



MINUTES of the Finance Committee Meeting held on Wednesday 24<sup>th</sup> June 2026 at 7pm at Brantham Village Hall

Present: Cllrs Bridgeman, Clark & Osben (Chair)

In Attendance: Sarah Keys (Clerk/RFO), Lauren White (Assistant Clerk) and 1 members of the public

FC 06.26.01 OPENING

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 06.26.02 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 06.26.03 APOLOGIES FOR ABSENCE

- a) Committee to receive apologies – Apologies were received from Cllr Cherry.
- b) The Committee to consent to apologies received – **the Committee approved the apologies received, AIF**.

FC 06.26.04 MINUTES

- a) To consider and approve the minutes of the Finance Committee meeting on 4<sup>th</sup> May 2026 – the Committee reviewed the minutes. **P – Cllr Clark, 2<sup>nd</sup> – Cllr Bridgeman. AIF for approving the minutes.**

FC 06.26.05 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 05.26.06 ACTIONS

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

| Minute no.  | Action                                                                                                                                                                                                           | Ongoing/<br>Dismissed |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| FC 03.26.12 | Request a quote from SCC for changing the street light at Catholic Church to LED – <i>Made the request but still no response, all in hand.</i>                                                                   | Ongoing               |
| FC 04.26.11 | Continue with the tender process for the skatepark - Clerk and Cllr Lucy to meet this week to look at this.                                                                                                      | Ongoing               |
| FC 04.26.08 | Make amendments to the application process for funding requests from groups and clubs; to be added to the actions log – amendments made and amended policies added to the full parish meeting agenda to discuss. | Ongoing               |



## BRANTHAM

Parish Council

|             |                                                                                                                                                                                      |                 |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| FC 05.26.07 | Create a "Powered by Brantham Parish Council" logo – we have been finalising the renewed and updated BPC logo, now this has been approved we can create this logo.                   | Assistant Clerk |
| FC 05.26.07 | Grants and Contributions Policy and General Reserves Policy - Draft proposed policy amendments – updated and added to the agenda for the full parish meeting on 1 <sup>st</sup> July | Ongoing         |
| FC 05.26.08 | Email Brantham Leisure Centre and Manningtree & District Community Bus with outcome of the Grants application.                                                                       | Completed       |
| FC 05.26.11 | EV charging points – add to village hall management committee meeting agenda to discuss and review proposed funding for this project.                                                | Completed       |

### FC 06.26.07 STATUTORY BUSINESS

- a) To review/amend/approve the following policies; Clerk went through the audit, noted the comments on action plan, most of these are complete.
- **Still reviewing** the latest NALC Procurement Advice Note and update Financial Regulations where required.
  - **RFO Appointment:** Reviewed Financial Regulation 1.5 to ensure the Clerk's appointment as Responsible Financial Officer is clearly stated.
  - **Reserves:** Review earmarked and general reserves to ensure general reserves are maintained at an appropriate level – added to next months full parish council meeting agenda so this can be discussed in full.
  - **Bank Reconciliations:** Continue monthly bank reconciliation checks by a nominated councillor and ensure this is clearly recorded in the minutes. Clerk to confirm who this can or can not be as it's not completely clear. These checks to now be noted in meeting minutes.
  - **AGAR – Assertion 11:** Noted that guidance was sought from SALC and the Internal Auditor, and the AGAR was completed in line with the advice received.
  - **Publication Scheme:** Noted that the Freedom of Information Publication Scheme was approved by the Council in June 2026.
  - **Transparency Code:** This was included as outstanding but after checking by the clerk this was already completed and up to date.
  - **Minutes:** Introduce consecutive page numbering for all minutes from June/July 2026 onwards.
  - **Register of Interests:** Make sure all Cllr have completed register of Interests.
- b) To note the Internal Audit recommendation to consecutively number minutes and to note that from June 2026 Finance Committee minutes will be numbered accordingly - **noted**

### FC 05.26.08 HIRE OF PLAYING FIELDS AND OPEN SPACES

- a) To consider/approve appropriate Hire Rates for Brantham playing fields and open Spaces - Members considered and approved the proposed hire rates for Brantham playing fields and open spaces. It was agreed that the approved rates would apply to private and commercial use. Charity events would be exempt from hire charges, although the Council reserves the right to request evidence of charitable status. Approval of any exemption will be at the discretion of the Clerk.
- b) To consider/agree any other next steps as necessary - Members agreed that the following statement should be added to the Hire of Playing Fields and Open Spaces Policy: *'The decision of the Council shall be final. In exceptional circumstances, the Council reserves the right to increase or*



*reduce the applicable hire charges.* 'Subject to the inclusion of this amendment, the policy and hire rates were approved for immediate use. **P - Cllr Bridgeman, 2<sup>nd</sup> - Cllr Clark. AIF.**

**FC 06.26.09 COMMUNITY INFRASTRUCTURE LEVY**

- a) To receive an update on the monies held under the CIL Reserve and monies expended to date on projects – **Councillor's reviewed as circulated, AIF**
- b) To consider/agree allocation of funds to any other potential projects going forward – none received
- c) To review/approve any applications for Parish CIL received from external groups or individuals – none received

**FC 06.26.10 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 – N/A

**FC 06.26.11 ANY OTHER BUSINESS– None received.**

**FC 06.26.12 DATE OF NEXT MEETING**

Wednesday 26th August 2026, 7pm at Brantham Village Hall.

**Meeting closed at 7.20pm**

**ACTIONS**

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|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
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**BRANTHAM**  
Parish Council

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