
 - Finance Regulations – Cllr McCraw confirmed that he had reviewed v4 of the Finance Regs and recommended the following amendments:
 - 4.5 – increase expenditure limit from £500 - £800
 - 4.8 – amend the wording to “15% of that line of the budget”
 - Standing Orders – the RFO confirmed that v4 of the Standing Orders had been reviewed and that no amendments were necessary at this time. The RFO informed the Committee that amendments to the Suffolk Code of Conduct are anticipated in the near future and these would need to be included as an appendix to the document.



- b) To agree next steps as necessary – The RFO to update the documents as proposed. Cllr Bridgeman proposed that once these amendments were made these documents should be approved by the Committee, this was seconded by Cllr McCraw and aif.

FC 01.22.09 BUDGET TO ACTUAL REPORT (scheduled task)

- a) To review the Budget to Actual Report as circulated by the RFO – the Committee reviewed the Budget to Actual Report along with the supporting statement circulated by the RFO.
- b) To consider any next steps as necessary – the Committee agreed to review any virements necessary at the year end.

FC 01.22.10 ONLINE MEETING PROVISION

- a) To review the need for online meeting provision – the RFO highlighted that given the changing national picture it is no longer necessary to provide online meetings and recommended that this arrangement with ZOOM is now cancelled. Following discussion this was agreed by the Committee.
- b) To consider/agree next steps as necessary – **ACTION** - RFO to cancel ZOOM subscription

FC 01.22.11 SLCC MEMBERSHIP

- a) To consider/agree request from RFO for SLCC Membership – the RFO reviewed the cost of SLCC membership; £186 per year plus a £12 joining fee
- b) To agree next steps as necessary – Cllr McCraw proposed that SLCC membership was approved with immediate effect, this was seconded by Cllr Cherry and aif. **ACTION** – RFO to pay for SLCC membership

FC 01.22.12 BANK SIGNATORIES

- a) To consider any changes necessary to arrangements for bank signatories – following discussion it was agreed that any action on this would be deferred until after the Annual Parish Council meeting in 2022
- b) To agree next steps as necessary – see above

FC 01.22.13 COMMUNITY INFRASTRUCTURE LEVY

- a) To review the CIL expenditure report circulated by the RFO – the Committee reviewed the document circulated by the RFO and noted the current CIL funds of £11,856.82. Following discussion it was agreed that as a general principle this funding should be allocated to Village Hall improvement projects
- b) To consider/agree methods for allocating funds going forward – to be agreed
- c) To consider/agree next steps as necessary - none

FC 01.22.14 ANY OTHER BUSINESS

- Cllr Osben queried whether BPC should consider beginning the process for a Neighbourhood Plan. **ACTION** - Following discussion Cllr McCraw agreed that he would arrange for a BDC officer to come and discuss this with BPC
- The RFO highlighted that the noticeboard at Acacia Court is becoming difficult to see through. Following discussion it was agreed that quotes for new noticeboards should be sought in preparation for the next meeting.

FC 01.22.13 DATE OF NEXT MEETING

Wednesday 23 February 2022, 7.45pm at Brantham Village Hall



Meeting closed at 9.11pm

SIGNED.....DATED.....

ACTIONS

Minute no.	Action	Who
FC 01.22.08	Review wording of section 3 of Internal Controls document and submit suggestions to the Clerk by email	Cllr Bridgeman
FC 01.22.08	Update Risk Register with recommendations from Cllr Bridgeman	RFO
FC 01.22.10	Cancel ZOOM subscription	RFO
FC 01.22.11	Pay for SLCC membership	RFO
FC 01.22.14	Arrange for BDC Officer to come and discuss Neighbourhood Plans with BPC	Cllr McCraw
FC 01.22.15	Source quotes for a new noticeboard at Acacia Court	RFO