



MINUTES of the Finance Committee Meeting held on Wednesday 25 February 2026 at 7pm at Brantham Village Hall

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

In Attendance: Sarah Keys (Clerk/RFO) and 1 member of the public

FC 02.26.01 OPENING

The Chair declared the meeting open at 7pm 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 02.26.02 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 02.26.03 APOLOGIES FOR ABSENCE

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

FC 02.26.04 MINUTES

- a) To consider and approve the minutes of the Finance Committee meeting on 28 January 2026 – the Committee reviewed the minutes. **Cllr Clark proposed that the minutes of the Finance Committee meeting on 28 January 2026 be approved by the Committee and signed by the Chair, this was seconded by Cllr Bridgeman, aif.** The minutes were duly signed by the Chair.

FC 02.26.05 PUBLIC FORUM

- a) To receive comments from the members of the public present on the agenda under discussion – non 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 02.26.06 ACTIONS

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

| Minute no.  | Action  | Dismissed/<br>Ongoing |
|-------------|---|-----------------------|
| FC 01.26.07 | Request a detailed quote for EV Charging point installation from Zolbev<br><i>The Clerk noted that Zolbev had confirmed that the quote would incur a cost of £295 plus VAT for a site survey. This would be offset against the cost of installation but could not be recovered if installation did not go ahead. This was noted by the Committee and the Clerk was given delegated authority to book this appointment</i> | Dismissed.            |

FC 02.26.07 STATUTORY BUSINESS

- a) To review/amend if appropriate/approve the following policies and procedures – the Committee reviewed the policies and agreed the following:
  - Protocol for reporting at meetings – policy approved without amendments
  - Persistent and/or vexatious Correspondence Policy – Committee noted the following amendments necessary; update to address details, changing working hours to non-specific and addition of word coordinated
  - Equality and Diversity Policy – no amendments proposed



- Complaints Policy – Committee noted that the address and email details in the policy needed to be updated
- Publication Scheme – no amendments proposed

Following discussion, **the Committee agreed that following the amendments noted above the Policies should be approved, aif.**

- b) To note the letter from Babergh District Council ref. increased costs of emptying dog and litter bins – the Committee noted the letter received which detailed increase in the charges from £83 per bin per annum to £108 per bin per annum. The Committee noted frustration that this information had not been received in time for setting the precept and asked the Clerk to feed this back. *£ACTION – Clerk*). The Committee noted that due to rising costs it may now be necessary to rationalize the number of bins in Brantham. It was agreed that the Services Sub-Committee should review bin provision and feed back proposals. *(ACTION – Services Sub-Committee)*
- c) To note the letter of engagement from SALC ref. Internal Audit for 2026-27 – noted.

#### FC 02.26.08 CONTRIBUTIONS

- a) To note contributions/grants expenditure committed to date- The Committee noted Paper 1 and available funds of £144.98 left in this budget line.
- 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 noted the request from the Brantham Short Mat Bowls Club for a contribution towards the costs of providing winter indoor sport. Following discussion **Cllr Bridgeman proposed that a contribution of £145 should be approved, this was seconded by Cllr Cherry, aif.**

#### FC 02.26.09 COMMUNITY INFRASTRUCTURE LEVY

- a) To receive an update on the monies held under the CIL Reserve and monies expended to date on projects - the Clerk provided an overview of the CIL funds held and allocated and noted spending this year of £5551.83, committed spend of £86,526.00 leaving available CIL funds of £12,182.79.
- 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 – the Committee reviewed the request received from the River Stour Trust for £4500 towards the cost of improvements to the Cattawade Jetty. The Committee noted that significant funds had been given to the River Stour Trust for improvements in recent years and that the Parish Council CIL funds are currently much lower than in previous years. As a result it will be important to prioritise Council spending going forward. Following discussion **Cllr Cherry proposed that £1500 of Brantham Parish Council's CIL funding should be allocated to this project to be paid on completion, this was seconded by Cllr Bridgeman, aif.**

#### FC 01.26.10 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 – none received
- b) To consider/agree any other next steps as necessary – none.

#### PC 01.26.11 EV CHARGING POINTS

- a) To review the quote received from Zolbv ref. EV charging point at Brantham VH – see comments in FC 02.26.06
- b) To consider/agree next steps – Clerk to arrange a site survey

#### FC 02.26.12 FILMING AND BROADCASTING EQUIPMENT

- a) To review the information and quotes received from CloudyIT – the Committee noted the two quotes received:
- Owl equipment - £1239.06 (excl. VAT)
  - Rally equipment - £5658.79 (excl VAT)



The Clerk noted that the Rally equipment would be the most suitable for the Council’s needs and future-proofed the Council for remote attendance at meetings. The Clerk noted concerns about the sound quality of the Owl equipment, particularly in a large Hall.

Cllr Cherry noted concerns about storage of the Rally equipment and the space that this would need in the Hall.

- b) To consider/agree purchase of equipment as appropriate and any next steps as necessary - The Committee noted that due to the limitations of this year’s agreed budget it would not be possible to stretch to the rally equipment at this time.

Cllr Bridgeman suggested that CloudyIT be contacted to find out if they could provide a loan of the Owl so that its suitability could be assessed. Decision would therefore be deferred until this had been received. *(ACTION – Clerk)*

**FC 02.26.13 ANY OTHER BUSINESS**

None.

**FC 02.26.14 DATE OF NEXT MEETING**

Wednesday 25 March 2026, 7pm at Brantham Village Hall.

**Meeting closed to the public at 7.44pm**

**FC 02.26.15 IN CAMERA ITEM**

- a) To resolve 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 that the public be excluded from the meeting, this was seconded by Cllr Clark, it was resolved to exclude the public from the meeting, aif.**
- b) To note the Clerk’s Performance appraisal meeting held on 04 Feb 2026 and receive feedback from the meeting from the Chair of the Council – Cllr Bridgeman provided an overview of the meeting and reviewed the process of reviewing the Clerk’s performance against agreed objectives set for the year.
- c) To review the Clerk/RFO working hours and to consider/agree any amendments going forward – Cllr Bridgeman noted that after a review period the Clerk had indicated that she would like to revert to her previous contracted hours of 24 per week. The Committee noted the Clerk’s preference and proposals for going forward. Following discussion **the Committee agreed the following amendments;**
  - **the Clerk’s hours to be reduced to 24 per week effective from 01 May 2026**
  - **an Assistant Clerk to be recruited at SCP 10-14 for 8 hours per week. Advert to be released on 02 March 2026 with a closing date of 20 March with a view to the staff member being in post in April 2026, aif.**
- d) To agree next steps as necessary – Clerk to advertise vacancy, sift applications and arrange interviews. *(ACTION – Clerk)*

**Meeting closed at 8.10pm**

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



**ACTIONS**

| <b>Minute no.</b> | <b>Action</b>   | <b>Who</b>             |
|-------------------|---|------------------------|
| FC 02.26.07       | Note frustration with late receipt of notification of litter bin emptying cost increase | Clerk                  |
| FC 02.26.07       | Review village bin provision with a view to rationalising                               | Services Sub-Committee |
| FC 02.26.12       | Request a loan of CloudyIT's Owl equipment  | Clerk                  |
| FC 02.26.15       | Arrange recruitment, sifting and interview of a new Assistant Clerk                     | Clerk                  |