



BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,
Wednesday 29 March 2023, 7.15pm at Brantham Village Hall

MINUTES

PRESENT: Cllrs M Bridgeman, L Cherry and A McCraw
CHAIRPERSON: Cllr E Osben
IN ATTENDANCE: Sarah Keys (Clerk/RFO) and 2 members of the public

FC 03.23.01 APOLOGIES

None.

FC 03.23.02 MINUTES OF THE PREVIOUS MEETING

The Committee reviewed the minutes of the meeting held on 22 February 2023. Cllr Bridgeman proposed that the minutes were approved by the Committee, this was seconded by Cllr Cherry and agreed by the Committee (Cllr Osben abstained from the vote) The minutes were duly signed by the Chair.

FC 03.23.03 MATTERS ARISING FROM THE MINUTES

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

FC 03.23.04 BANK RECONCILIATION

- a) To confirm completion of a bank reconciliation– Cllr Osben confirmed that a Bank Reconciliation had been undertaken.
- b) To discuss any issues arising from the reconciliation – none.

FC 03.23.05 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 – None
- b) To note contributions expenditure committed to date – The Committee noted the expenditure made to date and the budget underspend.

FC 03.23.06 MARCH 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 – £1480.62
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 McCraw and aif.
Cllrs noted the excellent work undertaken by the Village litter pickers throughout the year.

FC 03.23.07 INSURANCE REVIEW (CLUBHOUSE & VILLAGE HALL (scheduled task)

- a) To note any insurance renewal documents received from CAS – Councillors noted the insurance documentation from CAS and the Insurance premiums as follows:
 - a. Village Hall – £2142.96
 - b. Brantham Leisure Centre – £1949.73
- b) To agree payment of insurance premiums – Cllr McCraw proposed that these premiums were approved and paid. This was seconded by Cllr Cherry and aif.

FC 03.23.08 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 – none.
- b) To consider/agree next steps as necessary – none.

FC 03.23.09 ASSET REGISTER

- a) To review the 2022-23 Asset Register – Councillors reviewed the document as circulated by the Clerk
- b) To consider/agree any additions or amendments necessary – none. Cllr Bridgeman requested that changes in year were highlighted on next year's Asset Register.
- c) To agree any other next steps as required – Cllr McCraw proposed that the Asset Register was approved by eh Committee, this was seconded by Cllr Cherry and aif.

FC 03.23.10 CONTRIBUTION FROM TATTINGSTONE PARISH COUNCIL

- a) To consider making a request to Tattingstone Parish Council for a contribution towards sharing of resources – the Clerk highlighted that a number of administrative tools were used and shared between the two councils. The Clerk noted that a saving of £111.00 had been made since her dual role had commenced since the SLCC membership is now shared 50/50
- b) To agree a contribution amount, if appropriate – following discussion Cllr Cherry proposed that no request was made to Tattingstone PC, this was seconded by Cllr McCraw and aif.

FC 03.23.11 ANY OTHER BUSINESS

Cllr Osben highlighted that he would like to revisit online banking for the Clerk going forward. **ACTION** – Clerk to contact Vicky Waples (SALC Auditor) and request details of best practice in this area.

FC 03.23.10 DATE OF NEXT MEETING

Wednesday 26 April 2023, 7.15pm at Brantham Village Hall



Meeting closed at 7.53pm

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

ACTIONS

Minute no.	Action	Who
FC 10.22.08	Add information to website to comply with the Transparency Code	Clerk
FC 03.23.13	Contact VWaples re: best practice for PC Online banking	Clerk