



BRANTHAM

Parish Council

MINUTES of the Finance Committee Meeting held on Wednesday 23rd October 2024 at 7pm at Brantham Village Hall

Present: Cllrs Osben (Chair), Bridgeman, Cherry, McCraw

In Attendance: Sarah Keys (Clerk/RFO), Fiona Coley and 3 members of the public.

FC 10.24.01 APOLOGIES FOR ABSENCE

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

FC 10.24.02 MINUTES

To consider and approve the minutes of the Finance Committee meeting on 25th September 2024 – **the Committee agreed that the minutes were approved, AM proposed MB 2nd aif. EO abstained.** The minutes were duly signed by the Chair.

FC 10.24.03 ACTIONS

- a) To review progress of highlighted actions from previous month – see below:

Minute no.	Action	Dismissed/ Ongoing
FC 09.24.20 - b	Contributions Bowls club– Clerk to request a more detailed submission from the Bowls Club <i>Completed</i>	Dismissed
FC 09.24.20 - b	Contributions - Brantham Village Hall – Suggest that the VHMC should submit a bid for CIL funding to BDC <i>The Clerk confirmed that a meeting had taken place with BDC CIL team at Brantham Village Hall. BDC staff had confirmed that a like-for-like project could not be funded by BDC CIL and therefore the project would be amended to demonstrate additionality. This would mean that a revised quote would be submitted. This would be present to the Finance Committee when confirmed.</i>	Dismissed
FC 09.24.24	Quotes for Works – to find out whether the quote includes VAT of not <i>Completed</i>	Dismissed
FC 09.24.25 - a	POLICIES – Clerk to tailor Home Working Policy to the PC needs. Report back at the next meeting <i>See below</i>	Dismissed
FC 09.24.25 - b	POLICIES -To consider/agree adoption of either/both policies <i>See below</i>	Dismissed

FC 10.24.04 BANK RECONCILIATION

- a) To confirm completion of a bank reconciliation – the Chair confirmed that due to being on holiday the bank reconciliation would be done next time.
- b) To discuss any issues arising from the reconciliation – see above

FC 10.24.05- CONTRIBUTIONS

- a) To note contributions/grants expenditure committed to date (PAPER 1) – 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:



- Brantham Cub Scout Pack (PAPER 2) – **Cllr Bridgeman proposed that this request should be funded from the Horticulture Fund, this was seconded by Cllr McCraw, aif**
- Updated details from Brantham Bowls Club (PAPER 3) – The Committee noted that it would be happy to support the Bowls Club with their project but that specific details were needed. Clerk to contact the Bowls Club and ask them to confirm exactly which element they would like financial support for and how much it would be likely to cost. (*ACTION – Clerk*)

FC 10.24.06 - 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 noted the current CIL position to 30 September 2024.
- b) To consider/agree allocation of funds to potential projects going forward – the Committee noted the projects outlined on Paper 4.

FC 10.24.07- 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 – As above

FC 10.24.08 - REQUEST FOR YELLOW LINES AT PRIVATE ROAD TO CATTAWADE STREET

- a) To note and consider request at Parish Council meeting for installation of yellow lines on corner of Private Road leading to Cattawade Street – More information about what is being proposed and this item to be put on the agenda for next Parish Council meeting.
- b) To receive an overview of process and likely costs from the Clerk – SK has emailed in relation to getting information about the process and the cost. To date SK has not had a reply and will chase this up.
- c) To consider/agree next steps as necessary – As above

FC 10.24.09 - POLICIES

- a) To consider/approve the proposed Policy Review timetable as circulated by the Clerk (PAPER 5) – The Committee reviewed the policy schedule as circulated by the Clerk. The Clerk noted concerns that if all policies were reviewed at full Parish Council meetings this could mean that the work is not done as diligently. SK explained the current process of policy review at Finance Committee has been in place for about 10 years and this is a way of formalizing the process. EO explained that any changes would be following any new legislation and following best practice. EO is concerned that a new process might mean that we would be doubling up on work. It was pointed out that if any of the Councillor are interested in an item that has been posted on the agenda, they could attend the FC meeting and be CO-OPTED onto the Committee to provide their opinion. AM stated that any Statutory documents would still need to be discussed at full Council. Also any changes made by Government would need to be brought to full Council.

MB proposed that the following proposal should be made to full Parish Council:

All new policies will be drafted at Finance Committee but will all be reviewed and signed off at Full Council.

All existing policies will be reviewed by the Finance Committee.

All policies will be allocated an "Ongoing review category" which is reviewed and approved by Full Council, at least once annually.

The ongoing review category will be either:

- *Needs approval at full council or,*
- *Needs approval by Finance Committee only.*
- *Needs to be shared because it is more directly affected by the policy.*

This was seconded by Cllr McCraw, aif (EO abstained).



- b) To consider/approve the Home Working Policy as circulated by the Clerk (PAPER 6) – In light of the above it was agreed that this would be discussed at Full Council.

