



BRANTHAM

Parish Council

MINUTES of the Finance Committee Meeting held on Wednesday 29 June 2023 at 7pm at Brantham Village Hall.

Present: Cllrs. Bridgeman, McCraw and Osben. In Attendance: Sarah Keys (Clerk/RFO).

FC 06.23.01 APOLOGIES FOR ABSENCE

- a) Committee to receive apologies – The Committee received apologies from Cllr Cherry.
- b) The Committee to consent to apologies received – **Cllr Bridgeman proposed that the apologies should be approved, aif.**

FC 06.23.02 MINUTES

- a) To consider and approve the minutes of the Finance Committee meeting on 24 May 2023 – **Cllr McCraw proposed that the minutes were approved, this was seconded by Cllr Bridgeman.** Cllr Osben abstained from the vote. The motion was carried and the minutes were duly signed by the Chair.

FC 06.23.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Ongoing/ Dismissed
FC 04.23.10	Update Staff Appraisal Policy <i>Completed – on agenda for discussion</i>	Dismissed
FC 05.23.03	Contact VWaples to follow up on best practice for online payments <i>Completed – no response to date. The Clerk agreed to contact other Clerks via a FB Clerk's community group for advice. It was agreed to add this to the agenda for the next meeting</i>	Ongoing

FC 06.23.04 BANK RECONCILIATION

- a) To confirm completion of a bank reconciliation– Cllr Osben agreed that a bank reconciliation to 31 May 2023 had been completed.
- b) To discuss any issues arising from the reconciliation – none.

FC 06.23.05 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 of £1801 allocated for the coming year.

FC 06.23.06 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 – £1762.36
Tina Bird - £270.83
Phil Wainwright - £225.27
- b) To authorise Responsible Finance Office to make payments via online banking – **Cllr McCraw proposed that the Committee should authorise the RFO to make the salary payments via online banking, aif.**

FC 06.23.07 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 the



change to the amount allocated for the play area project at GPL Play area following indication from Babergh District Council that the bid submitted by the Clerk would be approved.

- b) To consider/agree allocation of funds to potential projects going forward – the Committee noted no change from the previous month.

FC 06.23.08 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.
- b) 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 06.23.09 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 – the Committee noted the request received from the Parish Plan Working Group for £5000 to support the initial costs of creating the plan. **Cllr McCraw proposed that the Finance Committee should recommend to full Parish Council that this request be approved, this was seconded by Cllr Osben. Two Councillors voted in favour of the motion, Cllr Bridgeman abstained from the vote. The motion was carried. (ACTION – Cllr Osben)**
- b) To consider/agree next steps as necessary – see above.

FC 06.23.10 STAFF APPRAISAL POLICY

- a) To review the updated Staff Appraisal Policy as circulated by the Clerk and consider any proposed changes – the Committee reviewed the document.
- b) To consider/agree next steps as necessary – Following discussion **Cllr Osben proposed that the Committee should recommend that this document is approved by the Parish Council, this was seconded by Cllr McCraw and aif. (ACTION – Cllr Osben)**

FC 06.23.11 BPC POLICY REVIEW

- a) To agree arrangements for review of listed Brantham Parish Council policies – the Committee agreed that between 3-4 policies should be reviewed by the Committee over the coming months.
- b) To consider/agree next steps as necessary - The Clerk will review the policy documents, make amendments and circulate prior to the meeting for approval. The following policies will be reviewed at the next Finance Committee meeting: Contributions Policy, Data Protection Policy, Social Media Policy and a Dignity at Work Policy.

ANY OTHER BUSINESS

The Committee reviewed the arrangement for reducing the Grounds Maintenance payments to BMCIC. This had proved difficult to arrange via letter with Lloyds Bank. **The Committee agreed that the standing order of £332 to BMCIC should be reduced to £40 (the ongoing rate agreed) with the additional, reducing, payments over the coming 6 months made by cheque.**

The Clerk requested the option to look into the use of dongles for her laptop when linking to her mobile phone's 4G was not possible. Cllr Bridgeman stated that if there was insufficient 4G signal to link to a mobile phone hotspot then there would be insufficient signal for a dongle and therefore it was agreed not to pursue this idea.

FC 06.23.12 DATE OF NEXT MEETING

Wednesday 23 August 2023, 7m at Brantham Village Hall. The meeting closed to the public at 7.56pm.

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



ACTIONS

Minute no.	Action	Who
FC 06.23.03	Add online payments to the agenda for the next meeting	Clerk
FC 06.23.09	Recommend to full Parish Council that the request for a budget of £5000 from the Parish Plan Committee should be approved by the Council	Cllr Osben