



# BRANTHAM

## Parish Council

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

Present: Cllrs. Bridgeman, Cherry and McCraw.

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

### FC 04.24.01 APOLOGIES FOR ABSENCE

- a) Committee to receive apologies – The Committee noted apologies received from Cllr Osben. **Cllr McCraw proposed that Cllr Bridgeman chair the meeting in his absence, this was seconded by Cllr Cherry, aif.**
- b) The Committee to consent to apologies received – **The Committee agreed that the apologies received from Cllr Osben should be approved, aif.**

### FC 04.24.02 MINUTES

- a) To consider and approve the minutes of the Finance Committee meeting on 27 March 2024 – **the Committee agreed that the minutes were approved, aif.** The minutes were duly signed by the Chair.

### FC 03.24.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Dismissed/ Ongoing
FC 03.24.03	Contact Planning Department to find out if village Christmas trees require planning permission – <i>to be completed</i>	Ongoing
FC 03.24.09	Request an updated quote for a beacon brazier – <i>Completed</i>	Dismissed
FC 03.24.12	Instruct CAS to set up .gov.uk email accounts for Brantham Parish Council – <i>completed</i>	Dismissed

### FC 04.24.04 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 04.24.05 UPDATE 2024-25 BUDGET

- a) To receive an updated 2024-25 budget to take account of changes to anticipated expenditure – the Committee noted the updated budget as circulated by the Clerk.
- b) To approve the updated budget as circulated – **Cllr Cherry proposed that the updated budget should be approved, this was seconded by Cllr McCraw, aif.**

### FC 04.24.06 CONTRIBUTIONS

- a) To note contributions/grants expenditure committed to date – the Committee noted that to date the Parish Council held a donations budget of £3000 and that to date there had been no expenditure from this fund in this financial year.
- b) To consider any requests received from local groups in line with the BPC Contributions policy and to agree an appropriate donation from Brantham Parish Council – the Committee noted the request received from Brantham Village Hall Management Committee for a contribution towards the cost of two additional tables for the hall at a cost of £233.38. Cllr Cherry declared an interest in this item as a trustee for the VHMC and noted that she would not take part in a vote. Following discussion it was agreed that the request should be submitted to the next full Parish Council meeting.

### FC 04.24.07 PAYSLIPS



- 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 £2581.09.86 in total, Cllr McCraw proposed that these were approved, this was seconded by Cllr Cherry aif.**
- b) To authorise Responsible Finance Office to make payments via online banking – **Cllr McCraw proposed that payment of salaries by bank transfer was approved, this was seconded by Cllr Cherry, aif.**

FC 04.24.08 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 that there had been no incurred expenditure in 2024-25 to date, income received in 2024-25 of £24,987.32 to date, the Committee noted committed expenditure in the sum of £379.75 all resulting in a balance of available funds after committed expenditure in the sum of £92,211.55.
- b) To consider/agree allocation of funds to potential projects going forward – Following discussion it was agreed to include the potential Skate Park project to Section 4 of the paper.

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 – the Committee noted the request from Cllr Edevane for funding of £300 to pay for a Skate Professional to attend on 06 July 2024 to provide free tuition for children and to perform on the mobile skate park.
- b) To consider/agree next steps – **Cllr Cherry proposed that this request should be approved, to be paid from the Parish Plan budget, this was seconded by Cllr McCraw, aif.**

FC 04.24.10 D-DAY Memorial

- a) To receive quotes for Beacon Brazier – the Committee noted the two quotes received for fabrication and installation of a Beacon Brazier on the Lower Playing Field in preparation for D-Day 2024:
  - 1. £4200 (no VAT)
  - 2. £6750 + VAT

Following discussion **Cllr McCraw proposed that the quote of £4200 should be approved, funded from BPC CIL Funds, this was seconded by Cllr Cherry, aif.**

- b) To consider/agree next steps as necessary – Contractor to be informed.  
Cllr Bridgeman highlighted the D-Day memorial Lamp post sign from RBLI that can be attached to posts and suggested that one should be purchased at a cost of £4.99 to be added to the post of the brazier. Following discussion **the Committee agreed that this should be purchased. (ACTION – Clerk)**

FC 04.24.11 AUDIT

- a) To receive a progress update on 2023-24 audit – the Clerk confirmed that work on the 2023-24 Internal Audit is underway and the paperwork would be submitted within the deadline
- b) To receive and approve the Asset Register for the year ending 31.03.24 – the Committee noted the circulated Asset Register and **all present agreed that this should be approved, aif.**
- c) To approve the Statement of Accounts for Brantham Parish Council for the year ending 31 March 2024 – to be added to the agenda for the May 2024 Parish Council meeting.

FC 04.24.12 ANY OTHER BUSINESS

None.

FC 03.24.13 DATE OF NEXT MEETING

Wednesday 22 May 2024, 7pm at Brantham Village Hall. The meeting closed to the public at 7.45pm.



**BRANTHAM**

Parish Council

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**SIGNED.....DATED.....**

**ACTIONS**

<b>Minute no.</b>	<b>Action</b>	<b>Who</b>
FC 03.24.03	Contact Planning Department to find out if village Christmas trees require planning permission	Clerk
FC 04.24.10	Purchase D-Day Lamp-post sign to be added to Beacon Brazier from RBLI	Clerk