FC 10.24.10 - BPC BUDGET 2025-26

- a) To note the budget briefing paper as circulated by the Clerk (PAPER 7) – The Clerk explained that this is a rough first draft of the budget and that the supporting paper would be presented to full Parish Council when the tax base figures had been received from Babergh District Council.
- b) To review first draft of the proposed BPC Budget for 2025-26 (PAPER 8) as circulated by the Clerk – The Committee noted the first draft of the budget as circulated by the Clerk. The following points were noted:
- SK explained that the pay award was lower than expected so these figures will be adjusted.
 - No funds for staff recruitment to fall back on
 - Funds available for election costs
 - Donations have reduced slightly
 - SLLC subscription has gone up and this is the full price
 - Services for litter bins costs are as accurate as they can be
 - SK advised that she has taken out litter bin purchases for now and may cover this with CIL, but this will be a decision for the committee.
 - Recreation sub-committee have advised that they may need some money, for Gravel Pit Lane but that might fall under CIL funding.
 - Horticultural – Nothing has changed
 - Sim cards for CCTV – need some batteries – EO enquired if CCTV is failing is this covered under warranty, also may need to keep any eye on this over the winter months
 - Income SK has not put VAT on as we can claim this back
 - Total expenditure for period 25/26 should be about £152,142 and the precept would be about £74,000. This will be reviewed when the tax base figures are received.
 - SK explained that it is good practice in the JPAG to have 3 month of general reserves to enable you to meet the contractual requirements (ie staff pay, litter bin and things that we have signed up to). A discussion needs to take place about how we get some general reserves. MB states that it would be good to have some general reserves and be good for auditing purposes. MB suggested that maybe this could be done over a 3 year period.
- c) To consider/agree next steps as necessary – A second draft of the budget and proposed precept will be circulated when tax base figures have been received from Babergh District Council.

FC 10.24.11 – NEIGHBOURHOOD PLAN

- a) To receive an update from Cllr Bridgeman ref. advice to undertake NP from BDC, including a review of ancillary benefits of a plan – Cllr Bridgeman noted that he and the Clerk had attended the recent Babergh Town and Parish Liaison meeting. An update had been provided by Babergh District Council on the following:
- Planning and the significant changes are going to be coming in. Tom Barker noted that the new homes building target for the district is likely to increase from 400 to 763 per annum.
 - Neighbourhood Plans and the important part that they play for local communities in determining where building takes place in a village/town. Tom Barker had outlined the ancillary benefits to a council of having a Neighbourhood Plan (such as an increase in CIL received from 15% to 25% and a removal on the spending cap and time limit) Cllr Bridgeman informed the Committee that as a result he felt that it would be good to explore this option, particularly since much of which could be funded by a grant.

Following discussion it was agreed that the Clerk would establish the likely cost and then add this to the agenda of the next Finance Committee meeting.

- b) To review likely costs and time implications of this project – See above.



- c) To consider/agree next steps as appropriate – As above

FC 10.24.12 - ANY OTHER BUSINESS

The following items of any other business were noted:

- Councillor Cherry will be attending a training course about Councils being a single trustee for village halls.
- Cllr Cherry to work with Cllrs McCraw and Osben to get their access to online banking resolved.
- Cllr Osben noted that the Christmas tree he had hoped to source is no longer available. Assistant Clerk to look at other options/decorations etc.

FC 10.24.13 - DATE OF NEXT MEETING

Wednesday 27TH November 2024 7PM at Brantham Village Hall.

The meeting closed to the public at 8.05pm

FC 10.24.13 - IN CAMERA ITEM

Cllr Osben proposed that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed, seconded by Cllr McCraw, aif.

- a) To review/approve Home Working Allowance for Assistant Clerk (Calculations circulated to Committee) – The Committee noted the calculations for the home working allowance for the assistant clerk as circulated. Following discussion **Cllr Cherry proposed that a Home Working Allowance for the Assistant Clerk of £14.60 should be approved, this was seconded by Cllr Bridgeman, aif.**
- b) To review the Local Government Services Pay Agreement 2024 – the Committee noted the Pay Agreement details from LGA as circulated prior to the meeting.
- c) To approve new pay rates for Clerk and Assistant Clerk backdated to 01 April 2024 - **Cllr McCraw proposed that the Pay Award should be approved and the new rates of pay adopted (backdated to 01 April 2024, or employment start date), this was seconded by Cllr Bridgeman, aif.**

The meeting closed at 8.15pm

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



ACTIONS

Minute no.	Action	Who
FC 10.24.05 - b	Contributions Bowls club– Clerk to request details of what item from 1-6 they would prefer and then feed back to the next meeting	Clerk
FC 10.24.05- c	Contributions - Brantham Village Hall – LC to provide a new layout for bathrooms, CIL application to be updated with this information.	Clerk
FC 10.24.08 - a	Request for yellow lines at private road at Cattawade Street - Put request for Yellow lines at Cattawade Street on the Agenda for Parish Council meeting.	Clerk
FC 10.24.08 - b	To receive an overview of process and likely costs - Clerk is waiting for a reply about the cost and process and will chase this up	Clerk
FC 10.24.10 - a	Put general reserves on the agenda to be discussed	Clerk
FC 10.24.11 – a	SK is going to look into the cost of setting up a Neighbourhood plan and then when this is known it could be taken to full Council	Clerk
FC 10.24.12	LC is going to sort banking	LC
FC 10.24.12	Source Christmas Tree – Real or Fake and some decorations	FC