



# BRANTHAM

## Parish Council

MINUTES of the Finance Committee Meeting held on Wednesday 27<sup>th</sup> November 2024 at 7pm at Brantham Village Hall

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

In Attendance: Sarah Keys (Clerk/RFO), Fiona Coley and Martin Clark. (No members of the public present)

### FC 11.24.01 APOLOGIES FOR ABSENCE

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

### FC 11.24.02 MINUTES

To consider and approve the minutes of the Finance Committee meeting on 23<sup>rd</sup> October 2024 – **the Committee agreed that the minutes were approved, MB proposed LC seconded, aif.** The minutes were duly signed by the Chair.

### FC 11.24.03 ACTIONS

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

Minute no.	Action	Dismissed/ Ongoing
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 – <i>Email sent by Clerk still waiting a reply.</i>	Ongoing
FC 10.24.05- c	Contributions - Brantham Village Hall – <i>LC to provide a new layout for bathrooms, CIL application to be updated with this information.</i>	Ongoing
FC 10.24.08 - a	Request for yellow lines at private road at Cattawade Street - <i>Put request for Yellow lines at Cattawade Street on the Agenda for Parish Council meeting – Discussed at PC meeting. Decision not to take it any further.</i>	Dismissed
FC 10.24.08 - b	To receive an overview of process and likely costs - <i>Clerk is waiting for a reply about the cost and process and will chase this up</i>	Dismissed
FC 10.24.10 - a	Put general reserves on the agenda to be discussed – <i>Discussed in Budget</i>	Dismissed
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 – <i>Discussed in the NHP</i>	Ongoing
FC 10.24.12	LC is going to sort banking – <i>LC advised that EO now has online access to the accounts. SK advised that she still did not have access to the deposit account. LC is going to chase the bank up tomorrow and report back to the Committee.</i>	Ongoing
FC 10.24.12	Source Christmas Tree – Real or Fake and some decorations – <i>FC has sourced a Christmas tree and this will be put up on the in the next day or so.</i>	Completed

### FC 11.24.04 BANK RECONCILIATION

- a) To confirm completion of a bank reconciliation – Chair confirmed no issues
- b) To discuss any issues arising from the reconciliation – None

### FC 11.24.05- CONTRIBUTIONS

- a) To note contributions/grants expenditure committed to date (PAPER 1) – No change
- 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 – none received.



### FC 11.24.06 - COMMUNITY INFRASTRUCTURE LEVY

- a) To receive an update on the monies held under the CIL Reserve and monies expended to date on projects (PAPER 2) - all noted the current CIL position which showed incurred expenditure of £11,772 in 2024-25 to date, income received in 2024-25 of £49,794 to date, the Committee noted committed expenditure in the sum of £5796 all resulting in a balance of available funds after committed expenditure in the sum of £100,010.
- b) To consider/agree allocation of funds to potential projects going forward – the Committee noted the potential projects for expenditure coming forth.

### FC 11.24.07- 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 – Request received from Cllr Heywood, Chair of the Recreation Sub-Committee to purchase a new swing for the park. MB suggested that the groundwork is done to establish the cost, before taking to full Council. The Council noted the request for additional bark at the play area and confirmed that this should be ordered as part of the Clerk's delegated powers.
- b) To consider/agree allocation of funds to potential projects going forward – **SK is going to liaise with Dave about the purchase of the Bark, aif**

### FC 11.24.08 - POLICIES

- a) To review and approve the following Parish Council policies – the Committee reviewed the following policies; Dignity at Work Policy, Disciplinary Policy and Procedure, Pay Policy, Sickness and Absence Policy, Appraisal Policy, Grievance Procedure. **The Committee noted the policies circulated and highlighted that there were amendments necessary in the Pay Policy in relation to annual leave, once these were undertaken there were no further amendments necessary, aif**
- b) To consider/agree next steps as necessary – ACTION - Amend the pay policy.

### FC 11.24.09 - BPC BUDGET 2025-26

- a) To note the budget briefing paper as circulated by the Clerk (PAPER 4) – the committee noted the budget briefing paper and the recommendations included.
- b) To note the Council tax base figures as received from Babergh District Council – the committee noted the Council tax base figures as received from Babergh District Council.
- c) To review second draft of the proposed BPC Budget for 2025-26 (PAPER 5) as circulated by the Clerk – the Committee noted the proposed budget of £150,419 which included a proposed precept request of £74,941. The committee noted that the annual rent to be received from Highcliff vets in 2025-26 would increase as per the terms of the lease. ACTION – Clerk to amend the budget accordingly and circulate to full Council for approval at its next meeting.
- d) To consider/agree next steps as necessary – The Committee reviewed the need for General Reserves as outlined in the budget briefing paper as circulated by the Clerk. Cllr McCraw suggested that the Lime Crest fund is used to provide the funds for general reserves. Following discussion **Cllr Bridgeman proposed the Committee should recommend to full Council that £15,909 of Limecrest funding is allocated to General Reserves and the remainder is allocated to Village Hall reserves, aif**

### FC 11.24.10 - NEIGHBOURHOOD PLAN FOR BRANTHAM

- a) To receive an update from the Chair of the Parish Council – MB provided background of the NHP and advised why having a NHP would be good for the Community.
- b) To consider/agree next steps as necessary – MB advised that EO, SK and himself would be meeting with Paul Bryant from BDC to discuss the NHP.

### FC 11.24.11 - ANY OTHER BUSINESS - None



**FC 11.24.12 - DATE OF NEXT MEETING**

Wednesday 22<sup>nd</sup> January 2025 7PM at Brantham Village Hall.

The meeting closed to the public at 8.35 pm

**FC 11.24.13 - IN CAMERA ITEM**

- a) To review unaudited Financial Statements from Brantham Leisure Centre for year ended 31 December 2023  
(PAPER 6 – CONFIDENTIAL) – The financial statements were reviewed by the Committee.

The meeting closed at 8.50pm

**SIGNED.....DATED.....**



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**ACTIONS**

<b>Minute no.</b>	<b>Action</b>	<b>Who</b>
FC 10.24.05 - b	Contributions Bowls club– Clerk still waiting for a reply from the Bowls club.	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 10.24.10 - a	Put general reserves on the agenda to be discussed – Decision to move £15,909 from the Lime fund to General Reserves. Then the remainder of the Lime fund to go to the Village Hall Committee.	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 – MB provided an update in relation to the NHP. He advised that EO, SK and himself will be meeting Paul Bryant from BDC in order to discuss the NHP further.	Clerk/EO/MB
FC 10.24.12	LC is going to sort banking – LC is going to contact the bank to establish why SK can not get access to the deposit account.	Clerk
FC 11.24.09 - d	Proposal for Lime Trust fund to be used for General Reserves to be taken to Full Council.	Clerk