



BRANTHAM

Parish Council

MINUTES of the Finance Committee Meeting held on Wednesday 23 August 2023 at 7pm at Brantham Village Hall.

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

FC 08.23.01 APOLOGIES FOR ABSENCE

- a) Committee to receive apologies – None.
- b) The Committee to consent to apologies received – none received.

FC 08.23.02 MINUTES

- a) To consider and approve the minutes of the Finance Committee meeting on 29 June and 14 July 2023 – **Cllr Cherry proposed that the minutes were approved, this was seconded by Cllr Bridgeman, aif.** The minutes were duly signed by the Chair.

FC 08.23.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Ongoing/ Dismissed
FC 06.23.03	Add online payments to the agenda for the next meeting <i>Completed</i>	Dismissed
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 <i>Completed</i>	Dismissed

FC 08.23.04 BANK RECONCILIATION

- a) To confirm completion of a bank reconciliation– Cllr Osben informed the Council that a bank reconciliation would be undertaken in the next two weeks.
- b) To discuss any issues arising from the reconciliation – none.

FC 08.23.05 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 – the Committee reviewed the request from Brantham Cricket Club for £150 towards the cost of a new mower for the cricket team. **Cllr Cherry proposed that this request be approved, this was seconded by Cllr Osben, aif. (ACTION – Clerk to arrange payment)**
- b) To note contributions expenditure committed to date – The Committee noted the budget of £1801 allocated for the coming year.

FC 08.23.06 AUGUST 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 – £1574.61
Tina Bird - £297.92
Phil Wainwright - £247.83
- b) To authorise Responsible Finance Office to make payments via online banking – **Cllr Bridgeman proposed that the Committee should authorise the RFO to make the salary payments via online banking, this was seconded by Cllr Cherry aif.**

At 7.06pm Cllr McCraw joined the meeting.



FC 08.23.07 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. The Clerk informed the Committee that Babergh District Council had confirmed that they would not be supporting the CIL application for the Gravel Pit Lane Play area as this land is not owned by the Parish Council and there is no lease in place. The Clerk confirmed that the outcome of the application for funding at the Merriam Close play area is still awaited.
- b) To consider/agree allocation of funds to potential projects going forward – No other projects at this stage.

FC 08.23.08 ASSET REGISTER

- a) To review the 2023-24 Asset Register to date – the Council reviewed the updated document circulated by the Clerk. Cllr McCraw queried whether the amounts for the property owned by the Parish Council (such as the Leisure Centre) should be updated to reflect current property prices. **ACTION** – Clerk to raise this query with SALC for advice

FC 08.23.09 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 08.23.10 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 – the Committee noted that future projects may include the purchase of CCTV for the Lower Playing Field and the Gravel Pit Lane play areas. Quotes for this work are currently awaited. The Committee agreed that this would be discussed again when three quotes for the work had been received.
- b) To consider/agree next steps as necessary – see above.

FC 08.23.11 BPC POLICY REVIEW

- a) To review and amend the following Brantham Parish Council policies:
 - Contributions Policy – **Cllr McCraw proposed that this policy should be re-named the Grants and Contributions Policy, this was seconded by Cllr Osben, aif.** Once this amendment has been made **Cllr Osben proposed that this policy should be approved, this was seconded by Cllr Cherry, aif.**
 - Data Protection Policy – the Committee reviewed the circulated document. **Cllr Osben proposed that this policy be approved with no further changes, this was seconded by Cllr Bridgeman, aif.**
 - Social Media Policy – The Committee reviewed the circulated document. The committee noted some minor spelling errors and suggested that the list included in section 1 was made more generic to future-proof the document. References to a Personnel/Staffing Policy should also be removed. Once these changes were made **Cllr McCraw proposed that the document should be approved, this was seconded by Cllr Bridgeman and aif.**
 - Dignity At Work Policy – the Committee reviewed the circulated document. Cllr Osben highlighted a number of spelling errors, the Committee asked the Clerk to review the tenses used throughout the document and Cllr McCraw requested a deeper explanation of what the Ledbury Case was in the notes section. Once these changes had been made **Cllr Osben proposed that the document was approved, this was seconded by Cllr Bridgeman, aif.**
- b) To consider/agree next steps as necessary – **ACTION** - The Clerk to make all of the proposed amendments and to publish the documents on the Parish Council's website. Policies to be reviewed next month would include: Protocol for Reporting at Meetings of the Council or Committees, Equality Policy, Disciplinary Policy & Procedure.



FC 08.23.12 ONLINE PAYMENTS

- a) To consider/approve a process for making online payments, including review of the example policy circulated – the Committee reviewed the principle of internet banking and online payments and agreed that this was something that should be pursued. The Committee reviewed the example policy circulated and asked the Clerk to adapt this policy for Brantham Parish Council for consideration at the next Finance Committee meeting. **ACTION** – Clerk to create Internet Banking Policy for Brantham Parish Council and add to the agenda for the next meeting.
- b) To consider/agree next steps as necessary – see above.

FC 08.23.13 SLCC NATIONAL CONFERENCE

- a) To approve the proposal from the Parish Council Chair that the Parish Clerk is funded to attend the SLCC 2-day National Conference in October 2023, 50% funded by Brantham Parish Council – the Committee reviewed the request and the Clerk confirmed that she felt this conference would be of benefit to her role and therefore the work of the Council. The Clerk confirmed that a request for 50% of the funding would also be made to Tattingstone Parish Council as her other employer. Costs for the conference would also include travel to the venue. Following discussion **Cllr Bridgeman proposed that this request should be approved, this was seconded by Cllr McCraw,aif.**
- b) To consider/agree next steps as necessary – once funding had been approved by both Parish Councils the Clerk would book her spot using the debit card for Brantham Parish Council. Tattingstone Parish Council would then be requested to make a payment to Brantham Parish Council for 50% of the cost.

FC 08.23.14 ANY OTHER BUSINESS

The Clerk informed the Committee that she had received notification from PKF Littlejohn earlier that day that the External Audit for Brantham Parish Council is now complete with no issues identified.

The Clerk informed the Committee that payments from BMCIC for the re-imbursement of Insurance premiums as per the lease negotiations or the payment for the parking on 15-16 July 2023 had not yet been received. Following discussion it was agreed that a chasing email should be sent.

FC 08.23.15 DATE OF NEXT MEETING

Wednesday 27 September 2023, 7m at Brantham Village Hall. The meeting closed to the public at 7.59pm.

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

ACTIONS

Minute no.	Action	Who
FC 08.23.05	Arrange contribution to Brantham Cricket Club	Clerk
FC 08.23.08	Raise query with SALC re: property values on Asset Register	Clerk
FC 08.23.11	Update Policies and add to the Council website	Clerk
FC 08.23.11	Add Policies for review to the agenda for the next meeting	Clerk
FC 08.23.12	Create Internet Banking Policy for Brantham Parish Council and add to agenda of next month's meeting	Clerk