



# BRANTHAM

## Parish Council

MINUTES of the Finance Committee Meeting held on Wednesday 27 August 2025 at 7pm at Brantham Village Hall

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

In Attendance: Sarah Keys (Clerk/RFO), 2 members of the public

### FC 08.25.01- APOLOGIES FOR ABSENCE

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

### FC 08.25.02 - MINUTES

- a) To consider and approve the minutes of the Finance Committee meeting on 23 July 2025 – **Cllr Bridgeman proposed that the minutes of the Finance Committee meeting on 25 June 2025 be approved by the Committee and signed by the Chair, this was seconded by Cllr Clark, 2 Cllrs voted in favour of the proposal. Cllr Osben and Cherry abstained from the vote. The motion was therefore carried.** The minutes were duly signed by the Chair.

### FC 08.25.03 - ACTIONS

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

Minute no.	Action	Dismissed/ Ongoing
FC 07.25.05	Arrange payment of donation <i>Completed</i>	Dismissed
FC 07.25.08	Request Insurance Rebuild assessments for the Village Hall and Leisure Centre from CAS <i>Completed, reports awaited</i>	Dismissed
FC 07.25.09	Ask SCC to switch off footway light outside resident's property on Brantham Hill <i>Completed, response awaited</i>	Dismissed

### FC 08.25.04 - CONTRIBUTIONS

- a) To note contributions/grants expenditure committed to date- The Committee noted Paper 1.
- 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 WI** – the Committee reviewed the request received from Brantham WI for a commemorative gift for their members. **Cllr Bridgeman proposed that the £500 donation to enable the WI to purchase commemorative tote bags should be approved, this was seconded by Cllr Osben, aif.**  
*ACTION – Clerk to arrange payment*

### FC 08.25.05 - 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 08.25.06 – 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 Footpaths Sub-Committee for a bench to be purchased and placed on Brantham Open Space following a request from a local family. The Sub-Committee also noted the request from a Cllrs for a commemorative bench in memory of Anita Rose to be placed in a location agreed with the family. **Following discussion Cllr Osben proposed that if suitable locations could be found and approved then two benches should be purchased using CIL funding and installed, this was seconded by Cllr Bridgeman, aif.**



- b) To consider/agree any other next steps as necessary – Clerk to approach Babergh DC ref. bench for Brantham Open Space and agree possible location for memorial bench.

*ACTION – Clerk to gain approval for locations and purchase benches*

FC 08.25.07 – 20255 SAPP GUIDE – ASSERTION 10

- a) To note the report from the Clerk on Parish Council's Digital and Data Compliance – the committee noted the paper and the information included. The Clerk pointed out that to be compliant an IT policy for the Council would have to be in place.
- b) To review the draft IT Policy and approve recommendation for approval to full Parish Council – the Committee reviewed the IT policy as circulated by the Clerk. **Cllr Cherry proposed that the Finance Committee should recommend that this was approved and adopted by the Council, this was seconded by Cllr Osben, aif.** Cllr Osben queried whether the new requirements created a necessity for Parish Councillors to be issued with Parish Council IT equipment for Council work. Following discussion it was agreed to seek further advice from SALC.

*ACTION – Clerk to ask SALC for advice*

- c) To review/approve the updated Internal Control Statement as recommended by SALC – the Committee reviewed the updated document. The Committee noted that the Council already has strong controls in place and therefore an additional review of the internal control system was unnecessary. Following removal of this section **the Committee proposed that the document could be approved, aif.**
- d) To agree the process for an annual Internal Review of Effectiveness as recommended by SALC as part of the updated Internal Control Statement – the Committee agreed that this could be undertaken as part of the Internal Audit and an additional process was therefore unnecessary.

FC 08.25.08 – INSURANCE REBUILD ASSESSMENTS

- a) To review the Rebuild Cost Assessments received for Brantham Village Hall and Brantham Leisure Centre – reports not yet received.
- b) To consider/agree next steps as appropriate – see above.

FC 08.25.09 – ANY OTHER BUSINESS - None

FC 08.25.10 - DATE OF NEXT MEETING

Wednesday 24 September 2025, 7pm at Brantham Village Hall

FC 08.25.11 – IN CAMERA ITEM

- a) To resolve 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 - **Cllr Bridgeman proposed, Cllr Cherry seconded, aif.**

**Meeting Closed to the public at 7.32pm**

- b) To note the updated pay scales for Clerk and Assistant Clerk and approve adoption of recommended scales – the Committee noted the updated salary scales. **Cllr Bridgeman proposed that the new salary award for the Clerk and Assistant Clerk should be approved, effective from 01 April 2025, this was seconded by Cllr Osben, aif.**
- c) To review SCP of Assistant Clerk and to receive recommendation from the Clerk for any changes going forward – the Clerk noted that the Assistant Clerk has now been in post for almost 12 months and in recent months she has taken on additional responsibilities. The Clerk recommended that in light of this the Assistant Clerk was moved from SCP 10 to SCP 11. Following discussion, **Cllr Osben proposed that the Assistant Clerk was moved to SCP 11 effective from 01 September 2025, this was seconded by Cllr Bridgeman, aif.**

*ACTION – Clerk to update SALC as payroll provider on these changes.*



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**Meeting Closed at 7.39pm**

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

**ACTIONS**

<b>Minute no.</b>	<b>Action</b>	<b>Who</b>
FC 08.25.05	Arrange payment of donation	Clerk
FC 08.25.06	Agree locations for benches and purchase	Clerk
FC 08.25.07	Ask SALC if it is recommended for Councillors to be issued with IT equipment	Clerk
FC 08.25.11	Update SALC ref. staff salary changes	Clerk