



BRANTHAM

Parish Council

MINUTES of the Finance Committee Meeting held on Wednesday 27 March 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 03.24.01 APOLOGIES FOR ABSENCE

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

FC 03.24.02 MINUTES

- a) To consider and approve the minutes of the Finance Committee meeting on 28 February 2024 – **the Committee agreed that the minutes were approved, aif.** (Cllrs McCraw and Osben abstained from the vote). The minutes were duly signed by the Chair.

FC 03.24.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Dismissed/ Ongoing
FC 02.24.10	Amend and circulate Hire agreement for LPF <i>Completed</i>	Dismissed
FC 02.24.11	Contact Westcotec re: SID <i>Completed, no reply received to date.</i>	Dismissed

Cllr Bridgeman reminded Cllr McCraw that details re: possible Christmas tree had been agreed to be passed on. Cllr McCraw informed the Committee that no further requests had been received from the residents concerned. Cllr Bridgeman asked the Clerk to contact the BDC planning department to find out if this would require planning permission. (*ACTION – Clerk*)

FC 03.24.04 BANK RECONCILIATION

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

FC 03.24.05 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. The Committee agreed that this amount should be carried forward to 2024-25.

The Committee noted that the Parish Council had received locality funding of £250 from Cllr McCraw's budget to be passed to the Loneliness Club at the Brantham Bull.

FC 03.24.06 JANUARY PAYSLEIPS

- a) To agree the salary payments as per payslips received from SALC – Councillors noted the payslips circulated by the Clerk. **The Committee noted salary payments of £2487.86 in total, these 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 03.24.07 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 £44,447.53 and committed expenditure in the sum of £379.75 resulting in a balance of available funds after committed expenditure in the sum of £67,224.23.
- b) To consider/agree allocation of funds to potential projects going forward – No other projects at this stage.

FC 03.24.08 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 03.24.09 D-DAY Memorial

- a) To receive quotes for Beacon Brazier – the Committee noted the two quotes received:
 - 1. £4500 – includes an oak post and installation
 - 2. £2370 + VAT – includes a steel tube post and no installation

Following discussion the Committee agreed that the second organisation should be asked to provide a quote including an oak post and installation so that similar costs can be compared. This will then be reviewed at the next available opportunity. (*ACTION – Clerk*)

- 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 03.24.10 INSURANCE

- a) To receive quotes for insurance for Village Hall and Brantham Leisure Centre (if received) – not yet received. To be taken to full Parish Council.
- b) To consider/agree payment of premiums – see above

FC 03.24.11 LITTER PICKER SALARIES

- a) To review litter picker salaries in line with National Minimum Wage – the Committee noted that the new National Living Wage from 01 April 2024 will be £11.44 per hour.
- b) To approve any changes to salaries as appropriate – **Cllr Bridgeman proposed that the hourly rate of pay for the Brantham Litter Pickers be increased to £12 per hour effective from 01 April 2024, this was seconded by Cllr Cherry, aif.** (Cllr Osben abstained from the vote)

FC 03.24.12 EMAIL ACCOUNTS

- a) To review the quotes for .gov.uk email accounts – the Committee reviewed the two quotes received.
- b) To consider/agree next steps as appropriate – following discussion Cllr McCraw proposed that quote 1 from Community Action Suffolk be approved, this was seconded by Cllr Bridgeman, aif. The Committee agreed that there should be a six-month overlap of email accounts to ensure a smooth transition. (*ACTION – Clerk*)

FC 03.24.13 AUDIT

- a) To confirm appointment of SALC as Internal Auditors for 2023-24 – following discussion **the Committee approved the appointment of SALC as Internal Auditors for 2023-24, aif.**
- b) To receive an update on audit arrangements for 2023-24 – the Clerk informed the Council that the date for internal audit would be set for 20-24 May 2024 and that preparation for audit is underway.

FC 03.24.14 ANY OTHER BUSINESS

The Clerk informed the Council that the bench at Palfrey Heights has been irreparably damaged and needs to be replaced. The Committee noted that this replacement would be made using the Clerk's delegated authority.



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Cllr Osben informed the Committee that the organiser of Brantham Good Neighbour Scheme had recently died and queried whether it would be appropriate to make a donation to Age Concern in her memory. Following discussion it was agreed that this should be done using Councillors personal funds and that an alternative means to recognise her work would be considered.

FC 03.24.15 DATE OF NEXT MEETING

Wednesday 24 April 2024, 7pm at Brantham Village Hall. The meeting closed to the public at 7.45pm.

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

ACTIONS

Minute no.	Action	Who
FC 03.24.03	Contact Planning Department to find out if village Christmas trees require planning permission	Clerk
FC 03.24.09	Request an updated quote for a beacon brazier	Clerk
FC 03.24.12	Instruct CAS to set up .gov.uk email accounts for Brantham Parish Council	Clerk