



BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,
Wednesday 26 October 2022, 7.37pm at Brantham Village Hall

MINUTES

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

FC 10.22.01 APOLOGIES

Cllrs M Bridgeman and A McCraw

FC 10.22.02 MINUTES OF THE PREVIOUS MEETING

The Committee reviewed and approved the minutes of the meeting held on 28 September 2022.

FC 10.22.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Dismissed/ Ongoing
FC 09.22.05	Arrange payment to 1 st Brantham Cub Scouts <i>Completed</i>	Dismissed
FC 09.22.05	Propose a donation of £1000 towards costs of new boilers at BLC <i>Completed</i>	Dismissed
FC 09.22.11	Arrange payment for cost of petrol used by BOS <i>Completed</i>	Dismissed
FC09.22.11	Request an estimate of costs for BOS going forward <i>Completed. Not yet received</i>	Dismissed

FC 10.22.04 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 10.22.05 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.
- To note contributions expenditure committed to date – the Committee reviewed the Contributions table circulated by the RFO, the spending to date and the budget currently still available.

FC 10.22.06 OCTOBER 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 – £1406.72

Tina Bird – £270.83



Phil Wainwright - £225.47

- 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 10.22.07 QUARTERLY REPORT

- a) To review quarterly report – the Committee noted the report and the RFO reviewed the document and points to note. Cllr Osben proposed that the quarterly report position was approved by the Committee, this was seconded by Cllr Couchman and aif.
- b) To review and approve the reserves position to 30.09.22 – the Committee noted the reserves position and the RFO highlighted the transfers in reserves that had been made. Cllr Osben proposed that the Reserves report was approved, this was seconded by Cllr Cherry and aif.
- c) To consider/agree next steps as necessary – none.

FC 10.22.08 REVIEW PROGRESS OF IA ACTION PLAN

- a) To review IA Action plan – the Committee reviewed the IA Action Plan and the RFO noted the progress to date.
- b) To review the guidance from VWaples re: transparency code and agree next steps – following discussion Cllr Osben proposed that compliance with the Transparency Code should be a goal for the Council and that this information should begin to be uploaded to the Parish Council website from the beginning of the new Financial Year. This was seconded by Cllr Cherry and aif.

ACTION – Clerk to begin to add information to website to comply with the Transparency Code.

- c) To consider/agree next steps as necessary – none.

FC 10.22.09 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. **ACTION** - Following discussion it was agreed that the Finance Committee should request Parish Council Committees and Sub-Committees provide details of projects to inform budget for the coming year.
- b) To consider/agree next steps as necessary – none.

FC 10.22.10 BUDGET 2023-24

- a) To review first draft of the proposed BPC budget for 2023-24 as circulated by the Clerk – the Committee reviewed the draft budget as circulated and noted the proposed possible increases of the precept by 2%, 5% and 10% (in line with inflation). The Clerk highlighted that these options are exploratory until the finalized Tax base figures are known.
- b) To consider/agree next steps as necessary – Following discussion it was agreed that given increasing costs and probably likely expenditure going forward the Finance Committee would propose to full Council that the principle of a 5% pp increase in the precept is approved as the most appropriate way forward. **ACTION:** Cllr Osben to make this proposal to full Parish Council at its next meeting.

FC 10.22.11 ANY OTHER BUSINESS

None.

FC 10.22.12 DATE OF NEXT MEETING



Wednesday 23 November 2022, directly following the Planning Committee meeting at Brantham Village Hall

Meeting closed at 8.27pm

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

ACTIONS

Minute no.	Action	Who
FC 10.22.08	Add information to website to comply with the Transparency Code	RFO
FC 10.22.09	Request Parish Council Committees and Sub-Committees to provide projects for expenditure in the coming year.	Cllr Osben
FC 10.22.10	Propose the principle of a 5% increase in the Precept for 2023-24	Cllr Osben