



BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,
Wednesday 30 November 2022, 7.37pm at Brantham Village Hall

MINUTES

PRESENT: Cllrs M Bridgeman, L Cherry, A McCraw
CHAIRPERSON: Cllr E Osben
IN ATTENDANCE: Sarah Keys (Clerk/RFO)

FC 11.22.01 APOLOGIES

None

FC 11.22.02 MINUTES OF THE PREVIOUS MEETING

Cllr Cherry proposed that the minutes of the meeting held on 26 October 2022 were approved and signed as an accurate record of the meeting, this was seconded by Cllr Osben. (Cllrs Bridgeman and McCraw abstained from the vote). The motion was carried and the Chair signed the minutes.

FC 11.22.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Dismissed/ Ongoing
FC 10.22.08	Add information to website to comply with the Transparency Code in next Financial Year <i>Ongoing task</i>	Ongoing
FC 10.22.09	Request Parish Council Committees and Sub-Committees to provide projects for expenditure in the coming year. <i>Completed</i>	Dismissed
FC 10.22.10	Propose the principle of a 5% increase in the Precept for 2023-24 <i>Completed</i>	Dismissed

FC 11.22.04 BANK RECONCILIATION

- a) To confirm completion of a bank reconciliation– Cllr Osben informed the Committee that he and the RFO would complete a bank reconciliation prior to the Parish Council meeting next week.
- b) To discuss any issues arising from the reconciliation – not applicable.

FC 11.22.05 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 - The Committee reviewed the following requests for contributions:
- Headway Suffolk – support for running costs
 - Village Hall Brantham – repairs to leaking roof and various plumbing issues
- Following discussion Cllr Osben proposed the following contributions:
- Headway Suffolk - £100



- Village Hall Brantham - £500 (from CIL funding)

This was seconded by Cllr Cherry and aif. **ACTION** – Clerk to arrange for payments to be made.

- b) 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 11.22.06 NOVEMBER 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 – £1414.06

Tina Bird – £270.83

Phil Wainwright - £225.27

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

FC 11.22.07 REVIEW PROGRESS OF IA ACTION PLAN

- a) To review IA Action Plan – the Committee reviewed the document as circulated by the RFO and noted that there was one outstanding action to update the Council email addresses to .gov.uk addresses. The Clerk confirmed that she had discussed this with Simon Fisher of Ipswich Websites who had provided information on how to progress this.
- b) To consider/agree next steps as necessary – following discussion the Committee agreed that best practice suggested that email accounts should be .gov.uk and that the process for doing this would be started in the next financial year.

FC 11.22.08 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 11.22.09 BUDGET 2023-24

- a) To review second 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 pointed out that the possible budgets had been amended to reflect the final Council Tax Base figures as received from Babergh District Council.
- b) To consider/agree next steps as necessary – Following discussion the Committee agreed that the Parish Council should adopt a 5% per person increase in the Parish Council element of the Council Tax. This would represent a Precept request of £57,581.00. **ACTION:** Cllr Osben to propose that this budget and precept request is approved by the Parish Council at its next meeting.

FC 11.22.10 ASSET REGISTER 2022-23 (Scheduled task)

- a) To undertake annual review of BPC Asset Register – the Committee reviewed the Asset Register and agreed that this represented an accurate reflection of BPC Assets.



- b) To consider/agree next steps as necessary – Cllr Bridgeman highlighted that the current valuation of the Brantham Leisure Centre building seemed low. Cllr McCraw proposed that the building was professionally revalued in the coming year. This was seconded by Cllr Bridgeman and aif.

FC 11.22.11 ANY OTHER BUSINESS

None.

FC 11.22.12 DATE OF NEXT MEETING

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

FC 11.22.13 IN CAMERA ITEM

Cllr McCraw proposed that as per section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the meeting should be closed to the public due to the confidential nature of the business to be transacted. This was seconded by Cllr Bridgeman and aif.

The meeting closed to the public at 8.10pm

LEGAL ADVICE FROM BIRKETTS

- a) To consider the quote received from Birketts Solicitor to review documentation and provide the Council with legal advice – the Committee reviewed the quote from Birketts and discussed the correspondence documentation that had been provided from the Clerk by email.
- b) To consider/approve expenditure – Cllr Bridgeman proposed that the legal team should be instructed to investigate this matter and provide advice. This was seconded by Cllr Osben and aif.
- ACTION** – Clerk to instruct Birketts and provide paperwork where necessary. The Committee agreed that the a Vexatious Correspondence policy was adopted by the Council. **ACTION** – Clerk to draft a policy for consideration at the next Finance Committee meeting.

LOCAL GOVERNMENT PAY CLAIM 2022-23

- a) To review information received via SALC and SLCC re: Local Government Pay Claim 2022-23 – the Committee reviewed the information received and noted the proposed pay offer of a flat rate payment of £1,925 on each scale point with effect from 1 April 2022. Alongside the recommendation that from 01 April 2023 all employees covered by this National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rate for part-timers) to their annual leave entitlement.
- b) To consider/agree next steps as necessary – Cllr Cherry proposed that the pay offer as detailed above was approved, this was seconded by Cllr Bridgeman and aif. **ACTION** – Clerk to inform SALC Payroll department of this decision.

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



ACTIONS

Minute no.	Action	Who
FC 10.22.08	Add information to website to comply with the Transparency Code	RFO
FC 11.22.05	Arrange for contributions payments to be made	Clerk
FC 11.22.09	Propose that a 5%pp increase in the budget and precept request is approved by the Parish Council at its next meeting.	EO