



BRANTHAM

Parish Council

MINUTES of the Finance Committee Meeting held on Wednesday 25 September 2024 at 7pm at Brantham Village Hall

Present: Cllrs Bridgeman, Cherry, McCraw

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

FC 09.24.16 APOLOGIES FOR ABSENCE

- a) Committee to receive apologies – Eric Osben
- b) The Committee to consent to apologies received – Aif

ELECT A CHAIR:

LL proposed MB, AMC 2nd – Aif – **MB elected as Chair**

FC 09.24.17 MINUTES

- a) To consider and approve the minutes of the Finance Committee meeting on 02 September 2024 – **the Committee agreed that the minutes were approved, AM proposed, LL 2nd aif.** The minutes were duly signed by the Chair.

FC 09.24.18 ACTIONS To review progress of highlighted actions from previous month.

Minute no.	Action	Dismissed/ Ongoing
FC 06.24.10	Quote for Tree – This has been provided	Completed
FC 09.24.05	Arrange payment to Acacia Court Community Garden	Completed
FC 09.24.08	Purchase Residents Only parking signs for New Village and arrange installation - Parking signs at New Village have been erected. There has been a complaint from a local resident.	Completed
FC 09.24.12	Contact Charities Commission for more information on process to make changes to VH Charter and management – LC confirms that this has been done.	Completed
FC 09.24.12	Contact fellow Clerks ref. examples of Village Halls under management of Parish Councils – SK reports that this has been done, however it was not overly helpful.	Completed
FC 09.24.13	Contact SALC re: recruitment processes – SK reports that this has been done and new member of staff Fiona Coley appointed as Deputy Parish Clerk.	Completed

FC 09.24.19 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 09.24.20 - CONTRIBUTIONS

- a) To note contributions/grants expenditure committed to date (PAPER 1) – Paper 1 was discussed, and donations noted.
- 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:
 - Brantham Bowls Club (PAPER 2) – The Committee reviewed the request and noted that there was insufficient detail included on the application to make a decision. Clerk to go back to them and request more details of what the money is for. (**ACTION – Clerk**)



- Brantham Village Hall (PAPER 3) – There was a lengthy discussion about this topic. AM explained that there is funding available under CIL and that Babergh often get requests and are happy to match fund. AM recommended getting it to the CIL team asking for 75% then this would be discussed at cabinet. MB then stated that the PC could fund 12.5% and the VH could fund 12.5%. - **AIF It was decided to get an application in to Babergh District Council CIL team for some funding.**

FC 09.24.21. - COMMUNITY INFRASTRUCTURE LEVY

- a) To receive an update on the monies held under the CIL Reserve and monies expended to date on projects (PAPER 4) – All funds up to date.
- b) To consider/agree allocation of funds to potential projects going forward – SK states that the picnic budget of £6000 may go over by about £200 and asked if the PC could fund this. **AM proposed - Aif**

FC 09.24.22- REQUESTS FOR PROJECTS FROM BPC COMMITTEES/SUB-COMMITTEES

- a) To consider/approve any requests for projects and funding necessary from BPC Committees, Sub-Committees and Groups – none received.
- b) To consider/agree allocation of funds to potential projects going forward.

FC 09.24.23 - EXTERNAL AUDIT 2023-24

- a) To receive an update on the External Audit for 2023-24 – Nothing to report and Clerk has not had the final confirmation of the latest report.

FC 09.24.24 - QUOTES FOR WORKS

- a) To consider the quote received for resurfacing of the path alongside Merriam Close Play area (PAPER 5) and to agree next steps as necessary – **Quote was reviewed and discussed for pathway at Merriam Close. Timescales were not clear as yet. AM proposed, MB 2nd, LC abstained. aif**
- b) To review the quote received for crown reduction of tree in Merriam Close Play area (PAPER 6) and to agree next steps as necessary – Quote was reviewed and discussed for the reduction of the tree in Merriam Close. There was a query about the VAT and Clerk is going to look into this. **MB proposed that the quote should be approved and LC seconded, aif.**

FC 09.24.25 - POLICIES

- a) To review the Home Working and Flexible Working Templates from NALC (PAPER 7) – This was discussed in depth. The Committee agreed that the flexible working policy was not helpful for the Council and would therefore not be pursued. The Committee agreed that the Home Working should be adapted for the Parish Council's needs and reviewed at the next meeting.
- b) To consider/agree adoption of either or both of these policies – the Home Working Policy will be reviewed at the next meeting and the Committee will consider proposing adoption of this policy to the full Council at its next meeting.

FC 09.24.26 -TERMS OF REFERENCE FOR FINANCE COMMITTEE

- a) To consider changes to the TOR for the Finance Committee to include Policy and HR related issues – The Clerk noted that responsibility for reviewing Parish Council policies is a task currently undertaken by the Finance Committee who make recommendations to full Parish Council. The Clerk suggested that for expediency the Parish Council Terms of Reference for Committees etc could be updated to delegate authority for the Finance Committee to approve non-statutory policies for the Council and HR-related issues.
Cllr McCraw noted that he felt some Councillors would like to maintain oversight of these documents going forward.



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Cllr Bridgeman suggested that agendas for policy review meetings could be sent to all Councillors inviting them to attend and contribute to that meeting as a co-opted member.

- b) To agree a proposal for submission to full Parish Council – **It was agreed that this proposal should be made to full a full Parish Council meeting.**

FC 06.24.27 – ANY OTHER BUSINESS

None

FC 06.24.28 - DATE OF NEXT MEETING –

Wednesday 23 October 2024, 7pm at Brantham Village Hall. The meeting closed to the public at 8.05pm

Start: 19.00

Finish: 20.05

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



ACTIONS

Minute no.	Action	Who
FC 09.24.20 - b	Contributions Bowls club – Clerk to request a more detailed submission from the Bowls Club	Clerk
FC 09.24.20 - b	Contributions - Brantham Village Hall – Suggest that the VHMC should submit a bid for CIL funding to BDC	Clerk
FC 09.24.24	Quotes for Works – to find out whether the quote includes VAT of not.	Clerk
FC 09.24.25 - a	POLICIES – Clerk to tailor Home Working Policy to the PC needs. Report back at the next meeting.	Clerk
FC 09.24.25 - b	POLICIES -To consider/agree adoption of either/both policies -Once reviewed by Clerk needs to be put on the PC agenda for discussion.	Clerk