



BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,
Wednesday 23 February 2022, 7.45pm at The Crown, Cattawade Street

MINUTES

PRESENT: Cllrs M Bridgeman, L Cherry,
CHAIRPERSON: Cllr E Osben
IN ATTENDANCE: Sarah Keys (Clerk/RFO), 1 member of the public

FC 02.22.01 APOLOGIES

Cllr A McCraw

FC 02.22.02 MINUTES OF THE PREVIOUS MEETING

The Committee reviewed the minutes of the meeting held on 26 January 2022. Cllr Bridgeman proposed that the minutes of the meeting were approved, this was seconded by Cllr Cherry and aif.

FC 02.22.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Dismissed/ Ongoing
FC 01.22.08	Review wording of section 3 of Internal Controls document and submit suggestions to the Clerk by email <i>Completed</i>	Dismissed
FC 01.22.08	Update Risk Register with recommendations from Cllr Bridgeman <i>Completed</i>	Dismissed
FC 01.22.10	Cancel ZOOM subscription <i>Completed</i>	Dismissed
FC 01.22.11	Pay for SLCC membership <i>Completed</i>	Dismissed
FC 01.22.14	Arrange for BDC Officer to come and discuss Neighbourhood Plans with BPC <i>To be completed</i>	Ongoing
FC 01.22.15	Source quotes for a new noticeboard at Acacia Court <i>Completed – on agenda for discussion</i>	Dismissed

FC 02.22.04 BANK RECONCILIATION

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

FC 02.22.05 CONTRIBUTIONS

- 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 Village Hall for funds for planting at the front of the hall to make it more presentable.

Cllr Bridgeman queried why the form had been received from Stacey Duffett instead of from the VHMC and whether this meant that the Committee had approved the request. The RFO pointed out that the organization name at the top of the form was Brantham Village Hall. Cllr Osben confirmed in his role as one of the Parish Council representatives on the VH Management Committee that this request had been approved by the whole VH Management Committee at its recent meeting.

Following discussion Cllr Osben proposed that the request should be approved, this was seconded by Cllr Cherry and aif. **ACTION** – Clerk to inform the VHMC and arrange payment.

FC 02.22.06 JANUARY PAYSLEIPS

- a) To agree the salary payments as per payslips received from SALC – Councillors noted the payslips circulated by the RFO and noted the salary payments as follows:
- Sarah Keys – £1203.50
 - Tina Bird - £253.23
 - Phil Wainwright - £210.76
- b) To authorise Responsible Finance Office to make payments via online banking – Cllr Bridgeman proposed that these electronic payments should be approved, this was seconded by Cllr Osben and aif.

FC 02.22.07 SCRIBE ACCOUNTING SOFTWARE

- a) To review information from RFO re: Scribe accounting software – The Committee reviewed the information received from the RFO. Cllr Bridgeman queried whether this could be in place in time for this year's audit. The RFO confirmed that it wouldn't but that the start of the financial year would be a good time to put this in place. The RFO confirmed that for the first few months the current system and the Scribe system would run in parallel to ensure a smooth transition.
- b) To consider/agree subscription to Scribe – Cllr Cherry proposed that the Council should subscribe to the Scribe accounting system. This was seconded by Cllr Bridgeman and aif. **ACTION** – RFO to register for the service and begin the process of using the system.

FC 02.22.08 VH INSURANCE 2022-23

- a) To note the VH insurance renewal documents received – the Committee reviewed the Zurich insurance documents received from CAS and circulated by the RFO.
- b) To approve payment of insurance renewal - Cllr Osben proposed that the insurance premium for the coming year should be approved for payment. This was seconded by Cllr Bridgeman and aif. **ACTION** – RFO to arrange payment of the insurance premium.

FC 02.22.09 NOTICEBOARD FOR ACACIA COURT

- a) To review the quotes received for a new noticeboard at Acacia Court – the RFO circulated 3 quotes for new noticeboards:

	COMPANY	PRODUCT	PRICE
1.	Noticeboard Company	Dual Door Wall Mounted External Noticeboard 1050 x 1400mm	£609.00 ex. VAT



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2.	Office Furniture Online	WeatherShield Lockable External Showcase 1220 x 1031mm	£347.00 ex. VAT
3.	Notice Me	Hield Wood Frame External Noticeboard 1050 x 1182mm	£269.95 ex VAT

The RFO informed the Committee that her preference was the dual-door option since this would provide some blocking of the wind in this location when putting up notices.

- b) To consider/agree next steps as necessary – Cllr Bridgeman proposed that subject to checking that the noticeboard would be a good fit in the location option 1 should be purchased. This was seconded by Cllr Osben and aif. **ACTION** – Clerk to check measurements of the space and make purchase if suitable.

FC 02.22.10 ANY OTHER BUSINESS

None.

FC 02.22.11 DATE OF NEXT MEETING

Wednesday 23 March 2022, 7.45pm at Brantham Village Hall

Meeting closed at 9.01pm

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

ACTIONS

Minute no.	Action	Who
FC 01.22.14	Arrange for BDC Officer to come and discuss Neighbourhood Plans with BPC	Cllr McCraw
FC 02.22.05	Inform the VHMC that contribution request has been approved and arrange payment to be made	RFO
FC 02.22.07	Subscribe to Scribe accounting software	RFO
FC 02.22.08	Arrange payment of VH Insurance renewal	RFO
FC 02.22.09	Check noticeboard measurements and make purchase	RFO