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**BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,**  
Wednesday 28 September 2022, 7.37pm at Brantham Village Hall

**MINUTES**

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

**FC 09.22.01 APOLOGIES**

Cllr L Cherry

**FC 09.22.02 MINUTES OF THE PREVIOUS MEETING**

The Committee reviewed the minutes of the meeting held on 24 August 2022. Cllr McCraw proposed that the minutes were approved, this was seconded by Cllr Osben and aif.

**FC 09.22.03 MATTERS ARISING FROM THE MINUTES**

Minute no.	Action	Dismissed/ Ongoing
FC 08.22.08	Present General Reserves Policy to full Parish Council for approval <i>Completed</i>	Dismissed
FC 08.22.09	Notify SALC re: Internal Audit for 2022-23 <i>Completed</i>	Dismissed
FC 08.22.10	Request approval from landowner for improvements to play surfacing <i>Completed – no response received to date</i>	Dismissed
FC 08.22.10	Present options for play surfacing to Full Council for approval <i>Completed</i>	Cllr Osben

**FC 09.22.04 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 prior to the meeting.
- b) To discuss any issues arising from the reconciliation – Cllr Osben confirmed that there were no issues.

**FC 09.22.05 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
- Request for daffodil bulbs from 1<sup>st</sup> Brantham Cub Scouts – Cllr McCraw proposed that this request was funded from the Horticultural fund, this was seconded by Cllr Bridgeman and aif.
- ACTION** – Clerk to add payment to Parish Council payments list
- Request for donation towards cost of new boilers from Brantham Leisure Centre – the committee agreed that a request of this nature should be considered by the full Parish Council.



Following discussion Cllr Bridgeman proposed that the Finance Committee should propose a donation of £1000 towards these costs, this was seconded by Cllr Osben and aif. **ACTION** – Finance Committee to make this proposal for consideration at the next Parish Council meeting.

**FC 09.22.06 AUGUST 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 – £1406.72  
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, aif.

**FC 09.22.07 REVIEW PROGRESS OF IA ACTION PLAN**

- a) To review IA Action plan – the Committee reviewed the IA Action Plan and the Clerk noted the progress to date.
- b) To consider the draft updated Document and Electronic Data Policy as circulated by the RFO – the Committee reviewed the document and proposed that after some minor amendments approval of this document should be proposed to full Parish Council.
- c) To consider the draft Subject Access Request Policy and Procedure as circulated by the RFO - the Committee reviewed the documents and proposed that after some minor amendments approval of this document should be proposed to full Parish Council.
- d) To consider/agree next steps as necessary – none.

**FC 09.22.08 PARISH COUNCIL INSURANCE 2022-23**

- a) To review Parish Council insurance quote received from CAS – the RFO informed the Committee that the insurance renewal documents had not yet been received.
- b) To consider/agree next steps as appropriate – it was agreed that once received these should be presented to full Parish Council for approval.

**FC 09.22.09 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 09.22.10 COSTS FOR BOS**

- a) To review email received from Brantham Open Spaces Group re: petrol costs – the Committee reviewed the requested donation towards the petrol costs incurred by the group and the cost of servicing the lawn mower. Following discussion Cllr Bridgeman proposed that the Parish Council should cover the costs of the petrol used by the group. This was seconded by Cllr McCraw and aif. The Committee noted that since the lawn mower was not a Parish Council asset the cost of servicing it should not be paid by the Council.



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- b) To consider/agree next steps as necessary – **ACTION:** Clerk to arrange payment to the group and to request that an estimated expenditure for the group in the next financial year should be provided so that this could be included in the forthcoming budget.

## FC 09.22.11 ANY OTHER BUSINESS

None.

## FC 09.22.12 DATE OF NEXT MEETING

Wednesday 26 October 2022, directly following the Planning Committee meeting at Brantham Village Hall

**Meeting closed at 8.36pm**

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

## ACTIONS

Minute no.	Action	Who
FC 09.22.05	Arrange payment to 1 <sup>st</sup> Brantham Cub Scouts	Clerk
FC 09.22.05	Propose a donation of £1000 towards costs of new boilers at BLC	CLlr Osben
FC 09.22.11	Arrange payment for cost of petrol used by BOS	Clerk
FC09.22.11	Request an estimate of costs for BOS going forward	Clerk