



BRANTHAM

Parish Council

MINUTES of the Finance Committee Meeting held on Monday 27th May 2026 at 7pm at Brantham Village Hall

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

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

FC 05.26.01 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 05.26.02 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 05.26.03 APOLOGIES FOR ABSENCE

- a) Committee to receive apologies – None
- b) The Committee to consent to apologies received – N/A

FC 05.26.04 MINUTES

- a) To consider and approve the minutes of the Finance Committee meeting on 4th May 2026 – the Committee reviewed the minutes. P – Cllr Clark, 2nd – Cllr Bridgeman. AIF for approving the minutes. Cllr Cherry abstained from voting due to not being present at the last meeting.

FC 05.26.05 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 – A member of the public raised a question regarding the new waste and recycling collection vehicles, noting that it had been stated the vehicles would operate using fuel derived from collected waste and asking about the associated running costs. Cllr Osben suggested that the matter be raised at the next Full Parish Council meeting on 3rd June. Cllr Bridgeman confirmed that the fleet of waste and recycling vehicles operates entirely on hydrotreated vegetable oil (HVO).

FC 05.26.06 ACTIONS

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

Minute no.	Action	Ongoing/ 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 not had the quote yet, all in hand.</i>	Ongoing
FC 03.26.15	Undertake a job evaluation for the Clerk	Completed
FC 04.26.13	Add EV charging points to discuss at next finance committee meeting.	Completed
FC 04.26.11	Start the tender process for the skatepark - The clerk updated on information received on the ESPO framework. This will be reviewed at the next Parish council meeting.	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.	Ongoing



FC 05.26.07 STATUTORY BUSINESS

- a) To review/amend/approve the following policies;
- [Grants & Contributions](#) - Members discussed amendments to the Grants and Contributions Policy. It was suggested that funding should focus on start-up projects rather than ongoing running costs. Members also supported introducing a requirement for successful applicants to acknowledge support from Brantham Parish Council through the use of a "Powered by Brantham Parish Council" logo. It was agreed in principle to introduce two grant application rounds each year, in September and March, with applications to be submitted two weeks before the relevant Finance Committee meeting. Applicants would also be required to provide their most recent annual accounts. **AIF**
 - [Online Banking](#) - **AIF**
 - [General Reserves](#) - agreed that reserve levels should be carefully considered during the budget-setting process. It was suggested that the policy be updated to include a five-year history of reserve balances to provide additional context and transparency. **AIF**
 - [CIL Grant Awarding](#) - **AIF**
 - [Application form](#) - **AIF**
- b) To note Internal Audit report (if received) from SALC and agree next steps as necessary - Clerk will go through the comments thoroughly and action any changes needed.

FC 05.26.08 CONTRIBUTIONS

- a) To note contributions/grants expenditure committed to date – no spend to date for this financial year.
- 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 Leisure Centre – **full amount approved and come out of CIL funding pot. Proposed by Cllr Clark, Seconded by Cllr Osben. AIF.**
 - Manningtree & District Community Bus – **rejected it on basis of running costs. Proposed Mal Second Martin AIF**

FC 05.26.09 COMMUNITY INFRASTRUCTURE LEVY

- a) To receive an update on the monies held under the CIL Reserve and monies expended to date on projects – **AIF**
- b) To consider/agree allocation of funds to any other potential projects going forward – discussed and agreed grants/contributions, confirmed donation would be made to Brantham Leisure Centre.
- c) To review/approve any applications for Parish CIL received from external groups or individuals – none received

FC 05.26.10 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.

FC 05.26.11 EV CHARGING POINTS

- a) To review quote received along with possible funding sources – Members reviewed the quotation received for the installation of EV charging points. The Clerk reported that enquiries had been made regarding funding opportunities through Babergh District Council and Plug In Suffolk; however, neither scheme was able to provide funding for the project. Further investigations into the use of CIL funding are ongoing. Members discussed potential funding arrangements and considered a proposal for Brantham Village Hall to fund the installation, with Brantham Parish Council underwriting the ongoing operating costs. Members noted positive feedback from residents, particularly those without access to home charging facilities. The project was also considered to align with the objectives set out in the Brantham 2034 Plan. **AIF**
- b) To receive an update on possible funding sources and to consider/agree next steps as necessary – see above.



FC 05.26.12 MERRIAM CLOSE GARDEN

- a) To receive an update on the work underway at Merriam Close Garden – Cllr Osben provided an update on progress at the garden. Two bench bases and the flower beds had been installed, and membrane had been laid to suppress weeds. Due to the poor quality of the existing soil, compost would be required for the planting areas. The long-term aim is to plant trees within the space. Quotes had been requested for a fence between the play area and garden, and for repairs to two damaged fence posts. Following an appeal on social media, a donation of mulch had been secured from Dedham Vale Tree Surgeons. Discussed putting a poll on socials to get the residents thoughts on a name for the garden. Reminder for photos to be taken during the project so we can use these on socials.
- b) To consider/agree any funding necessary to support the project – will review as the project continues, might be we can continue with donations or funds are available from the Brantham in Bloom pot.

FC 05.26.13 ANY OTHER BUSINESS

- a) Printer for Assistant Clerk is needed. Asked for approval and this was given. **AIF**

FC 05.26.14 DATE OF NEXT MEETING

Wednesday 24th June 2026, 7pm at Brantham Village Hall. Apologies given by Cllr Cherry.

Meeting closed to the public at 8.05pm

Sarah Keys left the meeting also.

FC 05.26.15 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
- b) To review the completed Job Evaluation for the Clerk (circulated by email) and agree next steps as necessary - Members reviewed the appraisal documentation and the assessment spreadsheet used as part of the process. The Committee was satisfied that the process had been carried out fairly and consistently. Following consideration of the appraisal outcome, Cllr Bridgeman proposed that the Clerk be moved to SCP 32 on the Council's pay scale, with the increase to take effect from 1 June 2026 and be implemented at the next available payroll date. Seconded by Cllr Clark. **AIF.**

Meeting closed at 8.20pm

ACTIONS

Minute no.	Action	Ongoing/ 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 not had the quote yet, all in hand.</i>	Ongoing
FC 04.26.11	Continue with the tender process for the skatepark	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.	Ongoing
FC 05.26.07	Create a "Powered by Brantham Parish Council" logo	Assistant Clerk



BRANTHAM
Parish Council

FC 05.26.07	Grants and Contributions Policy and General Reserves Policy - Draft proposed policy amendments.	Clerk
FC 05.26.08	Email Brantham Leisure Centre and Manningtree & District Community Bus with outcome of the Grants application.	Assistant Clerk
FC 05.26.11	EV charging points – add to village hall management committee meeting agenda to discuss and review proposed funding for this project.	Clerk

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