



BRANTHAM

Parish Council

MINUTES of the Finance Committee Meeting held on Wednesday 02 September 2024 at 7pm at Brantham Leisure Centre.

Present: Cllrs Bridgeman, Cherry, McCraw and Osben.

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

FC 09.24.01 APOLOGIES FOR ABSENCE

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

FC 09.24.02 MINUTES

- a) To consider and approve the minutes of the Finance Committee meeting on 26 June 2024 – **the Committee agreed that the minutes were approved, aif.** The minutes were duly signed by the Chair.

FC 09.24.03 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>Contacted Cllr Harley who is currently investigating. The Committee agreed that if the location was agreed a Christmas tree should be put in place for 2024-25</i> | Ongoing |
| FC 06.24.05 | Arrange contribution to Brantham Cricket Club <i>Completed</i> | Dismissed |
| FC 06.24.05 | Purchase leafblower for BOS <i>Completed</i> | Dismissed |
| FC 06.24.07 | Arrange payment of invoice for hearing loop at Brantham Village Hall <i>Completed</i> | Dismissed |
| FC 06.24.09 | Request options for surfacing path alongside Merriam Close from Grounds Maintenance Contractor <i>BPC contractor confirmed he does not have capacity for this work, quote sought from other contractor but not yet received.</i> | Ongoing |
| FC 06.24.10 | Get a quote to cut back the tree at Merriam Close Play area <i>To be completed</i> | Ongoing |

FC 09.24.04 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 09.24.05 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 three donations made, totalling £733. Remaining balance is therefore £2418.00
- 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:
 - Acacia Court Community Garden for a contribution of £100 towards the cost of an extra long hose along with a request for any further available funds for additional plants. Cllr Bridgeman declared a personal interest and



abstained from the discussion and vote. Following review of the application **Cllr Cherry proposed that the group should be awarded £120 from the Horticultural Fund to allow them to purchase hose and additional plants, this was seconded by Cllr McCraw, aif (Cllr Bridgeman abstained).** *ACTION – Clerk*

FC 09.24.06 PAYSLEIPS

- a) To agree the salary payments as per payslips received from SALC – Councillors noted that this month's payslips were unchanged from previous months.
- 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.** Cllr Bridgeman noted that salary payments are a contractual requirement and that the Clerk/RFO is authorised to make payments as per the Parish Council's Online Banking Policy and controls are in place via monthly bank reconciliation checks. **Cllr Bridgeman proposed that in future this item could be removed from the agenda, this was approved by the Committee, aif.**

FC 09.24.07 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.
- b) To consider/agree allocation of funds to potential projects going forward – None.

FC 09.24.08 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 – Request received from Cllr Kanaris for larger No Parking signs on the private road in New Village. Following discussion **Cllr Bridgeman proposed that two signs stating "Parking: Residents Only" should be purchased and installed on Private Road next to the Bowls Club gate and just after the entrance to Brantham Leisure Centre, this was seconded by Cllr Osben, aif.**
- b) To consider/agree next steps – Signs to be purchased and installed. *ACTION – Clerk*

FC 09.24.09 INTERNAL AUDITOR 2024 -25

- a) To approve appointment of SALC as the Brantham Parish Council Internal Auditor for 2024-25 – **Cllr McCraw proposed that Brantham Parish Council should appoint SALC as Internal Auditor for 2024-25, this was seconded by Cllr Bridgeman, aif.**

FC 09.24.10 ONLINE BANKING

- a) To note and approve arrangements put in place for online banking in line with the Parish Council Online Banking Policy – Cllr Cherry informed the Committee that she had been working with Lloyds Bank on the process to enable the Clerk to be able to set up and make payments on behalf of the Council online. This had meant that the Clerk had to be approved as a full signatory. Once this change had been completed by the bank online banking would be able to take place.

FC 09.24.11 INSURANCE RENEWAL

- a) To review/approve the Insurance renewal documentation received from CAS – the Committee reviewed the insurance renewal quote of £1,183.37 which represented an increase in premium of 2%. **Cllr Bridgeman proposed that the renewal quote should be approved, this was seconded by Cllr Osben aif.**
- b) To approve payment of Insurance Premium for 2024-25 – **the Committee approved payment of the premium for 2024-25, aif.**
- c) To consider/agree next steps as necessary – Clerk to notify CAS and to arrange for payment to be made.



FC 09.24.12 BRANTHAM VILLAGE HALL

- a) To discuss arrangements for more integrated support for the VPMC going forward – Cllr Cherry informed the Council that following her co-option to the Village Hall Management Committee she had noted the difficulty of recruiting trustees to the Committee, leaving a high workload for the Clerk. In addition she noted that the current charter for managing the Village Hall is outdated, does not represent the make up of the village, and means that there is a small number of individuals who are personally liable for issues relating to the hall.
Cllr Cherry informed the Council that it would be more effective to manage the Committee if this became an arm of the Parish Council with members from outside groups included where appropriate. This would provide the Council oversight of the management of the Hall and protect the trustees in the event of issues at the hall.
- b) To consider/agree next steps as necessary –It was agreed that further advice should be sought on how this change could be achieved from the Charities Commission for review by the Finance Committee at its next meeting. (*ACTION – Cllr Cherry*). The Clerk to contact other Clerks to find out if there are other examples of managing a Village Hall in this way (*ACTION – Clerk*).

FC 09.24.13 STAFFING CHANGES

- a) To consider/approve possible staffing changes to enable more efficient working going forward – Cllr Bridgeman informed the Council that in order to make the Council more resilient and future-proofed it was his opinion that an Assistant Clerk should be recruited. He noted that under current arrangements the Clerk was unable to take time off work completely and that there was no cover available in the event of accident or illness. In addition, an Assistant Clerk would be able to manage some of the more day-to-day tasks which would free the Clerk to spend more time on strategic projects relating to Brantham 2034. **Cllr Bridgeman proposed that an Assistant Clerk should be appointed as soon as possible for 8 hours per week, with CILCA training to be provided as appropriate, this was approved by the Committee, aif.**
Cllr Bridgeman noted that the Clerk has knowledge of a local resident who had recently been recruited as a Clerk and who demonstrates the skills and knowledge necessary to undertake this role who would be interested in working with Brantham Parish Council.
- b) Following discussion, it was agreed that the Clerk would contact SALC to find out whether an appointment to the role of Assistant Clerk could be made without advertising the post and interviewing for the role. (*ACTION – Clerk*)

FC 09.24.14 ANY OTHER BUSINESS
None.

FC 09.24.15 DATE OF NEXT MEETING
Wednesday 25 September 2024, 7pm at Brantham Village Hall. The meeting closed to the public at 7.55pm.

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



ACTIONS

| Minute no. | Action | Who |
|-------------------|---|------------|
| FC 06.24.10 | Get a quote to cut back the tree at Merriam Close Play area | Clerk |
| FC 09.24.05 | Arrange payment to Acacia Court Community Garden | Clerk |
| FC 09.24.08 | Purchase Residents Only parking signs for New Village and arrange installation | Clerk |
| FC 09.24.12 | Contact Charities Commission for more information on process to make changes to VH Charter and management | LC |
| FC 09.24.12 | Contact fellow Clerks ref. examples of Village Halls under management of Parish Councils | Clerk |
| FC 09.24.13 | Contact SALC re: recruitment processes | Clerk |