



**BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,**  
Wednesday 25 January 2023, 7.45pm at Brantham Village Hall

**MINUTES**

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

**FC 01.23.01 APOLOGIES**

None.

**FC 01.23.02 MINUTES OF THE PREVIOUS MEETING**

The Committee reviewed the minutes of the meeting held on 30 November 2022. Cllr Cherry proposed that the minutes of the meeting were approved, this was seconded by Cllr Bridgeman and aif. The minutes were duly signed by the Chair.

**FC 01.23.03 MATTERS ARISING FROM THE MINUTES**

<b>Minute no.</b>	<b>Action</b>	<b>Dismissed/ Ongoing</b>
FC 10.22.08	Add information to website to comply with the Transparency Code <i>Process has begun</i>	Ongoing
FC 11.22.05	Arrange for contributions payments to be made <i>Completed</i>	Dismissed
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. <i>Completed</i>	Dismissed

Cllr Bridgeman highlighted the action from the In Camera minutes for the Clerk to contact Birketts Solicitors to request advice. Cllr Bridgeman queried whether this had happened. The Clerk confirmed that this had not happened to date. **ACTION** – Following discussion it was agreed that this would be actioned as soon as possible.

**FC 01.23.04 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.
- To discuss any issues arising from the reconciliation – Cllr Osben confirmed that there were no issues.

**FC 01.23.05 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 – to be reviewed at the next meeting



**FC 01.23.06 JANUARY PAYSLEIPS**

- a) To agree the salary payments as per payslips received from SALC – Councillors noted the payslips circulated by the Clerk and noted the salary payments as follows:  
Sarah Keys – £1480.82  
Tina Bird - £270.83  
Phil Wainwright - £225.47
- b) To authorise Responsible Finance Office to make payments via online banking – The Committee agreed that these electronic payments should be approved.

**FC 01.23.07 QUARTERLY BUDGET REVIEW**

- a) To note and approve Budget to Actual Statement up to 31 December 2022 – The committee reviewed the documentation circulated by the Clerk and the Clerk provided an overview of the figures included – Cllr Osben proposed that this statement should be approved, this was seconded by Cllr McCraw and aif.
- b) To note and approve Bank Reconciliation up to 31 December 2022 – the Committee reviewed the Bank Reconciliation as circulated. Cllr Osben proposed that this document should be approved, this was seconded by Cllr Cherry and aif.
- c) To note and approve the Reserves position up to 31 December 2022 – the Committee reviewed the reserves position as circulated by the Clerk. Cllr McCraw proposed that the funds currently held for lighting purposes should be moved to the Recreation fund following which the reserves position should be approved, this was seconded by Cllr Osben and aif.

**FC 01.23.08 DOCUMENTS REVIEW (scheduled task)**

- a) To note the review of the following documents and receive recommendations
- Internal Controls – the Committee proposed that this document should be amended from “*The Committee meet 10 times during the financial year*” to “*The Committee meet at least 10 times during the financial year.*” Following which the document should be approved.
  - Risk Register – The committee agreed that there were no amendments necessary.
  - Finance Regulations – The committee agreed that there were no amendments necessary.
  - Standing Orders – Cllr McCraw proposed that SO order 26 be moved to a separate item. There was no seconder for this motion and it was therefore not carried. The Committee then agreed that there were no other amendments necessary.
- b) To agree next steps as necessary – **ACTION** - The RFO to update the documents as proposed.

**FC 01.23.09 PERSISTENT OR VEXATIOUS CORRESPONDENCE/COMPLAINTS POLICY**

- a) To review the example policy as circulated – the Committee reviewed the circulated example policy and following discussion agreed that this should be adopted by the Council.
- b) To consider any next steps as necessary – **ACTION** – Cllr Osben to present the draft policy to the Parish Council for approval at its next Parish Council meeting.

**FC 01.23.10 REQUESTS FOR PROJECTS FROM BPC COMMITTEES/SUB-COMMITTEES**

- a) To consider/approve any requests or projects and funding necessary from BPC Committees, Sub-Committees and Groups:
- The Committee reviewed the quote received from Wicksteed for three signs for the local play areas. The Committee agreed that before it was able to fund these signs a mock-up should be



requested from Wicksteed. To consider/agree next steps as necessary – **ACTION** - RFO to cancel ZOOM subscription

- b) To consider/agree next steps as necessary - **ACTION** – Clerk to go back to Wicksteed and request an example drawing/picture of the signs.

**FC 01.23.11 ANY OTHER BUSINESS**

- a) The Clerk circulated a request received from BOS for the purchase of a new strimmer which will cost around £270. This was considered by the Committee. Cllr McCraw proposed that this request should be approved, this was seconded by Cllr Bridgeman and aif. **ACTION** – Clerk to arrange purchase of the strimmer.
- b) Cllr McCraw highlighted the forthcoming King's Coronation and queried whether the Parish Council would be marking the occasion. The Committee agreed that this should be added to the agenda for the next Parish Council meeting.

**FC 01.23.12 DATE OF NEXT MEETING**

The Committee considered and agreed that it should be proposed to full Parish Council that future Planning and Finance meeting should start at 7pm. If agreed by the Council the next meeting will therefore take place on Wednesday 25 March 2023, 7.15pm at Brantham Village Hall

**Meeting closed at 8.51pm**

**SIGNED.....DATED.....**

**ACTIONS**

<b>Minute no.</b>	<b>Action</b>	<b>Who</b>
FC 10.22.08	Add information to website to comply with the Transparency Code	Clerk
FC 01.23.08	Update Internal controls document	Clerk
FC 01.23.09	Present Persistent or Vexatious Correspondence/complaints policy to full Parish Council for approval	EO
FC 01.23.10	Ask Wicksteed to an example picture/photo of the signs in the quote	Clerk
FC 01.23.11	Arrange purchase of the new strimmer for BOS	Clerk