



BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,
Wednesday 24 August 2022, 7.37pm at Brantham Village Hall

MINUTES

PRESENT: Cllrs C Couchman (substitute), L Cherry and A McCraw
CHAIRPERSON: Cllr E Osben
IN ATTENDANCE: Sarah Keys (Clerk/RFO)

FC 08.22.01 APOLOGIES

Cllr M Bridgeman

FC 08.22.02 MINUTES OF THE PREVIOUS MEETING

The Committee reviewed the minutes of the meeting held on 22 June 2022. The minutes were approved as an accurate record of the meeting.

FC 08.22.03 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>The Committee agreed that this item should be removed from the matters arising</i>	Dismissed
FC 06.22.07	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 <i>Completed</i>	Dismissed

FC 08.22.04 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 prior to the meeting.
- To discuss any issues arising from the reconciliation – Cllr Osben confirmed that there were no issues.

FC 08.22.05 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 08.22.06 AUGUST PAYSLIPS

- 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 – £1406.52
Tina Bird - £270.83
Phil Wainwright - £225.27



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

FC 08.22.07 REVIEW PROGRESS OF IA ACTION PLAN

- a) To receive IA Action Plan – the Committee noted and reviewed the 2021-22 Internal Audit Action Plan as circulated by the RFO. The RFO highlighted the progress to date and the Committee reviewed the actions still outstanding.
- b) To consider/agree next steps as appropriate – the Committee agreed that the RFO should continue to review and take action as necessary.

FC 08.22.08 GENERAL RESERVES POLICY

- a) The Committee reviewed the draft General Reserves Policy as circulated by the RFO
- b) There were no proposed amendments to the Policy
- c) Following discussion the Committee proposed that the Policy should be presented to full Parish Council for approval. **ACTION** – Cllr Osben to present Policy to the next Council meeting.

FC 08.22.09 INTERNAL AUDIT 2022-23 (Scheduled task)

- a) To consider arrangements for Internal Audit in 2022-23 – the Committee considered the Audit received this year from SALC and whether an alternative would be desirable.
- b) To agree appointment of Internal Auditor for 2022-23 – following discussion Cllr McCraw proposed that SALC was appointed as the Internal Auditor for 2022-23, this was seconded by Cllr Osben and aif.
ACTION – Clerk to notify SALC

FC 08.22.10 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 – The Committee reviewed a request circulated by Cllr Osben for a new surface to be installed underneath the swings at GPL Play area. Cllr Osben presented three options for this work from Wicksteed:
1. To infill the tile gaps and to install carpet over the existing tiles - £2594.00
 2. To remove tiles, install carpet and shock pads - £5265.00
 3. To dig out tiles, install drainage holes and top with Wetpour surfacing - £8828.00
- The Committee agreed that Option 3 would be preferable but that the landowner should be contacted to ensure that he is happy for this work to take place.
- b) To consider/agree next steps as necessary – **ACTION** – Clerk to contact landowner and gain approval for the work. Once received Cllr Osben to present options to Parish Council for approval

FC 08.22.11 ANY OTHER BUSINESS

None.

FC 08.22.12 DATE OF NEXT MEETING

Wednesday 28 September 2022, directly following the Planning Committee meeting at Brantham Village Hall



Meeting closed at 8.03pm

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

ACTIONS

Minute no.	Action	Who
FC 08.22.08	Present General Reserves Policy to full Parish Council for approval	CLlr Osben
FC 08.22.09	Notify SALC re: Internal Audit for 2022-23	RFO
FC 08.22.10	Request approval from landowner for improvements to play surfacing	Clerk
FC 08.22.10	Present options for play surfacing to Full Council for approval	CLlr Osben