



# BRANTHAM

## Parish Council

MINUTES of the Finance Committee Meeting held on Wednesday 29 May 2024 at 7pm at Brantham Village Hall.

Present: Cllrs Bridgeman, McCraw and Osben.

In Attendance: Sarah Keys (Clerk/RFO) and 2 members of the public.

### FC 05.24.01 APOLOGIES FOR ABSENCE

- a) Committee to receive apologies – The Committee noted apologies received from Cllr Cherry.
- b) The Committee to consent to apologies received – **The Committee agreed that the apologies received from Cllr Cherry should be approved, aif.**

### FC 05.24.02 MINUTES

- a) To consider and approve the minutes of the Finance Committee meeting on 24 April 2024 – **the Committee agreed that the minutes were approved, aif.** The minutes were duly signed by the Chair.

### FC 05.24.03 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>email sent</i>	Ongoing
FC 04.24.10	Purchase D-Day Lamp-post sign to be added to Beacon Brazier from RBLI <i>Completed</i>	Dismissed

### FC 05.24.04 BANK RECONCILIATION

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

### FC 05.24.05 FINANCE REGULATIONS

- a) To review the updated Finance Regulations as circulated by NALC and adapted by the Clerk – the Committee reviewed the document and proposed amendments to the document.
- b) To approve the updated Finance Regulations – Following discussion it was agreed that Committee members would continue to review the document and approve updates in preparation for approval at the Parish Council meeting.

### FC 05.24.06 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 the Manningtree & District Community Bus for a contribution of £500 towards the cost of running the bus in the local area. The Committee reviewed the request and noted that much of the service may be used by those from Manningtree and neighbouring villages. It was therefore agreed that a donation of £250.00 should be approved (ACTION – Clerk)

### FC 05.24.07 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 £2580.89 in total, Cllr McCraw proposed that these were approved, this was seconded by Cllr Bridgeman ,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 Bridgeman, aif.**

FC 05.24.08 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. Cllr McCraw noted that the project improve the cycleway to Manningtree should be removed after recent agreement not to fund this project at the last Parish Council meeting.

- b) To consider/agree allocation of funds to potential projects going forward – None.

- c) To consider/approve requests for CIL funding from River Stour Trust – the Committee reviewed the request from the River Stour Trust for £5586 (before VAT) to implement improvements to the Cattawade picnic site. The Committee noted that this was an extremely professional bid that would represent an improvement to an important amenity site in Brantham in order to secure its future.

**Cllr McCraw proposed that the Finance Committee should recommend to full Parish Council that this request be funded in full from BPC CIL funds at a cost of £5586 (before VAT), this was seconded by Cllr Osben, aif.**

FC 05.24.09 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 to support Parish Plan activities during the Skate Park event.

- b) To consider/agree next steps – **Councillors agreed that this funding was approved as part of Parish Plan expenditure which has been set aside in a budget line and was therefore already approved, aif.**

FC 05.24.10 POLICY REVIEW

- a) To review/update/amend the following policies; General Reserves Policy, Persistent or Vexatious Correspondence/Complaints Policy, Pay Policy, Subject Access Request Policy, Subject Access Request Procedure, Document and Electronic Data Retention Policy – Cllrs reviewed the policies listed and noted that the needs and rules governing the Parish Council had not changed since the last review.

- b) To approve Policies/agree next steps as appropriate – **Councillors agreed that there were no changes or amendments necessary to the Policies reviewed, aif.**

FC 05.24.11 AUDIT

- a) To receive a progress update on 2023-24 audit – the Committee reviewed the Internal Audit Report that had been received from SALC prior to the meeting. The Committee noted that there had been no recommended changes in the report received and noted that the report suggested a financial “clean bill of health” for the Council. Next step is to submit External Audit paperwork to PKF Littlejohn.

- b) To note/approve the Internal Audit Report – see above, **the report was approved by the Committee, aif.**

FC 05.24.12 ANY OTHER BUSINESS

The Clerk noted that the Village Hall Management Committee hoped to submit a request for CIL funding for the installation of a hearing loop in the Hall in the near future.

FC 05.24.13 DATE OF NEXT MEETING

Wednesday 26 June 2024, 7pm at Brantham Village Hall. The meeting closed to the public at 8pm.



**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 05.24.06	Arrange contribution to Manningtree & District Community Bus	Clerk