



MINUTES of the Finance Committee Meeting held on Wednesday 28th May 2025 at 7.30pm at Brantham Village Hall

Present: Cllrs Osben, (Chair), Bridgeman, & Clark

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

FC 05.25.01- APOLOGIES FOR ABSENCE

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

FC 05.25.02 - MINUTES

To consider and approve the minutes of the Finance Committee meeting on 23rd April 2025 – the Committee agreed that the minutes were approved, Cllr Osben advised that his name has been spelt incorrectly and the assistant Clerk will amend this. Following this amendment Cllr Clark **proposed that the minutes were approved and signed, this was seconded by Cllr Bridgman, aif.** The minutes were duly signed by the Chair.

FC 05.25.03 - ACTIONS

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

Minute no.	Action	Dismissed/ Ongoing
FC 04.25.10	Cycle to work scheme to be put on May's agenda	Completed

FC 05.25.04 – STATUTORY BUSINESS

- a) To review/amend if appropriate/approve the following documents:
 - Grants and Contributions Policy – The Committee reviewed this policy and agreed that this should be amended to as follows: “The size of any grant awarded is at the discretion of the Parish Council but will not normally exceed £500 in any one application”. **Following this amendment the Committee proposed that this policy be approved, aif.**
 - Online banking Policy – The Committee reviewed this policy and **agreed that there were no changes necessary, aif**
 - Review/approve current General Reserves Policy or review/approve updated General Reserves Policy - The Committee reviewed both policies and agreed that the updated version was most appropriate. **The Committee agreed that this Policy should be approved, aif.**

FC 05.25.05 – QUOTES RECEIVED

- a) To consider the quote received from Gadd Brothers for planting of Cherry Tree at Village Sign – **Cllr Bridgeman proposed that this quote should be approved, funded from the horticultural fund, this was seconded by Cllr Osben, aif.**
- b) To approve quote or consider next steps as appropriate - Assistant Clerk to advise the company to go ahead with planting
- c) To consider the quote received for creation and ongoing management of new website – This was discussed and it was agreed that this would improve efficiency. Following discussion **Cllr Osben proposed that this quote should be approved, this was seconded by Cllr Clark, aif.** (Cllr Bridgeman abstained from the vote)
- d) To consider/agree next steps as appropriate – Contact provider.

FC 05.25.06 – AUDIT UPDATE

- a) To note that the Clerk/RFO has submitted the necessary paperwork to PKF Littlejohn for external audit - Noted
- b) To consider/agree next steps if necessary - None



FC 05.25.07 - CONTRIBUTIONS

- a) To note contributions/grants expenditure committed to date- *The Clerk advised that to date £50 has been spent so far.*
- 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 05.25.08 - COMMUNITY INFRASTRUCTURE LEVY

- a) To receive an update on the monies held under the CIL Reserve and monies expended to date on projects – The Committee noted the Paper circulated and that there had been no change in month. The Committee noted a balance of available funds after committed expenditure in the sum of £58,464.62
- b) To consider/agree allocation of funds to any other potential projects going forward – no updated projects noted.

FC 05.25.09 – LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025

- a) To receive an update from the Clerk re: Local Government pay award for 2025 – The Clerk informed the Council that negotiations are currently underway and an agreement is likely around October/November.

FC 05.25.10 – 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 - Skate Park request to apply for a [Lawful Development Certificate](#) – The Skate Park have submitted a request for a Lawful Development Certificate. The Clerk has confirmed that no Planning Permission is required for the Skate Park, however having a LDC would be best practice. The Clerk explained the cost of a certificate is £255.
- b) To consider/agree any other next steps as necessary- **Cllr Clark proposed that the Clerk should proceed to obtain a Lawful Development Certificate for the Skate park, aif.**

FC 05.25.11 – ANY OTHER BUSINESS - None

FC 05.25.12 - DATE OF NEXT MEETING

Wednesday 25 June 2025, 7pm at Brantham Village Hall

Meeting Closed: 19.35

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

ACTIONS

Minute no.	Action	Who
FC 05.25.05 (a)	Instruct Gadd Brothers to plant the Tree.	Assistant Clerk
FC 05.25.05 (d)	Make contact with provider to purchase a new website.	Clerk
FC 05.25.10 (a)	Apply for a Lawful Development Certificate	Clerk