



# BRANTHAM

## Parish Council

MINUTES of the Finance Committee Meeting held on Wednesday 26<sup>th</sup> February 2025 at 7.30pm at Brantham Village Hall

Present: Cllrs Bridgeman (Chair), Cherry & Clark  
In Attendance: Sarah Keys (Clerk/RFO), Fiona Coley

In the absence of the Chair **LC proposed that MB was chair, aif**

### FC 02.25.01 - APOLOGIES FOR ABSENCE

- a) Committee to receive apologies – Cllr Osben
- b) The Committee to consent to apologies received – **aif**

### FC 02.25.02 - MINUTES

To consider and approve the minutes of the Finance Committee meeting on 22<sup>nd</sup> January 2025 – the Committee agreed that the minutes were approved, **Proposed MC, LC 2<sup>nd</sup> aif** The minutes were duly signed by the Chair.

### FC 02.25.03 - ACTIONS

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

Minute no.	Action	Dismissed/ Ongoing
FC 01.25.07	Contact East Bergholt Parish Council and see if they would match fund the £40,000 offered by BPC for the skate park – <i>Clerk has sent request and had no reply to date.</i>	Ongoing
FC 01.25.07	Skate park CIL allocation of £40,000 to be taken to full council for discussion and decision – <i>This is on the agenda for the next meeting.</i>	Ongoing
FC 01.25.09	To review the video about Devolution and feed back to the group – MC has watched the video and provided information about what was contained in the video. <i>MC stated that it would be worthwhile Cllr's watching the video as there is a lot about devolution which might be helpful.</i>	Completed

### FC 02.25.04 - BANK RECONCILIATION

- a) To confirm completion of a bank reconciliation – Has not been done and will be done before next meeting.
- b) To discuss any issues arising from the reconciliation – None

### FC 02.25.05 - STATUTORY BUSINESS

- a) To review/amend if appropriate/approve the following documents – the Committee reviewed the documents and agreed the following:
  - Risk Register – this should be amended to include a rating for severity and likelihood of risk
  - Internal Control Statement – no changes necessary
  - Finance Regulations – no changes necessary
  - Standing Orders – no changes necessary
  - Asset Register – document reviewed and new assets noted. Cllr Clark queried whether the Leisure Centre floodlights should be included on the Parish Council Asset list. The Clerk confirmed that to her knowledge these had not been listed to date.

Following any amendments detailed above **Cllr Cherry proposed that these documents should be approved, this was seconded by Cllr Clark, aif.**

- b) To review/amend if appropriate/approve the following policies – the Committee noted and reviewed the following policies; Protocol for Reporting at Meetings, Persistent or Vexatious Correspondence/Complaints Policy, Equality & Diversity Policy, Complaints Policy, Filming and Recording Policy and Publication Scheme. Cllr Bridgeman noted



that the Protocol for Reporting at Meetings and the Filming and Recording Policy were duplicates and that one should be removed, following which **Cllr Clark proposed that these policies were approved, this was seconded by Cllr Cherry, aif.**

- c) c) To Review the Letter of Engagement from SALC ref. Internal Audit (PAPER 1) -following review of the letter **MB proposed SALC as internal auditor, MC 2<sup>nd</sup>, aif**
- d) To formally approve SALC as the Internal Auditor for the period 01 April 2024 – 31 March 2025 – Agreed, **aif**

#### FC 02.25.06 - INSURANCE – VILLAGE HALL AND CLUBHOUSE

- a) To review any insurance renewal documents received from Community Action Suffolk – Documents have not been received from CAS yet. There will be an update at the next meeting.
- b) To approve the payment of Insurance premiums as per renewal documentation received – See above.

#### FC 02.25.07 - CONTRIBUTIONS

- a) To note contributions/grants expenditure committed to date (PAPER 2) – the Committee noted total expenditure from the Donations pot of £733 to date this year.
- 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 reviewed the request received from Brantham Garage Sale (PAPER 3). Following discussion **Cllr Bridgeman proposed the both elements of the request were approved with a total donation of £110, aif.**

#### FC 02.25.08 - 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 – TO FOLLOW) – Noted and balance is £59692.82
- b) To consider/agree allocation of funds to any other potential projects going forward – No update this month.

#### FC 02.25.09 - 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/approve the proposal from the Parish Council Chair that the PC commits funding for a variety of seasonal displays at the Brantham Village Sign – MB reviewed a proposal for a seasonal display for the village by a local resident on the roadside at the village sign.
- c) To approve a budget for this purpose – following discussion **Cllr Bridgeman proposed a £500 budget was agreed for this purpose, this was seconded by Cllr Cherry, aif.**
- d) To consider/agree any other next steps as necessary – None currently

#### FC 02.25.10 - NEIGHBOURHOOD PLAN FOR BRANTHAM

- a) To receive an update from the Chair of the Parish Council - MB advised that current advice suggests that it is beneficial to have a Neighbourhood Plan in place. There is funding available to employ specialists consultants to carry out most of the work, (believed to be about £10K). MB explained that we would also need to engage the village.
- b) To consider/agree next steps as appropriate – Engage with the villagers about proposals for a Neighbourhood Plan. First steps is to speak to 2 consultants and then decide what to do from there. Put this item on the agenda for full council to vote on.

#### FC 02.25.11 - ANY OTHER BUSINESS

The Clerk advised that she and the Assistant Clerk had begun preparations for a Beacon Lighting event on VE day on the 8<sup>th</sup> May 2025. The Clerk and Assistant Clerk outlined some event suggestions to make the evening successful. Following discussion it was agreed that these should be pursued.



**BRANTHAM**  
Parish Council

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FC 01.25.11 - DATE OF NEXT MEETING

Wednesday 26<sup>th</sup> March 2025 7PM at Brantham Village Hall.

The meeting Start: 19.34 closed at 20.06

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



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**ACTIONS**

<b>Minute no.</b>	<b>Action</b>	<b>Who</b>
FC 02.25.05	Internal Control Statement – Arrange with Lloyds for another person from FC so that it takes it from 2 to 3.	LC
FC 02.25.10	NHP – liaise with 2 consultants – maybe Places for people and Long Leggett to see if they could assist with the plan. Put this on the agenda as an item for voting purposes.	Clerk