



BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,
Wednesday 22 February 2023, 7.15pm at Brantham Village Hall

MINUTES

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

In the absence of Cllr Osben, Cllr Cherry proposed that Cllr Bridgeman be appointed as the Chair for this meeting, this was seconded by Cllr McCraw and aif.

FC 02.23.01 APOLOGIES

The Committee noted and approved the apologies received from Cllr E Osben.

FC 02.23.02 MINUTES OF THE PREVIOUS MEETING

The Committee reviewed the minutes of the meeting held on 25 January 2023. The minutes were approved by the Committee and duly signed by the Chair.

FC 02.23.03 MATTERS ARISING FROM THE MINUTES

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

FC 02.23.04 BANK RECONCILIATION

- To confirm completion of a bank reconciliation– the RFO confirmed that this would be completed before the next Parish Council meeting
- To discuss any issues arising from the reconciliation – see above.

FC 02.23.05 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 – the Committee reviewed the request received from Brantham Management CIC towards the cost of running the village Youth Club at



Brantham Leisure Centre. Following discussion Cllr McCraw proposed that the Parish Council should fund the Youth club for three months (March, April and May 2023) at a cost of £225 which would coincide with the end of this election period. The success of the club could then be reevaluated and further requests for funding could be presented to the elected Council at that time. This was seconded by Cllr Cherry and aif. **ACTION** – Clerk to inform BMCIC and arrange payment.

- b) To note contributions expenditure committed to date – The Committee noted the expenditure made to date and the budget underspend. Following discussion it was agreed that any underspend from this budget at the end of the Financial Year should be added to the donations budget for 2023-24.

FC 02.23.06 FEBRUARY 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 - £225.27
- b) To authorise Responsible Finance Office to make payments via online banking – Cllr Bridgeman proposed that the RFO should be authorised to make these payments, this was seconded by Cllr Cherry and aif.

FC 02.23.07 INSURANCE REVIEW (CLUBHOUSE & VILLAGE HALL (scheduled task)

- a) To note any insurance renewal documents received from CAS – insurance renewal documentation had not been received from the insurers to date.
- b) To agree payment of insurance premiums – see above
- c) To consider/agree next steps as appropriate – the Committee agreed that if received in time these renewal premiums should be considered at the next Parish Council meeting.

FC 02.23.08 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 and reviewed the examples provided by Wicksteed. Following discussion Cllr McCraw proposed that purchase of these signs should be approved and that the Recreation, Footpaths and Services Sub-Committee should work with Wicksteed to agree the final design. This was seconded by Cllr Cherry and aif.
 - The Committee reviewed the email from Cllr Heywood and the attached documentation detailing a request for funding to support further improvements to local play areas. Cllr McCraw confirmed that a bid could be made to Babergh District Council for CIL funding to contribute to the cost of these updates. Following discussion Cllr Bridgeman proposed that this request should be supported by the Parish Council. A bid should be submitted to BDC for CIL funding as a contribution, if this was not successful the Parish Council should support 100% of the cost using BPC CIL funds where possible. This was seconded by Cllr Cherry and aif.
- b) To consider/agree next steps as necessary:
- **ACTION** - RFO to contact Wicksteed to approve purchase of signs.
 - **ACTION** – RFO to contact BDC to begin the CIL application process



FC 02.23.09 ANY OTHER BUSINESS

None.

FC 02.23.10 DATE OF NEXT MEETING

Wednesday 29 March 2023, 7.15pm at Brantham Village Hall

Meeting closed at 7.47pm

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

ACTIONS

Minute no.	Action	Who
FC 10.22.08	Add information to website to comply with the Transparency Code	Clerk
FC 02.23.05	Inform BMCIC of funding awarded to Youth Club and arrange payment	Clerk
FC 02.23.08	Contact Wicksteed to inform them that we wish to go ahead with the purchase of these signs	Clerk
FC 02.23.08	Contact BDC to begin the CIL application process	Clerk