



BRANTHAM

Parish Council

MINUTES of the Finance Committee Meeting held on Wednesday 26 June 2024 at 7pm at Brantham Village Hall.

Present: Cllrs Bridgeman, Cherry, McCraw and Osben.

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

FC 06.24.01 APOLOGIES FOR ABSENCE

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

FC 06.24.02 MINUTES

- a) To consider and approve the minutes of the Finance Committee meeting on 29 May 2024 – **the Committee agreed that the minutes were approved, aif** (Cllr Cherry abstained from the vote). The minutes were duly signed by the Chair.

FC 06.24.03 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 04.24.06	Arrange contribution to Manningtree and District Community Bus <i>Completed</i>	Dismissed

FC 06.24.04 BANK RECONCILIATION

- a) To confirm completion of a bank reconciliation– the Chair confirmed that a bank reconciliation had been completed.
- b) To discuss any issues arising from the reconciliation – there were no issues identified.

FC 06.24.05 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 two donations made, totalling £483. Remaining balance is therefore £2668.00
- 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 following requests received:
 - Brantham Cricket Club for a contribution of £500 towards the cost of running the club. The Committee reviewed the request, **Cllr McCraw proposed that a donation of £250.00 should be approved, this was seconded by Cllr Osben, aif. (ACTION – Clerk)**
 - Brantham Open Spaces Group (BOS) for the purchase of a leafblower at £150. The Committee reviewed the request, **Cllr Osben proposed that this request should be approved using the budget set aside for BOS activity, this was seconded by Cllr McCraw, aif. (ACTION – Clerk)**

FC 06.24.06 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 £2580.89 in total, 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 06.24.07 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 of £689.75 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 £5,586.00 all resulting in a balance of available funds after committed expenditure in the sum of £86,315.55.
The Clerk suggested that future repairs to play equipment should be funded from CIL. **Cllr Bridgeman proposed that up to £2500 of necessary play equipment repairs should be allocated from CIL, this was seconded by Cllr Osben, aif.**
- b) To consider/agree allocation of funds to potential projects going forward – None.
- c) To consider/approve requests for CIL funding from Village Hall Brantham – Cllr Cherry noted an interest in this item as a Trustee of the VHMC and agreed to abstain from any vote. The Committee reviewed the request from the Village Hall Management Committee for £798.08 before VAT to install a hearing loop at the Village Hall. **Cllr McCraw proposed that this request should be funded in full at a cost of £798.08 (before VAT), this was seconded by Cllr Osben, aif.** (Cllr Cherry abstained from the vote)

FC 06.24.08 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 – None.

FC 06.24.09 PATH ALONGSIDE MERRIAM CLOSE PLAY AREA

- a) To review options for improvement to the path – Cllr Cherry informed the Committee that she had noted concerns about the usability of the path alongside Merriam Close play area from local residents. The path had been reviewed by a local contractor who had suggested laying gravel on the path .
- b) To consider/agree next steps as necessary - Following discussion it was agreed that although this was a cost-effective option it may not be a suitable surface for those walkers with pushchairs and buggies. **The Committee agreed that a quote for a more solid surface should be sought from the Parish Council contractor as a first step.**
(ACTION – Clerk)

FC 06.24.10 ANY OTHER BUSINESS

Cllr Cherry noted that she had been asked by a local Neighbourhood Watch coordinator to fund a sign for their road. Following discussion it was agreed that as this is not a Parish Council initiative this should be funded by the members of the NW group.

The Clerk noted that a large tree in the Merriam Close Play area is blocking some visibility for the CCTV camera and suggested that it would be helpful to get a quote to cut the tree back. This action was agreed by the Committee.
(ACTION – Clerk)

FC 05.24.13 DATE OF NEXT MEETING

Wednesday 28 August 2024, 7pm at Brantham Village Hall. The meeting closed to the public at 8pm.

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 06.24.05	Arrange contribution to Brantham Cricket Club	Clerk
FC 06.24.05	Purchase leafblower for BOS	Clerk
FC 06.24.07	Arrange payment of invoice for hearing loop at Brantham Village Hall	Clerk
FC 06.24.09	Request options for surfacing path alongside Merriam Close from Grounds Maintenance Contractor	Clerk
FC 06.24.10	Get a quote to cut back the tree at Merriam Close Play area	Clerk