



BRANTHAM

Parish Council

MINUTES of the Finance Committee Meeting held on Wednesday 26 April 2023 at 7.15pm at Brantham Village Hall.

Present: Cllrs. Bridgeman, Cherry, McCraw and Osben (Chair). In Attendance: Sarah Keys, Clerk/RFO and 1 member of the public.

FC 04.23.01 APOLOGIES FOR ABSENCE

- a) Committee to receive apologies – none received
- b) The Committee to consent to apologies received – see above

FC 04.23.02 MINUTES

- a) Cllr Cherry proposed that the minutes of the meeting on 29 March 2023 were approved by the Committee. This was seconded by Cllr Bridgeman, aif.

FC 04.23.03 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>Completed, will be updated regularly</i>	Dismissed
FC 03.23.13	Contact VWaples re: best practice for PC Online banking <i>Completed, awaiting response</i>	Dismissed

FC 04.23.04 BANK RECONCILIATION

- a) To confirm completion of a bank reconciliation– Cllr Osben confirmed that a Bank Reconciliation would be undertaken prior to the next Parish Council meeting.
- b) To discuss any issues arising from the reconciliation – none.

FC 04.23.05 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 received
- b) To note contributions expenditure committed to date – The Committee noted the budget allocated for the coming year which includes carried over funds from 2022-23.

FC 04.23.06 APRIL 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 – **Cllr McCraw proposed that the RFO should be authorised to make these payments, this was seconded by Cllr Bridgeman, aif.**

FC 04.23.07 LITTER PICKER SALARIES

- a) To review the Litter Picker salaries in line with the National Living Wage – Councillors noted the new National Living Wage of £10.42 per hour.
- b) To consider/agree Litter Picker Wage rates effective from 01 April 2023 - Following discussion **Cllr Bridgeman proposed that the Litter Picker salaries should be increased to £11 per hour, backdated to 01 April 2023, this was seconded by Cllr Osben, aif.**



FC 04.23.08 COMMUNITY INFRASTRUCTURE LEVY

- a) To receive an update on the monies held under the CIL Reserve and monies expended to date on projects – the Committee noted the paper circulated by the Clerk outlining CIL income and expenditure to date.
- b) To consider/agree allocation of funds to potential projects going forward – the Committee agreed that section 4 should include a “other major projects” line for future allocations. *ACTION – Clerk to amend the report accordingly.*

FC 04.23.09 INTERNAL AUDIT 2022-23

- a) To review/approve the Internal Audit report received from SALC – the Committee noted the report received from SALC and the comments and recommendations included. **The Committee agreed that this report should be approved.**
- b) To review/approve the IA Action Plan as drawn up by the RFO – the Committee noted the IA Action Plan circulated by the RFO and noted the proposed actions. **The Committee agreed that this report should be approved.**
- c) To consider/agree any next steps as appropriate – the RFO informed the Committee that monitoring of this report would be undertaken at Finance Committee meetings.

FC 04.23.10 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 – none.
- b) To consider/agree next steps as necessary – none.

FC 04.23.11 PLAY AREA SIGNAGE

- a) To review the updated quote received from Wicksteed Leisure re: signage for Brantham – the Committee reviewed the updated quote of £3074.10 (excl. VAT) for supply, delivery and installation of signs in each of the Brantham Play areas. The committee noted the proposed smaller size of the signs.
- b) To approve payment of the quote received – following discussion **the Committee agreed that these signs should be approved for purchase using CIL Funds, aif.** The final design of the signs would be agreed by the Footpaths, Recreation and Services Sub-Committee.

FC 04.23.12 CLERK APPRAISAL

- a) To update on the Clerk’s Performance Appraisal – Cllr McCraw informed the Committee that an appraisal meeting had taken place with Cllr McCraw, Cllr Bridgeman and the Clerk. The Clerk’s performance had been reviewed, training needs discussed and plans for the future proposed.
- b) To consider/agree any next steps as necessary – Cllr McCraw informed the Committee that the Clerk had suggested that a more formal arrangement for salary review should be incorporated into the Staff Appraisal Policy. *ACTION – Clerk to update the Staff Appraisal Policy as appropriate.*

FC 04.23.13 ANY OTHER BUSINESS

None.

FC 04.23.14 DATE OF NEXT MEETING

Wednesday 24 May 2023, 7.15pm at Brantham Village Hall

Meeting closed at 7.45pm



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

ACTIONS

Minute no.	Action	Who
FC 04.23.08	Amend CIL report to include “Other major projects” line	Clerk
FC 04.23.10	Update Staff Appraisal Policy	Clerk