



BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,
Wednesday 25 May 2022, 7.45pm at Brantham Village Hall

MINUTES

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

FC 05.22.01 APOLOGIES

Cllr A McCraw

FC 05.22.02 MINUTES OF THE PREVIOUS MEETING

The Committee reviewed the minutes of the meeting held on 27 April 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 05.22.03 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>To be completed</i>	Ongoing
FC 04.22.05	Arrange payment to Brantham Cricket Club <i>Completed</i>	Dismissed
FC 04.22.05	Prepare and present a proposal to full Parish Council that two goals should be purchased using CIL funding <i>Completed</i>	Dismissed
FC 04.22.11	Approach litter pickers to discuss their role and the hours necessary to complete it <i>Completed, awaiting response</i>	Dismissed
FC 04.22.11	Ask SALC to review the role of the Clerk/RFO to assess whether the hours currently contracted are sufficient. <i>Completed, on agenda for discussion</i>	Dismissed

FC 05.22.04 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 05.22.05 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 – none received



- b) To review BPC Contributions expenditure in 2022-23 to day – the Committee reviewed the expenditure to date and noted that the budget had £1750 available for donations for the year going forward.

FC 04.22.06 MAY 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 – £1242.32
Tina Bird - £270.83
Phil Wainwright - £225.27
- 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 Cherry and aif.

FC 04.22.07 REVIEW OF CLERK/RFO HOURS

- a) To review the hours that the Clerk/RFO is currently contracted to work – Cllr Osben stated that as the village continues to grow and the Clerk/RFO role expands it is his opinion that the hours allocated for the Clerk/RFO role should be increased and suggested that 26 hours per week would be more appropriate.
Cllr Bridgeman queried whether this might make the role too large and possibly unattractive to future applicants who might be look for a more part-time role. Cllr Bridgeman also queried whether obliging the current Clerk to work more hours would be welcome.
Cllr Cherry queried what the Clerk felt about the proposals and the size of the current role. The Clerk confirmed that the role had increased over recent years and that she did not feel that this was likely to decrease however she pointed out that any decision taken by the Council should be made based on the role itself not on the Clerk/RFO currently in post.
The Clerk informed the Committee that SALC had confirmed that they no longer offer an in-house review of Clerk/RFO roles but could provide this service through a 3rd party for a cost of £100. It was agreed that this option would not be pursued at this stage.
- b) To consider/agree changes as necessary – Following discussion Cllr Bridgeman proposed that the following proposal is presented to full Parish Council for consideration/approval; the BPC Clerk/RFO role is increased to 24 hours per week with a quarterly review meeting with the Clerk to assess whether this is sufficient/too much. The Clerk should maintain a record of hours work as a means to assess this. This proposal was seconded by Cllr Cherry and aif. **ACTION** – Cllr Osben to present proposal to Brantham Parish Council on 01 June 2022.

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 the Audit has been allocated to Vicky Waples at SALC and that she is currently awaiting requests from Vicky for further information.
- b) To consider/review/approve and Finance Documentation as necessary – none.
- c) To consider/agree next steps as necessary – The RFO confirmed that she hoped paperwork would be available to present to Parish Council on 01 June 2022 but if this was not possible it may be necessary to call an extraordinary meeting.



BRANTHAM

Parish Council

FC 04.22.09 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 – none received
- b) To consider/agree next steps as necessary – none.

FC 05.22.10 ANY OTHER BUSINESS

None.

FC 04.22.11 DATE OF NEXT MEETING

Wednesday 22 June 2022, 7.45pm at Brantham Village Hall

Meeting closed at 8.13pm

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



BRANTHAM

Parish Council

ACTIONS

Minute no.	Action	Who
FC 01.22.14	Arrange for BDC Officer to come and discuss Neighbourhood Plans with BPC	CLlr McCraw
FC 06.22.07	Present a proposal to full Parish Council that the Clerk/RFO hours are increased to 24 per week with a quarterly review meeting	CLlr Osben