



BRANTHAM

Parish Council

MINUTES of the Finance Committee Meeting held on Wednesday 24 January 2024 at 7pm at Brantham Village Hall.

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

FC 01.24.01 APOLOGIES FOR ABSENCE

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

FC 01.24.02 MINUTES

- a) To consider and approve the minutes of the Finance Committee meeting on 22 November 2023 – **the Committee agreed that the minutes were approved, aif** (Cllr Cherry abstained from the vote). The minutes were duly signed by the Chair.

FC 01.24.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Completed/ Ongoing
FC 11.23.08	Inform New Village residents of proposals for Private Road <i>Completed</i>	Dismissed
FC 11.23.08	Request 50% of funding for work to plant trees and install fencing <i>Completed. BMCIC confirmed they would not fund 50% of the cost</i>	Dismissed
FC 11.23.08	Accept quote from contractor and tree offer from BDC <i>Completed</i>	Dismissed
FC 11.23.11	Make amendments to the budget and recirculate <i>Completed</i>	Dismissed
FC 11.23.11	Inform Editor of the Bugle of the donation from the Parish Council <i>Completed</i>	Dismissed
FC 11.23.12	Inform Wicksteed of acceptance of offer and arrange payment <i>Completed</i>	Dismissed
FC 11.23.15	Inform SALC of changes to Clerk's salary effective from 01 April 2023 <i>Completed</i>	Dismissed

FC 01.24.04 BANK RECONCILIATION

- a) To confirm completion of a bank reconciliation– Cllr Osben informed the Council that a bank reconciliation will be undertaken on 31 January 2024.
- b) To discuss any issues arising from the reconciliation – see above.

FC 01.24.05 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 – the Committee noted donations of £1650 approved to date for 2023-24 and an outstanding balance of £151.00

FC 01.24.06 JANUARY PAYSLEIPS

- a) To agree the salary payments as per payslips received from SALC – Councillors noted the payslips circulated by the Clerk. **Cllr McCraw proposed that in line with good practice specific salary payments were no longer detailed on public Parish Council paperwork, aif.** The Committee noted that salary payments of £1940.66 in total were proposed.



- 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 01.24.07 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 Committee that there were no changes to CIL Funding. Payment from BDC re: Merriam Close is still awaited.
- b) To consider/agree allocation of funds to potential projects going forward – No other projects at this stage.

FC 01.24.08 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 – see above.

FC 01.24.09 BPC STATUTORY DOCUMENTS REVIEW (scheduled task):

- a) To note the report received from the Clerk and consider any recommendations made – the Committee reviewed the report from the Clerk and noted the recommendations made in the report.
- b) To agree amendments based on recommendations received from the Clerk and Cllrs review of the BPC documents:
- Finance Regulations – **The Committee proposed that the amendments recommended by the Clerk as per the report should be approved, aif.** Cllr McCraw proposed that Section 4.1 should be amended to increase the Clerk and Committee's expenditure limit from £800 to £1000. This was seconded by Cllr Osben. 3 Cllrs voted in favour of the motion, Cllr Bridgeman voted against the proposal. **The motion was therefore carried.**
 - Standing Orders – **The Committee proposed that the amendments recommended by the Clerk as per the report should be approved, aif.**
 - Internal Controls Statement – Cllr Bridgeman highlighted a number of spelling mistakes in the document and requested that these were amended. **The Committee proposed that once spelling errors had been amended and the spending limit in section 3.3 had been increased to £1000 the document should be approved, aif.**
 - Risk Register – Cllrs McCraw and Bridgeman noted that this document could be improved by measuring both risk and impact. **The Committee proposed that the current document should be approved but that this should be reviewed and updated in the coming year to improve its usefulness, aif.**
 - Asset Register – the Committee reviewed the updated Asset Register as circulated by the Clerk and noted the current value of assets to carry forward as £615,170. **The Committee proposed that this document should be approved, aif.**

It was agreed that these documents should be updated, added to the Parish Council website and circulated to full Council at its next meeting. (*ACTION – Clerk*)

FC 01.24.10 ANY OTHER BUSINESS

Cllr Bridgeman informed the Committee that the Legal Sub-Committee had drawn up an agreement document for use with organisations who may wish to use the Lower Playing Field for local events. Following discussion it was agreed that a request to pay for legal advice for preparation of this document should be presented to full Parish Council. Exploration of the cost with Birketts should be explored (*ACTION – Clerk*)

The Clerk noted that an informal conversation about the possibility of a village Christmas tree had been discussed. Cllr McCraw noted that there are formal arrangements necessary for this. Details to be shared with Cllr Bridgeman (*ACTION – Cllr McCraw*)



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Cllr Bridgeman informed the Committee that he had asked the RFO to review the level of office allowance currently paid to the Clerk/RFO. He confirmed that recommended amounts from HMRC and as part of the Job Evaluation toolkit were detailed as £26 per month. **Cllr McCraw proposed that the Clerk's Office Allowance should be increased to £26 per month to reflect this, effective from 01 February 2024, aif.**

FC 01.24.11 DATE OF NEXT MEETING

Wednesday 28 February 2024, 7pm at Brantham Village Hall. The meeting closed to the public at 7.50pm.

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

ACTIONS

Minute no.	Action	Who
FC 11.24.09	Update Statutory documents, add to website and circulate to Parish Council	Clerk
FC 11.24.10	Explore costs for legal advice from Birketts	Clerk
FC 11.24.10	Pass details for Christmas trees to Cllr Bridgeman	AM