



BRANTHAM

Parish Council

MINUTES of the Finance Committee Meeting held on Wednesday 26th March 2025 at 8pm at Brantham Village Hall

Present: Cllrs Obsen, (Chair), Bridgeman (Chair), Cherry & Clark

In Attendance: Sarah Keys (Clerk/RFO), Fiona Coley

FC 03.25.01- APOLOGIES FOR ABSENCE

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

FC 03.25.02 - MINUTES

To consider and approve the minutes of the Finance Committee meeting on 26th February 2025 – the Committee agreed that the minutes were approved, **Propose MB, LC 2nd aif – EO abstained**. The minutes were duly signed by the Chair.

FC 03.25.03 - ACTIONS

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

Minute no.	Action	Dismissed/ Ongoing
FC 02.25.05	Internal Control Statement – Arrange with Lloyds for another person from FC so that it takes it from 2 to 3.	Completed
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 – The Clerk has liaised with the 2 consultants and Rachel Leggett is currently not taking on Brantham. Places for people are happy to meet and discuss this further.	Ongoing

FC 03.25.04 - BANK RECONCILIATION

- a) To confirm completion of a bank reconciliation – Completed.
- b) To discuss any issues arising from the reconciliation – Full bank reconciliation will be completed before the next PC meeting.

FC 03.25.05 - STATUTORY BUSINESS

- a) To note the updated Finance Regulations as circulated by SALC - Noted
- b) To review the updated Brantham Parish Council Finance Regulations (PAPER 1) – Changes have been made to Section 15
- c) To agree the updated Finance Regulations and propose submission to full Parish Council for approval - **EO propose, MC 2nd aif. ACTION – Recommend approval to full council**

FC 03.25.06 - INSURANCE – VILLAGE HALL AND CLUBHOUSE

- a) To review any insurance renewal documents received from Community Action Suffolk – Noted
- b) To review any comparative quotes circulated by the Clerk – The Village Hall insurance quotes from CAS and Zurich were reviewed and compared. The Clubhouse insurance from CAS was reviewed.
- c) To approve the payment of Insurance premiums for 2025-26 – **Cllr Cherry proposed that the quote of £1397.54 from Zurich was approved, this was seconded by Cllr Osben, aif.**
Cllr Bridgeman proposed that the renewal premium of £2513.28 for Brantham Clubhouse from Ansvar via CAS was approved and reimbursement should be requested from Brantham Management CIC on 01 April 2025 with 21 days for payment, this was seconded by Cllr Clark, aif.

d)



FC 03.25.07 - CONTRIBUTIONS

- a) To note contributions/grants expenditure committed to date (PAPER 2) – 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: - None received.

FC 03.25.08 - COMMUNITY INFRASTRUCTURE LEVY

- a) To receive an update on the monies held under the CIL Reserve and monies expended to date on projects (PAPER 3) – Noted
- b) To consider/agree allocation of funds to any other potential projects going forward – The dog bins at Cinder path and Brookland Road, are consistently full. Suggestion to purchase 2 larger bins – **EO proposed, MB 2nd, aif**

FC 03.25.09 - LITTER PICKERS

- a) To note the resignation of 1 of 3 Litter Pickers
- b) To consider/agree any other next steps as necessary – This item is to be removed the resignation has been rescinded.

FC 03.25.10 - BRANTHAM VILLAGE HALL

- a) To note the resignation of the Brantham Village Hall Manager – Noted.
- b) To review proposals from Chair of Parish Council for the future of the role – **MB proposed that the Assistant Clerk's hours were increased from 8 hours per week to 14 per week to incorporate the Village Hall Manager role, LC 2nd, aif**
- c) To consider/agree next steps as necessary – The Clerk is to update payroll accordingly. Assistant Clerk to work with current Village Hall Manager on handover.
- d) To review annual payment made to Brantham Village Hall and consider/agree next steps as appropriate – **MB propose redirect the £5000 for new manager post, LC 2nd aif** – Clerk to write to the village hall and inform them of the decision.

FC 03.25.11 – 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 – JH has provided the quote for swing at Gravel pit lane park - £6240 excluding VAT and with durable matting £9458.82 excluding VAT.
EO has stated that he has had discussions with Lou from BLC about the village fete, which it is hoped will go ahead. EO explained that it is an opportunity for users of BLC and the village hall to raise some funds for their groups. The hope would be that next year this would be self-funded. **EO proposed £2000 from the donations budget was allocated to the Village Fete as a start up fund, aif.**
- b) To consider/agree any other next steps as necessary – Following discussion **the Committee agreed that the request for a cradle swing at GPL play area should be delayed for the time being whilst funds may be needed for the skate park, aif.** LC will update Cllr Heywood.

FC 03.25.12 BANKING ARRANGEMENTS

- a) To note that Cllr Clark has now been approved as a signatory on the Parish Council Current and Deposit Accounts - Noted
- b) To review/approve the proposal from the Clerk that the Salaries account is closed and salary payments are made from the Current Account as per other Council payment practices - Agreed to close the salary account and salary payments to come from the Current Account – **aif**

FC 03.25.13 - ANY OTHER BUSINESS – None

Meeting Closed: 20.55



FC 03.25.14 - DATE OF NEXT MEETING

Wednesday 23rd April 2025 7PM at Brantham Village Hall.

FC 03.14.15 IN CAMERA ITEM

Cllr Bridgeman 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, aif

- LITTER PICKER SALARIES - To review the changes to the National Minimum Wage from April 2025 – The Clerk noted the National Minimum wage rate from April 2025 will be £12.21.
- To consider Litter Picker pay rate from April 2025 for proposal to full Parish Council - Following discussion **Cllr Bridgeman proposed that the Litter Picker salaries were increased to £13.00 per hour, LC seconded, aif.** EO abstained from the discussion and the vote.

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



BRANTHAM

Parish Council

ACTIONS

Minute no.	Action	Who
FC 03.25.05	To put updated Finance Regulations as circulated by SALC on the PC agenda	Clerk
FC 03.25.08	Purchase 2 larger dog bins for Cinder Path and Brooklands Road	Clerk
FC 03.25.10	Write to Village Hall and inform them of the decision.	Clerk