



MINUTES of the Finance Committee Meeting held on Wednesday 22 November 2023 at 7pm at Brantham Village Hall.

Present: Cllrs. Bridgeman, McCraw and Osben. In Attendance: Sarah Keys (Clerk/RFO) and 1 member of the public.

FC 11.23.01 APOLOGIES FOR ABSENCE

- a) Committee to receive apologies – Cllrs noted apologies received from Cllr Cherry.
- b) The Committee to consent to apologies received – **Apologies approved, aif.**

FC 11.23.02 MINUTES

- a) To consider and approve the minutes of the Finance Committee meeting on 25 October 2023 – **the Committee agreed that the minutes were approved, aif.** The minutes were duly signed by the Chair.

FC 11.23.03 MATTERS ARISING FROM THE MINUTES

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

FC 11.23.04 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 11.23.05 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 – the Committee reviewed the request for £500 received from Citizens Advice Ipswich. Cllr McCraw informed the Committee that he thoroughly supported this request which represented good value for money and demonstrated support for local individuals. Cllr Bridgeman informed the Committee that although he supported the work of CA he was thoroughly opposed to the request given the current financial position of CA Ipswich and the low numbers of local residents accessing the provision. Following discussion Cllr McCraw proposed a grant of £250 should be given to CA Ipswich. There were no seconders for this proposal. Cllr Osben proposed that a grant of £100 should be made to CA Ipswich. There were no seconders for this proposal. Cllr Bridgeman proposed that no donation should be made to CA Ipswich. There were no seconders for this proposal.
The Committee agreed that these three proposals should be presented to full Parish Council for consideration at their next meeting.
- b) To note contributions expenditure committed to date – the Committee noted donations of £150 approved to date for 2023-24 and an outstanding balance of £1651.00.

FC 11.23.06 NOVEMBER 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 – **The Committee proposed that payment of salaries by bank transfer was approved, aif.**

FC 11.23.07 COMMUNITY INFRASTRUCTURE LEVY

- a) To receive an update on the monies held under the CIL Reserve and monies expended to date on projects – the Clerk informed the Council that notification had now been received from Babergh District Council that funding for the Merriam Close Play area had been approved.
- b) To consider/agree allocation of funds to potential projects going forward – No other projects at this stage.

FC 11.23.08 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 – the Committee reviewed the quote of £6019.80 (incl. VAT) received for planting of trees supplied by Babergh District Council, supply and installation of fencing, rotovating of ground and weekly watering of the trees from May – September 2024.

Cllr Bridgeman noted that before this work could commence it would be necessary to inform the local residents of the proposals and to inform Brantham Leisure Centre that when installed this may create issues for larger vehicles trying to access the Leisure Centre. The Committee agreed that a request for 50% of the cost of this work should be made to BMCIC.

Following discussion **Cllr McCraw proposed that this quote should be approved, this was seconded by Cllr Osben, aif.**

- b) To consider/agree next steps – Contact residents with details of the proposal, request funding from BMCIC and formally accept quote. (*ACTIONS – Clerk*)

FC 11.23.09 BPC POLICY REVIEW

- a) To review/amend/approve the following Brantham Parish Council policies:
- CCTV – the Committee reviewed the Policy and agreed that it should be amended on Page 3 to read “The day-to-day management will be the responsibility of the Engineer Administrator”. **Following this amendment and a minor spelling change the Committee agreed 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 document on the Parish Council’s website.

The Clerk queried whether it would be appropriate for the CCTV control group to have DBS checks. **Following discussion it was agreed that the CCTV Control Group should have DBS checks, aif.**

The Clerk informed the Committee that the SIM card for the CCTV cameras will be purchased soon and will represent an ongoing cost that will be added to the Parish Council budget.

FC 11.23.10 VILLAGE HALL MAINTENANCE GRANT

- a) To review response received from Village Hall Management Committee – the Committee reviewed the response received from the VHMC and noted that the two proposals from the Committee:

- An annual increase in the VH Maintenance Grant would be used to support increasing running costs
- A one-off additional grant be added to a fund to support the installation of new toilet facilities.

- b) To consider/agree level of support going forward – following discussion the Committee agreed that any increase for the VHMC would be an ongoing increase. Following discussion Cllr Bridgeman proposed that **the Committee approve an increase from £3000 per year to £5000 per year, this was seconded by Cllr Osben, aif.**



FC 11.23.11 BPC BUDGET 2024-25

- a) To review the second draft of the BPC Budget for 2024-25 - the Committee reviewed the circulated budget. Following discussion **the Committee agreed that the budget should be amended to include the increase of 6.7% as discussed at the previous meeting.** The Committee noted that the budget should be amended in the following ways:

- CCTV SIM costs to be included
- Costs for three DBS checks per year to be included

The Committee reviewed the request from the Brantham Bugle for an annual commitment to fund two editions of the Bugle per year. The Committee agreed that a commitment to the Bugle should be agreed. Following discussion **Cllr Bridgeman proposed that a grant of £1500 from the Council's Grants and Contributions budget should be made. This was seconded by Cllr Osben, aif.** The Committee noted that a request for funding should be submitted by the Bugle each year and considered taking into account budget pressures each year.

- b) To consider/agree next steps as necessary – Clerk to make amendments to the proposed budget to re-circulate for review at the next Parish Council meeting and to inform the Editor of the Bugle of the grant allocated by the Parish Council. (*ACTION – Clerk*)

FC 11.23.12 PLAY AREA SIGNS

- a) To review the email from Wicksteed re: Play area signs – the Committee reviewed the email from Wicksteed and noted that they had agreed to amend the signs at a cost of £379.35 (excl. VAT)
- b) To approve expenditure if appropriate – following discussion, **Cllr McCraw proposed that the expenditure was approved, this was seconded by Cllr Osben, aif.** (*ACTION – Clerk*)

FC 11.23.13 ANY OTHER BUSINESS

None.

FC 11.23.14 DATE OF NEXT MEETING

Wednesday 24 January 2024, 7pm at Brantham Village Hall. The meeting closed to the public at 8.05pm.

FC 11.23.15 IN CAMERA ITEM

- a) 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 McCraw proposed that members of the public be excluded from the meeting to undertake a confidential review of the Clerk/RFO's salary scale, aif.**
- b) To receive and note details of the agreed 2023-24 pay award – the Committee reviewed the Pay Award document circulated by NALC and noted the increase in SCP 28 from £18.05 per hour to £19.05 per hour.
- c) To agree any changes to the Clerk's salary as appropriate – **the Committee agreed that the agreed salary award should be approved and the Clerk's salary should be amended effective from 01 April 2024, aif.**

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



ACTIONS

Minute no.	Action	Who
FC 11.23.08	Inform New Village residents of proposals for Private Road	Clerk
FC 11.23.08	Request 50% of funding for work to plant trees and install fencing	Clerk
FC 11.23.08	Accept quote from contractor and tree offer from BDC	Clerk
FC 11.23.11	Make amendments to the budget and recirculate	Clerk
FC 11.23.11	Inform Editor of the Bugle of the donation from the Parish Council	Clerk
FC 11.23.12	Inform Wicksteed of acceptance of offer and arrange payment	Clerk
FC 11.23.15	Inform SALC of changes to Clerk's salary effective from 01 April 2023	Clerk