



BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,
Wednesday 27 April 2022, 7.45pm at Brantham Village Hall

MINUTES

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

FC 04.22.01 APOLOGIES

None.

FC 04.22.02 MINUTES OF THE PREVIOUS MEETING

The Committee reviewed the minutes of the meeting held on 23 March 2022. Cllr Bridgeman proposed that the minutes of the meeting were approved, this was seconded by Cllr McCraw. Cllr Cherry abstained from the vote. All other Councillors present voted in favour of the motion which was therefore carried.

FC 04.22.03 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 to contact representative at BDC</i>	Ongoing
FC 02.22.09	Check noticeboard measurements and make purchase <i>Completed</i>	Dismissed
FC 03.22.05	Inform First Responders of BPC support for defibrillator with purchase of replacement pads and batteries when necessary <i>Completed</i>	Dismissed
FC 03.22.07	Inform the SALC payroll team of litter picker pay increase to £10ph <i>Completed</i>	Dismissed
FC 03.22.08	Circulate Job Description to Committee members <i>The Clerk confirmed that the JD had been circulated to members but no proposals for performance management criteria had been received. Cllr Osben queried whether objectives were practical for this purpose since requirements of the role were regularly changing. Following discussion Cllr Osben proposed that a three-monthly performance review should be undertaken between the Clerk, Chair and Vice Chair working through the tasks listed in the JD (VC to minute the meeting). This was seconded by Cllr Cherry and aif.</i>	Dismissed
FC 03.22.08	Inform SALC Payroll team of changes to Clerk/RFO salary <i>Completed</i>	Dismissed
FC 03.22.09	Arrange payment of Clubhouse insurance for 2022-23 <i>Completed</i>	Dismissed



FC 04.22.04 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 04.22.05 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 Brantham Cricket Club requesting a donation of £150 towards the costs of running the club. Cllr McCraw proposed that the contribution was approved, this was seconded by Cllr Osben and aif.
ACTION – Clerk to arrange payment.
 - Cllr Osben highlighted an additional request for funding from the BPC Recreation Committee towards the cost of installing two vandal-proof goalposts at the LPF. Cllr Osben presented three quotes for posts from play equipment providers including Wicksteed and Sport-thieme. The Goalposts were on average £3500 each plus installation. A 12% discount had been applied to the quote from Wicksteed making this the most cost-effective choice.
The RFO informed the Committee that the Council had just received just over £9k from CIL funding and that this project may be an appropriate use of this funding. Following discussion the Committee agreed to propose to full Parish Council that these goal posts should be purchased using CIL funding.
ACTION – Cllr Osben to prepare and present a proposal to full Council.
 - Cllr Osben presented proposals for the installation of village gates at the Brantham Bull and Cattawade Roundabout ends of the village. Cllr Osben highlighted the gates necessary and the potential installation costs. Following discussion the Committee agreed that this project was not a priority for the coming financial year and should be re-considered in 2022-23.

FC 04.22.06 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 – £1422.64
Tina Bird - £270.83
Phil Wainwright - £225.47
- 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 04.22.07 LED STREET LIGHTING UPGRADING

- a) To review the quote received from SCC for LED Street light upgrading – the Committee reviewed the quote of £1815.00 received from SCC to upgrade the remaining Parish lights to LED and noted that this appeared to be good value for money particularly when the ongoing costs were taken into account.
- b) To consider/agree next steps as necessary – Cllr McCraw proposed that this upgrade should be approved, funded from the lighting fund currently held by the Council. This was seconded by Cllr Osben and aif.



FC 04.22.08 AUDIT UPDATE

- a) To receive an update from the RFO on the 2021-22 Internal Audit – the RFO informed the Committee that this work is now a priority and paperwork will be submitted to SALC the Internal Auditors over the coming week.
- b) To consider/review/approve and Finance Documentation as necessary – none.
- c) To consider/agree next steps as necessary – the RFO to give a progress review at the next meeting.

FC 04.22.09 ANY OTHER BUSINESS

- Cllr Osben queried whether the current litter pickers needed additional hours or whether an additional litter picker was required due to the increase in the size of the village. Following discussion it was agreed that the RFO should approach the litter pickers to get their view.
- Cllr Osben queried whether the Clerk/RFO required additional hours to reflect the increasing workload of the role. Following discussion it was agreed that the Clerk should contact SALC to see if they would undertake a review of the role to measure their expectation of the number of hours necessary.

ACTION – Clerk to contact SALC and arrange a review.

FC 04.22.10 DATE OF NEXT MEETING

Wednesday 25 May 2022, 7.45pm at Brantham Village Hall

Meeting closed at 8.49pm

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 04.22.05	Arrange payment to Brantham Cricket Club	RFO
FC 04.22.05	Prepare and present a proposal to full Parish Council that two goals should be purchased using CIL funding	CLlr Osben
FC 04.22.11	Approach litter pickers to discuss their role and the hours necessary to complete it	RFO
FC 04.22.11	Ask SALC to review the role of the Clerk/RFO to assess whether the hours currently contracted are sufficient.	RFO