



BRANTHAM

Parish Council

MINUTES of the Finance Committee Meeting held on Wednesday 28 February 2024 at 7pm at Brantham Village Hall.

Present: Cllrs. Bridgeman, Cherry, Donaldson (substitute) and Edevane (substitute).

In Attendance: Sarah Keys (Clerk/RFO) and 1 member of the public.

FC 02.24.01 APOLOGIES FOR ABSENCE

- a) Committee to receive apologies – Cllrs McCraw and Osben.
- b) The Committee to consent to apologies received – **the committee consented to the apologies received, aif.**

FC 02.24.02 MINUTES

- a) To consider and approve the minutes of the Finance Committee meeting on 24 January 2024 – **the Committee agreed that the minutes were approved, aif** (Cllrs Donaldson and Edevane abstained from the vote). The minutes were duly signed by the Chair.

FC 02.24.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Completed/ Ongoing
FC 11.24.09	Update Statutory documents, add to website and circulate to Parish Council <i>Completed</i>	Dismissed
FC 11.24.10	Explore costs for legal advice from Birketts <i>Completed, on agenda for discussion</i>	Dismissed
FC 11.24.10	Pass details for Christmas trees to Cllr Bridgeman <i>To be carried over</i>	Ongoing

FC 02.24.04 BANK RECONCILIATION

- a) To confirm completion of a bank reconciliation– the Clerk confirmed that a bank reconciliation would be done in the next week.
- b) To discuss any issues arising from the reconciliation – see above.

FC 02.24.05 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 02.24.06 JANUARY PAYSLEIPS

- a) To agree the salary payments as per payslips received from SALC – Councillors noted the payslips circulated by the Clerk. **Cllr Bridgeman proposed that salary payments of £1915.66 in total were approved, aif.**
- 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 02.24.07 COMMUNITY INFRASTRUCTURE LEVY

- a) To receive an update on the monies held under the CIL Reserve and monies expended to date on projects - all noted the current CIL position which showed incurred expenditure in the sum of £38,997.53 and committed expenditure in the sum of £4,646.67 resulting in a balance of available funds after committed expenditure in the sum of £68,407.49.
- b) To consider/agree allocation of funds to potential projects going forward – No other projects at this stage.



FC 02.24.08 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 02.24.09 SKATE PARK PROJECT:

- a) To receive an update from Cllr Edevane on next steps for the Skate Park project – Cllr Edevane informed the Committee that the project is currently in the research stage. She would like to undertake a Skate Park event day using a mobile skate park provider and quotes for this are currently being sourced. BMCIC have agreed the use of BLC for this purpose if it is available. The event is likely to take part in September and the Committee agreed that this could be used to feed in to further consultation as part of the Parish Council Engagement project. Cllr Edevane confirmed that she would establish a FB group/page to generate interest in the project.
- b) To consider/agree next steps as necessary – Cllr Edevane to source quotes for a Skate Park event day to present to full Parish Council or the next Finance Committee meeting.

FC 02.24.10 HIRE AGREEMENT

- a) To receive an update on next steps for LPF Hire Agreement – Cllr Donaldson informed the Committee that a quote for legal work on this agreement received from Birketts had been in excess of £2000 and the information received from them had suggested that they had not understood that the agreement would cover multiple users. The Committee noted that a formal lease of this type may be off-putting and difficult to manage across different users. The Committee noted that the use of a deposit for hire of the LPF would be a helpful way to ensure that damage can be repaired without incurring costs for the Parish Council.
- b) To consider/agree next steps as appropriate – **Cllr Bridgeman proposed that a legal document drawn up by Birketts should not be pursued, that a requirement for a deposit on hire of the LPF should be added in to the agreement and that a clause preventing future hire of the LPF if the space was not returned to its original state should be added, following which the documented should be circulated to Council for review and approval at the next Parish Council meeting, aif. (ACTION – Cllr Donaldson)**

FC 02.24.12 SPEED INDICATOR DEVICE

- a) To receive an update from Cllr Cherry on the status of the current Speed Indicator Devices – Cllr Cherry informed the Committee that three of the SIDs are currently working well but that the SID just past the Cattawade roundabout is not holding a charge despite use of a different battery. Cllr Cherry confirmed that this SID is also difficult to access and therefore a solar powered solution in future might be a better solution.
- b) To consider/agree next steps and any expenditure as necessary – the Committee agreed that as a first step Westcotec should be contacted to see if there is any action that could be taken for a poorly-working SID. (ACTION – Clerk)

FC 02.24.11 ANY OTHER BUSINESS

None

FC 02.24.11 DATE OF NEXT MEETING

Wednesday 27 March 2024, 7pm at Brantham Village Hall. The meeting closed to the public at 7.49pm.

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



ACTIONS

Minute no.	Action	Who
FC 02.24.10	Amend and circulate Hire agreement for LPF	CD
FC 02.24.11	Contact Westcotec re: SID	Clerk