



MINUTES of the Finance Committee Meeting held on Wednesday 22 October 2025 at 7pm at Brantham Village Hall

Present: Cllrs Bridgeman, Chamberlain, Chatfield, Cherry, Clark, Donaldson, Heywood, McCraw & Osben (Chair)

In Attendance: Sarah Keys (Clerk/RFO)

FC 10.25.01 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 – **Cllr Bridgeman proposed that the meeting was closed to the public, this was seconded by Cllr Cherry, aif.**
- b) To receive declarations of disclosable pecuniary interests, other registerable interests and non-registerable interests as detailed in Appendix B of the LGA Model Code of Conduct and to receive notification of gifts of hospitality exceeding £50 – Cllr Chatfield declared a non-registerable interest in item FC 10.25.01 (d)
- c) To receive requests for dispensations – the Clerk noted a written request for a dispensation from Cllr Chatfield and informed the Council that this request had been granted.
- d) To review Brantham Leisure Centre Dilapidations Survey received from Whybrow – Cllr Bridgeman provided an overview of recent discussions with BMCIC and advice received from Birketts solicitors in relation to the lease between BPC and BMCIC. The Chair informed the Council of the actions that had been undertaken as part of the delegated authority given to the Chair and Clerk.  
The Council reviewed the report received from Whybrow and discussion of its contents and next steps took place. Following discussion **Cllr Bridgeman proposed that Birketts solicitors should be instructed to serve this report formally along with a Notice to Repair as allowed for under Clause 3.5 of the Lease, this was seconded by Cllr McCraw, aif.**  
**Cllr Bridgeman further proposed that the invoice for the cost of the surveyor should be passed to BMCIC, this was seconded by Cllr McCraw, aif.**  
Following discussion **Cllr Bridgeman proposed that further delegated authority should be given to the Chair and Clerk of the Council to take actions as necessary related to this matter, this would include providing an update report to the Council when available, this was seconded by Cllr Osben, aif.**
- e) To consider/agree next steps as necessary – see above.

At 7.30pm the meeting opened to the public. Cllrs Chamberlain, Chatfield, Donaldson, Heywood, & McCraw left the meeting. 1 member of the public attended the meeting

FC 10.25.02 APOLOGIES FOR ABSENCE

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

FC 10.25.03 MINUTES

- a) To consider and approve the minutes of the Finance Committee meeting on 24 September 2025 – the Committee reviewed the minutes and **Cllr Bridgeman proposed that the minutes of the Finance Committee meeting on 24 September 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 10.25.04 ACTIONS

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

| Minute no.  | Action                                                        | Dismissed/<br>Ongoing |
|-------------|---------------------------------------------------------------|-----------------------|
| FC 09.25.05 | Amend and publish BPC Procedural Policies<br><i>Completed</i> | Dismissed             |
| FC 09.25.07 | Arrange payment of donation to VHMC                           | Dismissed             |



|             |                                                                                                                                                       |           |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|             | <i>Completed</i>                                                                                                                                      |           |
| FC 09.25.08 | Arrange payment of insurance premium<br><i>Completed</i>                                                                                              | Dismissed |
| FC 09.25.09 | Ask CAS to review VH insurance premium based on reduction of VH rebuild cost<br><i>It was agreed that this would be reviewed at insurance renewal</i> | Dismissed |
| FC 09.25.09 | Find out if shed at VH is included on the insurance policy<br><i>To be completed</i>                                                                  | Ongoing   |
| FC 09.25.12 | Arrange leaving gift for Assistant Clerk<br><i>Completed</i>                                                                                          | Dismissed |
| FC 08.25.06 | Agree locations for benches and purchase<br><i>Ongoing. The Clerk confirmed that confirmation had not yet been received from BDC</i>                  | Ongoing   |

