



BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,
Wednesday 23 March 2022, 7.45pm at Brantham Village Hall

MINUTES

PRESENT: Cllrs M Bridgeman, J Heywood (substitute)
CHAIRPERSON: Cllr A McCraw
IN ATTENDANCE: Sarah Keys (Clerk/RFO)

FC 03.22.01 APOLOGIES

The Committee noted the apologies received from Cllrs L Cherry and E Osben. Cllr Bridgeman proposed that the apologies were approved by the Committee, this was seconded by Cllr Heywood and aif.

FC 03.22.02 MINUTES OF THE PREVIOUS MEETING

The Committee reviewed the minutes of the meeting held on 23 February 2022. Cllr Bridgeman proposed that the minutes of the meeting were approved, this was seconded by Cllr McCraw. Cllr Heywood abstained from the vote. The motion was carried.

FC 03.22.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Dismissed/ Ongoing
FC 01.22.14	Arrange for BDC Officer to come and discuss Neighbourhood Plans with BPC <i>Cllr McCraw asked the Clerk to draft and email to be sent to BDC</i>	Ongoing
FC 02.22.05	Inform the VHMC that contribution request has been approved and arrange payment to be made <i>Completed</i>	Dismissed
FC 02.22.07	Subscribe to Scribe accounting software <i>The RFO confirmed that she had attended an initial training meeting and would complete subscription in the next few days</i>	Dismissed
FC 02.22.08	Arrange payment of VH Insurance renewal <i>Completed</i>	Dismissed
FC 02.22.09	Check noticeboard measurements and make purchase <i>The Clerk informed the Committee that the proposed noticeboard was too large due to a new sign that had been placed on the wall by the EoE co-op. The Clerk presented a new sign that would fit the space to the Committee at a lower cost of £511.00 excl. VAT. Cllr Bridgeman proposed that this new sign was purchased and installed. This was seconded by Cllr McCraw and aif.</i>	Ongoing

FC 03.22.04 BANK RECONCILIATION

a) To confirm completion of a bank reconciliation– Cllr Bridgeman informed the Committee that he and the RFO had completed a full bank reconciliation.



- b) To discuss any issues arising from the reconciliation – Cllr Bridgeman confirmed that there were no issues.

FC 03.22.05 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 RFO highlighted the email received from the Local First Responders who have installed a defibrillator at the Brantham Bull and have requested that the Parish Council support the installation with the purchase of new pads and batteries when required. Cllr McCraw proposed that this was approved by the Committee, this was seconded by Cllr Bridgeman and aif. **ACTION** – RFO to inform the First Responders of this decision

FC 03.22.06 JANUARY PAYSLIPS

- 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 – £1203.30
Tina Bird - £253.23
Phil Wainwright - £210.56
- 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 McCraw and aif.

FC 03.22.07 LITTER PICKER SALARIES

- a) To review litter picker salaries in view of changes to National Minimum Wage in April 2022 – the Clerk reminded the Committee of the decision to maintain the Litter picker salaries at 5% more than the National Minimum Wage (as per minute number FC 07.20.10).
- b) To agree new salary amounts for Brantham litter pickers from 01 April 2022 – Following discussion Cllr Bridgeman proposed that the Litter Picker Salaries should be increased to £10 per hour for this year from 01 April 2022, this was seconded by Cllr Heywood and aif. **ACTION** – RFO to inform the SALC payroll team of this increase

FC 03.22.08 CLERK/RFO SALARY

- a) To review the salary for Clerk/RFO in line with NALC recommendations – the Committee reviewed the documentation received from NALC re: recommendation for a 1.75% increase in Clerk/RFO salaries backdated to 01 April 2021.
Cllr Bridgeman highlighted the need for a process to undertake a salary review on a more regular basis and highlighted that performance measures should be put in place so that this can be measured effectively. **ACTION** - Following discussion it was agreed that the Clerk's Job Description should be circulated to the Committee for consideration of the elements of the job that can be used to measure performance.
It was agreed that a performance appraisal would take place every October in order to inform the budgeting process for the following year.
- b) To consider/approve recommendation for 1.75% increase in Clerk's salary backdated to 01 April 2021 – Cllr McCraw proposed that the Clerk's salary should be increased by 1.75% backdated to 01 April 2021,



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this was seconded by Cllr Heywood and aif. **ACTION** – Clerk to inform the SALC payroll team of this increase.

Following discussion Cllr McCraw proposed that the Clerk/RFO was moved up the pay scale from SCP 24 to SCP 25 effective from 01 April 2022, this was seconded by Cllr Heywood and aif. **ACTION** – Clerk to inform the SALC payroll team of this increase.

FC 03.22.09 ASSET REGISTER (scheduled item)

- a) To review and approve the final version of BPC Asset Register at the end of the year – Cllr Bridgeman proposed that the Asset Register was approved, this was seconded by Cllr McCraw and aif.

FC 03.22.10 CLUBHOUSE INSURANCE

- a) To note the Clubhouse Insurance renewal documents received – the Committee noted the documents received and the 7.8% increase in renewal premium this year.
- b) To approve the payment of insurance renewal – Cllr Heywood proposed that the Insurance premium of £2142.96 is approved for payment, this was seconded by Cllr McCraw and aif. **ACTION** – RFO to arrange payment of the premium.

FC 03.22.11 ANY OTHER BUSINESS

None.

FC 03.22.12 DATE OF NEXT MEETING

Wednesday 27 April 2022, 7.45pm at Brantham Village Hall

Meeting closed at 8.24pm

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



ACTIONS

Minute no.	Action	Who
FC 01.22.14	Arrange for BDC Officer to come and discuss Neighbourhood Plans with BPC	ClIr McCraw
FC 02.22.09	Check noticeboard measurements and make purchase	RFO
FC 03.22.05	Inform First Responders of BPC support for defibrillator with purchase of replacement pads and batteries when necessary	RFO
FC 03.22.07	Inform the SALC payroll team of litter picker pay increase to £10ph	RFO
FC 03.22.08	Circulate Job Description to Committee members	RFO
FC 03.22.08	Inform SALC Payroll team of changes to Clerk/RFO salary	RFO
FC 03.22.09	Arrange payment of Clubhouse insurance for 2022-23	RFO