



BRANTHAM

Parish Council

MINUTES of the Finance Committee Meeting held on Wednesday 25 October 2023 at 7pm at Brantham Village Hall.

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

FC 10.23.01 APOLOGIES FOR ABSENCE

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

FC 10.23.02 MINUTES

- a) To consider and approve the minutes of the Finance Committee meeting on 27 September 2023 – **Cllr McCraw proposed that the minutes were approved, this was seconded by Cllr Bridgeman, Cllr Cherry abstained from the vote, aif.** The minutes were duly signed by the Chair.

FC 10.23.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Ongoing/ Dismissed
FC 09.23.09	Request further information from MJS Systems re: CCTV project <i>Completed</i>	Dismissed
FC 09.23.11	Update Policies and add to the Council website <i>Completed</i>	Dismissed
FC 09.23.11	Add Policies for review to the agenda for the next meeting <i>Completed</i>	Dismissed

FC 10.23.04 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 10.23.05 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 10.23.06 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

The Clerk highlighted that due to growth in the village some additional litter picking in the village may soon be needed. Locations to include Slough Road and Taylor Wimpey developments. Following discussion it was agreed that the current litter pickers should be asked how much additional time they thought this would require and whether they would be willing to take on additional hours (ACTION – Clerk)

- b) To authorise Responsible Finance Office to make payments via online banking – **Cllr Osben proposed that payment of salaries by bank transfer was agreed by the Committee, this was seconded by Cllr Bridgeman, aif.**

FC 10.23.07 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. This included the payment for CCTV cameras as agreed at the last Parish Council meeting. The Committee noted that this needed to be amended to reflect 100% of the cost, not 50%.

The Clerk informed the Committee that the outcome of the application for funding at the Merriam Close play area is still awaited. Cllr McCraw agreed to chase this at BDC.

- b) To consider/agree allocation of funds to potential projects going forward – No other projects at this stage.

FC 10.23.08 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 received.
- b) To consider/agree next steps – none.

FC 10.23.09 BPC POLICY REVIEW

- a) To review and amend the following Brantham Parish Council policies:
- Sickness Policy – the Committee reviewed the Policy and agreed that it should be amended in the Medical Appointments section to read “If your contracted hours are greater than 20 hours per week the council will allow reasonable time off work with pay for such appointments. Following this amendment **Cllr McCraw proposed that the policy should be approved, this was seconded by Cllr Cherry, aif.**
 - Health & Safety Policy – the Committee reviewed the Policy and agreed that pronouns should be amended to “they” throughout the document. Following this amendment **Cllr Osben proposed that the policy should be approved, this was seconded by Cllr Cherry, aif.**
 - Complaints Policy – the Committee reviewed the policy and agreed that address details for complaints against a BPC employee should include the following statement “to be marked Private & Confidential” and that all pronouns should be amended to “they” throughout the document. In addition the Committee agreed that a Review Panel for complaints should comprise of three members of the Parish Council only. Following these amendments **Cllr Cherry proposed that the policy should be approved, this was seconded by Cllr Osben, 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.

FC 10.23.10 BPC BUDGET 2024-25

- a) To review the first draft of the BPC Budget for 2024-25 - the Committee reviewed the circulated document and the budget. Following discussion the Committee agreed that the budget should be amended in the following ways:
- An inflationary increase to BPC employees salaries to be included
 - A line for IT support/upgrade to be included
 - A review of the amount allocated for the Village Hall maintenance to be proposed to full Parish Council and any changes included in the proposed budget. (**ACTION – Cllr Osben**)
 - Include a budget line for Parish Plan activities
 - Include a budget line for CCTV maintenance
 - Budget for the purchase of new SID batteries
 - Include a budget line for support for Brantham Bugle.

Once these amendments have been made **Cllr McCraw proposed that the Committee should approve a principle of making an inflationary increase to the Parish Council budget for 2024-25, this was seconded by Cllr Cherry, aif.** (**ACTION – Clerk**)

- b) TO consider/agree next steps as necessary – Clerk to make amendments to the proposed budget and to re-circulate for review at the next Finance Committee meeting. (**ACTION – Clerk**)



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FC 10.23.11 ANY OTHER BUSINESS
None.

FC 10.23.12 DATE OF NEXT MEETING
Wednesday 22 November 2023, 7pm at Brantham Village Hall. The meeting closed to the public at 8.08pm.

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

ACTIONS

Minute no.	Action	Who
FC 10.23.06	Contact litter pickers re: additional work related to new building	Clerk
FC 10.23.09	Amend policies as detailed and publish on BPC website	Clerk
FC 10.23.10	Propose an increase to the VH Maintenance Grant to full Parish Council	EO
FC 10.23.10	Propose financial support for Brantham Bugle to full Parish Council	EO
FC 10.23.10	To update budget and add to agenda for next meeting	Clerk