



MINUTES of the Finance Committee Meeting held on Wednesday 26 November 2025 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 11.25.01 APOLOGIES FOR ABSENCE

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

FC 11.25.02 MINUTES

- a) To consider and approve the minutes of the Finance Committee meeting on 22 October 2025 – the Committee reviewed the minutes and noted that the date of the meeting should be amended to 22 October 2025. Following this amendment **Cllr Bridgeman proposed that the minutes of the Finance Committee meeting on 22 October 2025 be approved by the Committee and signed by the Chair, this was seconded by Cllr Cherry, aif.** The minutes were duly signed by the Chair.

FC 11.25.03 ACTIONS

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

Minute no.	Action	Dismissed/ Ongoing
FC 09.25.09	Find out if shed at VH is included on the insurance policy <i>Clerk noted that this is not included on the insurance policy but is insured by BATS</i>	Dismissed
FC 08.25.06	Agree locations for benches and purchase <i>Discussion currently ongoing with Babergh District Council</i>	Ongoing
FC 10.25.05	Draft a CIL funding policy and application form <i>Completed</i>	Dismissed
FC 10.25.10	Liaise with SCC and family ref memorial bench for Ipswich Road <i>Completed</i>	Dismissed
FC 10.25.10	Research Policy for Memorial benches <i>Completed</i>	Dismissed

FC 11.25.04 CONTRIBUTIONS

- a) To note contributions/grants expenditure committed to date- The Committee noted Paper 1.
- 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 following requests received:
 - Headway Suffolk for a contribution of £200 towards the cost of supporting local people with brain injuries. Following discussion **Cllr Cherry proposed the Committee agreed a donation of £100, this was seconded by Cllr Clark, aif. (ACTION – Clerk)**
 - 1st Brantham Scout and Guide group for a contribution of £1000 towards repairs and updating of the current Scout Hut. Following discussion **Cllr Clark proposed that a donation of up to £1000 from Parish CIL funds should be agreed, to be paid on completion of the work and presentation of receipts as appropriate. (ACTION – Clerk)**

FC 11.25.05 BUDGET 2026-27

- a) To note the budget briefing paper as circulated by the Clerk – the Committee noted the report circulated by the Clerk.



- b) To review second draft of the proposed BPC Budget for 2026-27 - the Committee reviewed the second draft of the budget for 2026-27 and noted the proposed options for a precept request. The Committee noted the annual impact of any increases in the precept as outlined in the budget briefing paper.
The Clerk noted that any decision not to increase the precept would mean that the Parish Council would have to “stand still” for the coming year and any progress towards Brantham 2034 targets would be difficult.
Cllr Clark noted reservations about a significant increase in the precept request.
- c) To consider/agree any next steps as appropriate - Following discussion, **Cllr Osben proposed that, as the Committee could not agree on a unanimous recommendation to Council, the options outlined in the briefing paper should be presented to full Council for a decision on the principles for the forthcoming precept request, aif.**

FC 11.25.06 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 that there had been no change since the last review.
- b) To consider/agree allocation of funds to any other potential projects going forward – The Committee noted the £1000 to be allocated to the Scout and Guide Group as per FC 11.25.04.

FC 11.25.07 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 11.25.08 POLICIES REVIEW

- a) To review/amend if appropriate/approve the following staff-related policies; Dignity at Work Policy, Disciplinary Policy and Procedure, Pay Policy, Sickness and Absence Policy, Appraisal Policy, Grievance Policy, Homeworking Policy. Following discussion the Committee noted the following amendments necessary:
- Remove reference to Policy and Resources Committee in Appraisal Policy
 - Remove footnote reference to May 2019 in Pay Policy.
- The Committee proposed that once the amendments above had been completed these documents should be approved by the Committee, aif. (ACTION – Clerk)**
- b) To review Draft Memorials Policy and CIL Grant Policy as circulated by the Clerk – the Committee reviewed the Memorials Policy and noted no amendments necessary. **The Committee proposed that it should be recommended to Council that this policy was approved, aif.**
The Committee reviewed the CIL funding Policy and application form. Cllr Bridgeman suggested that the application form should be amended to ensure applicants checked whether planning permission was required for any projects. Once this amendment had been made **the Committee proposed that it should be recommended to Council that this policy was approved, aif.**
- c) To approve recommendation to adopt these policies to full Council – see above.

FC 11.25.09 BPC SKATE PARK

- a) To note the approval of full Parish Council to commit to fund any outstanding amount to enable the Skate Park project to proceed once BDC CIL Funding is in place – the Committee noted the report circulated by the Clerk and the Parish Council decision.
- b) To receive a breakdown of Skate Park financial information and note current outstanding amount – the Committee noted the outstanding funding needed of £36 301.24. The Committee noted that the Skate Park working group intend to raise this amount through fundraising and any commitment from the Council is unlikely to be spend. Following discussion **Cllr Osben proposed that this outstanding funding should be allocated from**



£24,510 from reserves set aside for Village Hall projects and the rest from Parish CIL Funding, this was seconded by Cllr Cherry, aif.

FC 11.25.10 ANY OTHER BUSINESS

Cllr Cherry noted that the Village Hall Management Committee continued to experience issues related to staging for local BATS productions. Due to the nature of the staging the group needed to create a stage extension for at least 7 weeks before a show. This has a negative impact on other hall users and has meant that the hall has lost hirers who cannot lose this amount of floor space. Cllr Cherry noted that a movable staging alternative has been sourced, with some possible funding towards its cost from District Councillor McCraw. Cllr Cherry asked whether the Council would be prepared to consider funding the outstanding amount.

The Committee agreed that a proposal should be presented to the next Parish Council meeting.

FC 11.25.11 - DATE OF NEXT MEETING

Wednesday 28 January 2026, 7pm at Brantham Village Hall

Meeting closed to the public at 8.47pm

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

ACTIONS

Minute no.	Action	Who
FC 08.25.06	Agree locations for benches and purchase	Clerk
FC 11.25.04	Arrange payment of donations	Clerk