



BRANTHAM

Parish Council

MINUTES of the Finance Committee Meeting held on Wednesday 27 September 2023 at 7pm at Brantham Village Hall.

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

FC 09.23.01 APOLOGIES FOR ABSENCE

- a) Committee to receive apologies – The Committee noted apologies from Cllr Cherry.
- b) The Committee to consent to apologies received – **Cllr McCraw proposed that these apologies were approved, this was seconded by Cllr Bridgeman, aif.**

FC 09.23.02 MINUTES

- a) To consider and approve the minutes of the Finance Committee meeting on 23 August 2023 – **Cllr McCraw proposed that the minutes were approved, this was seconded by Cllr Bridgeman, aif.** The minutes were duly signed by the Chair.

FC 09.23.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Ongoing/ Dismissed
FC 08.23.05	Arrange contribution to Brantham Cricket Club <i>Completed</i>	Dismissed
FC 08.23.08	Raise query with SALC re: property values on Asset Register <i>Query made, awaiting response</i>	Dismissed
FC 08.23.11	Update Policies and add to the Council website <i>Completed</i>	Dismissed
FC 08.23.11	Add Policies for review to the agenda for the next meeting <i>Completed</i>	Dismissed
FC 08.23.12	Create Internet Banking Policy for Brantham Parish Council and add to agenda of next month's meeting <i>Completed</i>	Dismissed

FC 09.23.04 BANK RECONCILIATION

- a) To confirm completion of a bank reconciliation– Cllr Osben informed the Council that a bank reconciliation had been undertaken. All accounts had been checked.
- b) To discuss any issues arising from the reconciliation – there were no issues highlighted.

FC 09.23.05 GRANTS & CONTRIBUTIONS

- a) To consider any requests received from local groups in line with the BPC Grants & Contributions policy and to agree an appropriate donation from Brantham Parish Council – none received.
- b) To note contributions expenditure committed to date – to be confirmed.

FC 09.23.06 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 - £248.03
- b) To authorise Responsible Finance Office to make payments via online banking – **payment of salaries by bank transfer was agreed by the Committee, aif.**



FC 09.23.07 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 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 09.23.08 BPC INSURANCE 2023-24

- a) To review the insurance renewal document from Business Services at CAS – the Committee noted the circulated documents and the Clerk highlighted that a 3-year Long Term Undertaking had been agreed the previous year.
- b) To approve payment of the insurance premium – the Committee noted that this year's premium of £1,158.33 (inc IPT) represents good value for money. **Cllr McCraw proposed that the insurance premium should be approved, this was seconded by Cllr Bridgeman, aif.**

FC 09.23.09 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 reviewed the three quotes received for installation of CCTV cameras in the village play areas. Following discussion it was agreed that the quote received from MJS Systems was the preferred option due to the detailed understanding shown by MJS Systems of the project required by the Council. The Committee agreed that in principle it would like to purchase three CCTV cameras for installation in the village play areas, using CIL funding. The Committee agreed it would like to adopt the annual management system offered by MJS systems Ltd for £360 per year.
The Committee noted that before approval could be given the quote needs to be updated to include three cameras instead of two and to confirm if the 5% discount quoted would be included.
- b) To consider/agree next steps – Following discussion it was agreed to request further information from MJS System in preparation for the forthcoming Parish Council meeting. (*ACTION – Clerk*)

FC 09.23.10 BPC POLICY REVIEW

- a) To review and amend the following Brantham Parish Council policies:
 - Protocol for Reporting at meetings of the Council/Committees – **the Committee proposed that the policy should be approved, aif.**
 - Equality & Diversity Policy – following discussion it was agreed to amend the policy in the "Training" section to include the words "if necessary". **Once this amendment is made the Committee proposed that the policy should be approved, aif.**
 - Disciplinary Policy and Procedure – following discussion it was agreed to amend the policy at section 1(f) to include the words "council-provided internet" and to adjust the bullet points at section 3(j). **Once these amendments are made the Committee proposed that the policy should be approved, aif.**
 - Online Banking Policy – following discussion it was agreed that the policy should be amended to include all members of the Finance Committee as bank signatories. Once this amendment has been made **the Committee proposed that the policy should be approved, 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: Sickness Policy, Health & Safety Policy, Complaints Policy.

FC 09.23.11 ANY OTHER BUSINESS

None.

FC 09.23.12 DATE OF NEXT MEETING



BRANTHAM

Parish Council

Wednesday 25 October 2023, 7m at Brantham Village Hall. The meeting closed to the public at 8.00pm.

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

ACTIONS

Minute no.	Action	Who
FC 09.23.09	Request further information from MJS Systems re: CCTV project	Clerk
FC 09.23.11	Update Policies and add to the Council website	Clerk
FC 09.23.11	Add Policies for review to the agenda for the next meeting	Clerk