



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

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

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

**FC 03.26.01 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 03.26.02 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 – Cllr Osben declared a non-registerable interest in agenda item PC 03.26.15 (b) and noted that he would abstain from the discussion and the vote.
- b) To note the determination of requests for dispensations in accordance with council's Standing Orders – none received.

**FC 03.26.03 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 03.26.04 MINUTES**

- a) To consider and approve the minutes of the Finance Committee meeting on 25 February 2026 – the Committee reviewed the minutes. **Cllr Clark proposed that the minutes of the Finance Committee meeting on 25 February 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 03.26.05 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 03.26.06 ACTIONS**

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

Minute no.	Action	Dismissed/ Ongoing
FC 02.26.07	Note frustration with late receipt of notification of litter bin emptying cost increase <i>Letter of apology received from Babergh District Council</i>	Dismissed
FC 02.26.07	Review village bin provision with a view to rationalising <i>To be completed</i>	Ongoing
FC 02.26.12	Request a loan of CloudyIT's Owl equipment <i>Completed</i>	Dismissed
FC 02.26.15	Arrange recruitment, sifting and interview of a new Assistant Clerk <i>Completed</i>	Dismissed

**FC 03.26.07 STATUTORY BUSINESS**



- a) To review proposed Planning Policy received from Cllr Chamberlain and to agree proposal to Full Council to adopt Policy – the Committee noted the high quality of the policy and its usefulness. **Cllr Bridgeman proposed that the Council recommend its approval to full Parish Council, this was seconded by Cllr Osben, aif.**
- b) To review and approve Asset Register as at 25 March 2026 – the Committee reviewed the Asset Register as circulated. Cllr Clark queried whether BPC leases should be included on the Asset Register, the Clerk confirmed that it was her understanding that they should not but agreed to query with SALC (*ACTION – Clerk*). **The Committee approved the Asset Register as circulated, aif.**
- c) To note that the 2025-26 BPC Internal Audit is booked for 11-17 May 2026 – noted.

#### FC 03.26.08 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 note withdrawal of request for funding from Brantham Indoor Bowls Club (further request anticipated in 2026-27) – noted
- c) To consider any requests received from local groups in line with the BPC Contributions Policy – the Committee reviewed the request from Manningtree Town Council for support with the purchase of additional sand for Manningtree beach. Following discussion **the Committee resolved to make a donation of £145 towards the request, aif.** (*ACTION – Clerk*)

#### FC 03.26.09 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 – none received.

#### FC 03.26.10 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 – The Committee reviewed the request from Cllr Osben for the purchase of wooden sleepers at a cost of £204 incl. VAT to create a flower bed at Merriam Close Play area. Cllr Clark noted that this request would fit with the Brantham 2034 strategic plan to improve planting for pollinators and to increase biodiversity in the village. Cllr Clark proposed that the request should be approved, this was seconded by Cllr Bridgeman. **The Committee resolved that the request should be approved, aif.**
- b) To consider/agree any other next steps as necessary – Purchase and delivery of the sleepers to be arranged (*ACTION – Clerk*).

#### PC 03.26.11 INSURANCE

- a) To review/approve quote received for Village Hall Insurance – The Committee reviewed the quotation received. Cllr Bridgeman queried whether events over two days would be insured. The Clerk confirmed that this were only invalidated if the event included overnight activities. Following discussion **the Committee resolved to approve the quote of £1298.95 received from Zurich, aif.**
- b) To review/approve quote received for Brantham Leisure Centre Buildings Insurance – The Committee reviewed the quotation received. Cllr Clark highlighted that the rebuild cost for the Centre appeared to be higher than suggested by the Rebuild Assessments undertaken earlier in the year. The Committee agreed that the insurers should be asked to review the rebuild cost to see if this impacts the quotation. **The Committee resolved to approve the quote of 2703.62 (which could be reduced subject to above), aif.**

#### FC 03.26.12 STREET LIGHTING



- a) To review street lighting data and costs received from Suffolk County Council – the Committee reviewed the information received from Suffolk County Council. Councillors noted the high energy costs of the street light attached to the Catholic Church and that when lights were turned off overnight costs to the Council were almost halved.
- b) To consider reducing street lighting hours to reduce costs - The Committee noted that the costs of street lighting would be greatly reduced by switching lights off overnight.
- c) To consider/agree next steps as appropriate - Following discussion **the Committee resolved to request that SCC provide a quote for changing the light at the Catholic Church to LED to reduce costs and to switch off all Parish Council-owned lights (except 70384) overnight in line with other SCC lighting, aif. (ACTION – Clerk)**

FC 03.26.13 SKATE PARK FUNDING

- a) To note the Neighbourhood CIL funding of £100k from BDC as approved on 10 March 2026 - noted
- b) To receive an update on the application for S106 funding towards this project – the Clerk informed the Council that an outcome of this funding was currently awaited
- c) To consider/agree next steps as appropriate – none

FC 03.26.14 ANY OTHER BUSINESS

None.

FC 03.26.15 DATE OF NEXT MEETING

Wednesday 22 April 2026, 7pm at Brantham Village Hall.

FC 03.26.16 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.**

**Meeting closed to the public at 7.50pm**

- b) To review the Litter Picker Salary rates (in line with BPC Pay Policy) and in light of the increase of the NLW to £12.71 from 01 April 2026 and to approve any changes to pay as appropriate – following discussion **the Committee resolved that the hourly pay for Brantham Litter Pickers should increase to £13.35, effective from 01 April 2026, aif.** (Cllr Osben abstained from the discussion and the vote)
- c) Following the Clerk’s Annual Appraisal to review salary (in line with BPC Pay Policy) and to agree next steps as necessary – Cllr Bridgeman noted that the Clerk’s role and responsibilities had grown over the last year and that a job evaluation should be undertaken to reflect this and to ensure that pay was still in line with responsibilities *(ACTION – Cllr Bridgeman and Clerk)*.  
The Committee noted the additional and excellent work undertaken by the Clerk in 2025-26. **The Committee resolved that a one-off payment of £750 should be made to the Clerk in recognition and to reward for this, aif.**
- d) To receive an update on the process to recruit an Assistant Parish Clerk and to consider/agree any next steps as necessary – the Clerk informed the Committee that four applications for the post had been received and all applicants would be interviewed. An appointment would be agreed when interviews had taken place with a proposed start date of 13 April 2026.

**Meeting closed at 8.15pm**



**BRANTHAM**  
Parish Council

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



**ACTIONS**

<b>Minute no.</b>	<b>Action</b>	<b>Who</b>
FC 03.26.07	Find out whether leases should be included on Asset Register	Clerk
FC 03.26.08	Arrange donation of £145 to Manningtree Town Council	Clerk
FC 03.26.10	Arrange purchase and delivery of wooden sleepers for Merriam Close	Clerk
FC 03.26.12	Request a quote from SCC for changing the street light at Catholic Church to LED	Clerk
FC 03.26.2	Ask SCC to switch off Parish Council-owned lights overnight in line with SCC Lighting schedule	Clerk
FC 03.26.15	Undertake a job evaluation for the Clerk	MB & Clerk