



BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,
Wednesday 22 June 2022, 7.45pm at Brantham Village Hall

MINUTES

PRESENT: Cllrs C Couchman (substitute) & J Heywood (substitute)
CHAIRPERSON: Cllr M Bridgeman
IN ATTENDANCE: Sarah Keys (Clerk/RFO), 1 member of the public

FC 06.22.01 APOLOGIES

Cllr L Cherry, A McCraw, and E Osben

FC 06.22.02 MINUTES OF THE PREVIOUS MEETING

The Committee reviewed the minutes of the meeting held on 25 May 2022. The minutes were approved as an accurate record of the meeting.

FC 06.22.03 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 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 <i>Completed</i>	Dismissed

FC 06.22.04 BANK RECONCILIATION

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

FC 06.22.05 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

FC 06.22.06 JUNE PAYSLEIPS

- 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 – £1360.22
Tina Bird - £270.83
Phil Wainwright - £225.27



- b) To authorise Responsible Finance Office to make payments via online banking – Cllr Couchman proposed that these electronic payments should be approved, this was seconded by Cllr Heywood and aif.

FC 06.22.07 AUDIT UPDATE

- a) To receive 2021-22 Internal Audit report from SALC – the Committee noted and reviewed the 2021-22 Internal Audit report from SALC.
- b) To review/approve the proposed IA Action Plan as circulated by the RFO – the Committee reviewed the Action Plan and Cllr Heywood proposed that the plan was approved, this was seconded by Cllr Couchman and aif. The Committee reviewed the actions included in the plan and agreed that it should be recommended to full Parish Council that the Finance Committee Terms of Reference and Finance Regulations were updated to give the Finance Committee delegated authority to approve amendments to any employees pay, emoluments or Terms & Conditions of employment. **ACTION** – Cllr Bridgeman to make this recommendation to Parish Council at the next full meeting of the Council. The RFO informed the Committee that the plan would be added to the agenda of future Finance Committee meetings for review each month.
- c) To consider/review/approve any finance documentation as necessary – none.
- d) To consider/agree next steps as necessary – none.

FC 06.22.08 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 06.22.10 ANY OTHER BUSINESS

None.

FC 06.22.11 DATE OF NEXT MEETING

Wednesday 27 July 2022, directly following the Planning Committee meeting at Brantham Village Hall

Meeting closed at 8.09pm

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 07.22.07	Recommend amendments to the FC ToR and the BPC Finance Regs to delegate authority to the Finance Committee to make changes to employees pay, emoluments or Terms and Conditions	Cllr Bridgeman