



BRANTHAM

Parish Council

MINUTES of the Finance Committee Meeting held on Wednesday 24 May 2023 at 7pm at Brantham Village Hall.

Present: Cllrs. Bridgeman, McCraw and Rowlinson (Substitute). In Attendance: Sarah Keys (Clerk/RFO) and 2 members of the public.

In the absence of Cllr Osben Cllr McCraw proposed that Cllr Bridgeman should act as the Chair for the meeting, this was seconded by Cllr Rowlinson, aif.

FC 05.23.01 APOLOGIES FOR ABSENCE

- Committee to receive apologies – The Committee received apologies from Cllrs Cherry and Osben
- The Committee to consent to apologies received – Cllr McCraw proposed that the apologies should be approved, this was seconded by Cllr Rowlinson, aif.

FC 05.23.02 MINUTES

- Cllr Bridgeman proposed that the minutes of the meeting on 26 April 2023 were approved by the Committee. This was seconded by Cllr McCraw. Cllr Rowlinson abstained from the vote. The motion was carried.

FC 05.23.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Ongoing/ Dismissed
FC 04.23.08	Amend CIL report to include "Other major projects" line <i>Completed</i>	Dismissed
FC 04.23.10	Update Staff Appraisal Policy <i>To be completed</i>	Ongoing

Cllr Bridgeman highlighted that a response from Vicky Waples re: online payments best practice was still awaited and requested that this action be followed up. ACTION – Clerk to contact VWaples again.

FC 05.23.04 BANK RECONCILIATION

- To confirm completion of a bank reconciliation– The Clerk confirmed that a Bank Reconciliation would be undertaken prior to the next Finance Committee meeting.
- To discuss any issues arising from the reconciliation – none.

FC 05.23.05 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:
 - BMCIC Youth Club – the Committee considered the request for £1847.79 towards the running costs of the Youth Club at BLC. The Committee agreed that it would like to support this project but that it was outside the scope of the BPC Contributions policy. Following discussion, **it was agreed that the Finance Committee would propose to full Parish Council that this request should be supported for a 6 month period with the option to review at the end of the 6 months.**
- To note contributions expenditure committed to date – The Committee noted the budget of £1801 allocated for the coming year.

FC 05.23.06 APRIL PAYSLEIPS

- 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 - £297.91

Phil Wainwright - £246.95

- b) To authorise Responsible Finance Office to make payments via online banking – **The Committee agreed that the RFO should make the salary payments via online banking, aif.**

FC 05.23.07 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 and noted that there were no changes since the previous month.
- b) To consider/agree allocation of funds to potential projects going forward – the Committee noted no change from the previous month..

FC 05.23.08 INTERNAL AUDIT ACTION PLAN

- a) To review/approve progress against the BPC Internal Audit Action Plan – the RFO reviewed the progress against the Internal Audit Action plan to date which included amendments to the BPC Finance Regulations and re-enrolment of staff into the Pension scheme.
- b) To review/approve updated BPC Finance Regulations – the Committee reviewed the Finance Regulations that had been updated by the Clerk . **Cllr Bridgeman proposed that the updated Finance Regulations should be approved by the Committee, this was seconded by Cllr Rowlinson, aif.**
- c) To consider/agree any next steps as appropriate – the Clerk confirmed that the Action Plan would continue to be updated and reviewed at each Finance Committee meeting.

FC 05.23.09 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 review update on CIL funding request to BDC for play equipment – the Clerk confirmed that the bid was underway and will be completed and submitted shortly.
- c) To consider/agree next steps as necessary – none.

FC 05.23.10 DRAFT PAY POLICY

- a) To review the draft BPC Pay Policy as circulated by the Clerk and consider any proposed changes – the Committee reviewed the document and the Clerk highlighted reasoning and timeslines.
- b) To consider/agree next steps as necessary – **Cllr Bridgeman proposed that the Pay Policy should be approved by the Committee and adopted by the Council, this was seconded Rowlinson, aif.**

FC 05.23.11 ANY OTHER BUSINESS

None.

FC 05.23.12 DATE OF NEXT MEETING

Wednesday 28 June 2023, 7.15pm at Brantham Village Hall

Meeting closed to the public at 7.26pm

FC 05.23.13 IN CAMERA ITEM – CLERK’S SALRY REVIEW

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed – Cllr Bridgeman proposed that members of the public



be excluded from the meeting to undertake a confidential review of the Clerk/RFO's salary, this was seconded by Cllr McCraw, aif.

- a) To review the SCP for the Brantham Clerk/RFO in line with SLCC guidance and the job evaluation tool circulated – Cllr Bridgeman provided an overview of the job evaluation tool and the guidance document. The Clerk outlined the completion of the tool and its findings.
- b) To approve the Salary Range for the Brantham Clerk/RFO – in line with the recommendations of the evaluation tool (taking into account functions and meeting regularity) **the Committee agreed that the Brantham Clerk/RFO role qualified for at least SCP 27, aif.**
- c) To review and approve any changes to the Clerk/RFO's salary – taking into consideration the SCP agreed for the Brantham Clerk/RFO role (as above) alongside the Clerk's experience, qualifications and length of service **the Committee approved to change the SCP for the current Clerk/RFO from SCP 24 to SCP 28 (18.05 per hour)**

The meeting closed at 7.40pm

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

ACTIONS

Minute no.	Action	Who
FC 04.23.10	Update Staff Appraisal Policy	Clerk
FC 05.23.03	Contact VWaples to follow up on best practice for online payments	Clerk