
MINUTES of the Finance Committee Meeting held on Wednesday 26th August 2026 at 7pm at Brantham Village Hall

Present: Cllrs Bridgeman, Clark & Cherry
In Attendance: Sarah Keys (Clerk/RFO), Lauren White (Assistant Clerk)

FC 08.26.01 OPENING

The committee approved Cllr Bridgeman as Chair for the meeting in the absence of Cllr. The Chair declared the meeting open at 7:00pm and thanked all for attending.

The Chair reminded those present that in accordance with legislation, the public and councillors were permitted to film, record, photograph or use social media in order to report on the proceedings of the meeting. A full transcript is available on the Council's [website](#).

FC 08.26.02 DECLARATIONS OF INTEREST

- a) To receive declarations of disclosable pecuniary interests, non-registerable interests and other registerable interests as detailed in Appendix B of the LGA Model Code of Conduct – none received.
- b) To note the determination of requests for dispensations in accordance with council's Standing Orders – none received.

FC 08.26.03 APOLOGIES FOR ABSENCE

- a) Committee to receive apologies – Cllr Osben.
- b) The Committee to consent to apologies received – AIF

FC 08.26.04 MINUTES

- a) To consider and approve the minutes of the Finance Committee meeting on 3rd June 2026 – the Committee reviewed the minutes. **AIF for approving the minutes.**

FC 08.26.05 PUBLIC FORUM

- a) To receive comments from the members of the public present on the agenda under discussion – none received.
- b) To receive comments from the members of the public present on any other financial matters within the village of Brantham – none received.

FC 08.26.06 ACTIONS

- a) To review progress of highlighted actions from previous month - none received.

FC 08.26.07 STATUTORY BUSINESS

- a) To review progress of Internal Audit Action Plan (PAPER 1) and agree any next steps as necessary
 - Budgetary Controls – the budget will be prepared and agreed at the end of November.
 - Bank Reconciliation - the bank reconciliation is completed regularly by the finance chair (Cllr Osben). Quarterly this will also be completed by another member of the finance committee.
 - Assertion 10 - Has the Transparency Code been correctly applied, and information published in accordance with current legislation. This is now complete; we will continue to review regularly.

- b) To note and approve the invitation from PKF Littlejohn to trial submission of External Audit documentation electronically in 2027 – AIF

FC 08.26.08 BRANTHAM COMMUNITY GARDEN AT MERRIAM CLOSE PLAY AREA

- a) To review progress made by Cllr Osben on creation of Community Garden at Merriam Close Play area – Gate to the community garden is now complete, lots of great feedback on the space. Finance committee extended their gratitude to Cllr Osben for the idea and work undertaken. Committee reviewed the email from cllr Haywood which suggested the inclusion of a bench to the area in memory of Anita Rose. **Following discussion the committee confirmed BOC funded bench should be installed to be used as a memorial bench with the inclusion of a memory wall which residents can contribute plaques too, AIF.** Discussed the name suggestions for the garden that have come in, agreed a suggestion to be presented to Anita's partner to see his thoughts. Suggested a generic plaque for the bench and main plaque for the gate. **There has been a request for a photo. Proposal for in camera discussion about the photo request in the full parish meeting. AIF**
- b) To note the payments made to create the garden and the income received – Cllr Osben has made a big contribution financially. £978.69 spent so far. We have had a donation of £240 from Antia's husbands employer, this has been authorised to be paid to Cllr Osben. **Proposed to re-imburse Cllr Osben in full. AIF**
- c) To consider/approve a contribution towards the costs of the Community Garden- **Suggested this comes from a mix of the events committee fund and parish plan, and possibly also the contingency fund, Clerk will look into this. Also suggested a fund is created for ongoing maintenance of the garden. Proposed by Cllr Clark, AIF.**

FC 08.26.09 TREE WORKS AT MERRIAM CLOSE

- a) To review quote received for tree works at Merriam Close Play area (PAPER 2) – discussed quote. It was agreed that cutting the tree back would not change the issue with birds making a mess.
- b) To consider/agree next steps as necessary - **proposed to reconsider in the spring, this also gives the autumn to review how the leaves fall and how much of an issue they are as well. AIF**

FC 08.26.10 SKATE PARK PROCUREMENT

- a) To receive an update on the procurement process for Brantham Skate Park – process ongoing, one of the providers has asked for an extension until 11th Sept, this has been approved. The Clerk attended a meeting today on site with a different provider which was very helpful. Concerns about access to the site was raised. The build will take 6 weeks and for the first 2 weeks there will be a lot of machinery, the access from Temple Pattle to the site won't work. Looked at access through the Leisure Centre around the pitch, this would be a conversation needed with BLC.
- b) To consider/agree any next steps as necessary - **Suggested to speak to the new storage company to see if they would consider us looking at access through their site.**

FC 08.26.11 PRINTER FOR PARISH COUNCIL OFFICE

- a) To review quotation received from Evolve Business Solutions for the 5-year lease of a printer for the Parish Council office at £35 per month (PAPER 3) – Reviewed the quote but agreed it wasn't clear enough.

- b) To consider/agree next steps as appropriate. **Cll Cherry will ask for more information and ask for Evolve to clarify pricing. Discussed buying a cheaper printer and then outsource when we need larger printing jobs for things like surveys/posters. AIF**

FC 08.26.12 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) – committee noted the CIL report had been circulated.
- b) To consider/agree allocation of funds to any other potential projects going forward - none
- c) To review/approve any applications for Parish CIL received from external groups or individuals – none received

FC 08.26.13 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/agree any other next steps as necessary – N/A

FC 08.26.14 ANY OTHER BUSINESS – **noted that pay review has come through, agreed clerk will formally approve this.**

FC 08.26.15 DATE OF NEXT MEETING

Wednesday 23rd 6th August 2026, 7pm at Brantham Village Hall.

Meeting closed at 19.45pm

FC 08.26.16 IN CAMERA ITEM

- a) To review changes to Parish Council structure – discussed Cll Chamberlainn stepping down, rolls have been spilt between cllrs. **Cll Bridgeman has proposed LW take on leadership of the neighbourhood plan and the community emergency plan. AIF**
- b) To review proposal from Cllr Bridgeman to increase hours of Assistant Parish Clerk to manage specific projects going forward – **Cll Bridgeman proposed an increase by 2 hours a week ongoing. AIF. Sarah manages LW and will continue to support on main role, LW will be reporting back to council ref neighbourhood plan at the main meetings. Martin 2nd AIF**

To consider/agree next steps as appropriate

Meeting closed after in camera item – 19:57

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

Initial.....Date.....