#### FC 10.25.05 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 request received from Brantham methodist Church for a contribution of £4650 towards the cost of repair to roads and drains etc. The Committee noted the large assets and funds available to the Methodist Church as part of its larger organization and noted that the BPC donations fund had limited funding available.  
Following discussion **Cllr Bridgeman proposed that a donations of £500 upon completion of the work was given to Brantham methodist Church, this was seconded by Cllr Cherry, aif. (ACTION – Clerk)**  
The Clerk noted that a request of this type would be more suited to CIL funding and suggested that the Parish Council should consider creating a CIL funding policy and application form. Following discussion it was agreed that a draft policy should be presented to the next meeting. (ACTION – Clerk)

#### FC 10.25.06 STATUTORY BUSINESS

- a) To note the budget briefing paper as circulated by the Clerk – the Committee noted the report circulated by the Clerk.
- b) To review first draft of the proposed BPC Budget for 2025-26 - the Committee reviewed the first draft of the budget for 2026-27 and noted that it was likely that there would need to be an uplift in the precept request this year to meet the requirements of the budget. Cllr Bridgeman reminded the Committee that the Council remains below the national average in Council tax costs and that as a result future plans of the Council make be affected unless this was addressed going forward.
- c) To consider/agree any next steps as appropriate – a further draft of the budget to be presented at the next Finance Committee meeting when Tax base figures should be available.

#### FC 10.25.07 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 a contingency fund for Skate Park project from CIL funds – the Clerk informed the Committee that on review of the CIL bid to Babergh District Council for funding towards the cost of a Skate Park BDC had noted that there were no contingency funds set aside and suggested that this could be provided by the Council. Following discussion the Committee agreed that the Clerk should prepare a report and proposal for the Parish Council to consider in relation to contingency funding and any additional funding available from reserves for the Skate Park. (ACTION – Clerk)
- c) To consider/agree allocation of funds to any other potential projects going forward - see above



FC 10.25.08 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 10.25.09 INSURANCE REBUILD ASSESSMENTS

- a) To review the Rebuild Cost Assessments received for Brantham Leisure Centre – the Committee noted the Assessment received for Brantham Leisure Centre and the rebuild assessment of £1,710,712 (incl. VAT) for the Leisure Centre building and £100,269 for associated outbuildings.
- b) To consider/agree next steps as appropriate – Following discussion it was agreed that at the next insurance renewal period the rebuild sum would be updated.

FC 10.25.10 REQUEST FOR BENCH

- a) To consider request from local resident for a memorial bench on Ipswich Road – the Council noted the request from local family for a memorial bench to be placed at Grimwade corner on Ipswich Road.
- b) To note that if approved by SCC a licence fee will need to be paid for this location – noted, although no figure had been provided the Clerk confirmed that it was likely to be between £80 - £100
- c) To approve payment of licence and arrangements for purchase of bench, if appropriate – following discussion **Cllr Bridgeman proposed that the Council support the request for a bench in this location and fund the payment of the license for the bench. The bench should be purchased by the family in line with other benches bought for the local area and would be gifted as an asset to the Parish Council to maintain going forward, aif.**  
(ACTION – Clerk)

The Committee agreed that it would be useful to have a Parish Council policy for requesting and agreeing memorial benches and agreed that examples should be brought to the next meeting. (ACTION – Clerk)

FC 10.25.11 ANY OTHER BUSINESS

None.

FC 10.25.12 - DATE OF NEXT MEETING

Wednesday 26 November 2025, 7pm at Brantham Village Hall

**Meeting closed to the public at 8.45pm**

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

**ACTIONS**

| Minute no.  | Action                                                         | Who   |
|-------------|----------------------------------------------------------------|-------|
| FC 09.25.09 | Find out if shed at VH is included on the insurance policy     | Clerk |
| FC 08.25.06 | Agree locations for benches and purchase                       | Clerk |
| FC 10.25.05 | Draft a CIL funding policy and application form                | Clerk |
| FC 10.25.10 | Liaise with SCC and family ref memorial bench for Ipswich Road | Clerk |



# BRANTHAM

Parish Council

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| FC 10.25.10 | Research Policy for Memorial benches | Clerk |
|-------------|--------------------------------------|-------|