



# BRANTHAM

Parish Council

MINUTES of the Finance Committee Meeting held on Wednesday 24 September 2025 at 7pm at Brantham Village Hall

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

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

## FC 09.25.01 APOLOGIES FOR ABSENCE

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

## FC 09.25.02 MINUTES

- To consider and approve the minutes of the Finance Committee meeting on 27 August 2025 – the Committee reviewed the minutes and noted that on page 3 these should be amended from “Meeting closed to the public at 7.39pm” to “Meeting closed at 7.39pm”. Following this amendment **Cllr Cherry proposed that the minutes of the Finance Committee meeting on 27 August 2025 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 09.25.03 ACTIONS

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

Minute no.	Action	Dismissed/ Ongoing
FC 08.25.05	Arrange payment of donation <i>Completed</i>	Dismissed
FC 08.25.06	Agree locations for benches and purchase <i>Completed – commemorative bench to be sited on Brantham Open Space subject to Babergh District Council consent (currently awaited)</i>	Ongoing
FC 08.25.07	Ask SALC if it is recommended for Councillors to be issued with IT equipment <i>Completed. Recommendations for staff.</i>	Dismissed
FC 08.25.11	Update SALC ref. staff salary changes <i>Completed</i>	Dismissed

## FC 09.25.04 CONTRIBUTIONS

- To note contributions/grants expenditure committed to date- The Committee noted Paper 1.
- 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 – none received.

## FC 09.25.05 STATUTORY BUSINESS

- To review/amend if appropriate the following procedural policies – the Committee reviewed the following policies; [CCTV Policy](#), [Data Protection Policy](#), [Health and Safety Policy](#), [Social Media Policy](#), [Subject Access Request Policy](#), [Subject Access Request Procedure](#) and the [Document and Electronic Data Retention Policy](#).

Following discussion the Committee noted the following amendments necessary:

- All documents to be standardized with Review date and Next Review due details
- All references to Parish Council email and website addresses to be updated
- Dates of legislation detailed to be checked and updated if necessary
- References to social media platforms to be amended where necessary
- Remove references to Committees that are not included in BPC structure
- Reference to Disabled Drivers Pass to be amended to Disabled Drivers Badge

**Cllr Osben proposed that once the amendments above had been completed these documents should be approved by the Committee, this was seconded by Cllr Bridgeman, aif. (ACTION – Clerk)**



**FC 09.25.06 COMMUNITY INFRASTRUCTURE LEVY**

- a) To receive an update on the monies held under the CIL Reserve and monies expended to date on projects – The Committee noted the Paper circulated and that there had been no change in month. The Committee noted a balance of available funds after committed expenditure in the sum of £58,464.62
- b) To consider/agree allocation of funds to any other potential projects going forward – no updated projects noted.

**FC 09.25.07 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 – request received from Brantham Village Hall Management Committee for a contribution towards the set up of the Christmas Tree Festival as part of the Parish Plan objectives – Cllr Cherry provided an overview of plans for the festival and the likely expenses to be incurred. Following discussion **Cllr Bridgeman proposed that the Council should support the project with a donation of £400 and that the event should be advertised as “supported by Brantham Parish Council”, this was seconded by Cllr Clark. 2 Cllrs voted in favour of the proposal (Cllrs Cherry and Osben abstained from the vote) and the motion was therefore carried.**
- b) To consider/agree any other next steps as necessary - Clerk to arrange payment to VHMC (*ACTION – Clerk*)

**FC 09.25.08 PARISH COUNCIL INSURANCE**

- a) To review the Parish Council Insurance Renewal quote for 2025-26 – Council noted the renewal premium received for 2025-26 of £1210.68 which represents an increase of 2.3% from last year’s premium. Following discussion **Cllr Osben proposed that this quote should be approved, this was seconded by Cllr Cherry, aif.**
- b) To consider/agree next steps as appropriate – clerk to inform CAS that the quote has been accepted and arrange payment. (*ACTION – Clerk*)

**PC 09.25.09 INSURANCE REBUILD ASSESSMENTS**

- a) To review the Rebuild Cost Assessments received for Brantham Village Hall and Brantham Leisure Centre – the Committee noted the Assessment received for Brantham Village Hall and the rebuild assessment of £978,949 (incl. VAT) and noted the following queries:
  - The Village Hall is currently insured for £2m if this was reduced to £1m would this significantly reduce the Insurance premium?
  - Are the outbuildings included on the current insurance policy – if not, confirm with BATS that these are insured
- b) To consider/agree next steps as appropriate – The Clerk to contact the Insurance department at Community Action Suffolk ref. the insurance cover for the Village Hall and confirm the points above. (*ACTION – Clerk*)

**FC 09.25.10 ANY OTHER BUSINESS**

Cllr Osben noted that following the submission of the Skate Park CIL funding bid to Babergh District Council the officer dealing with the application had queried the following:

- whether there was a contingency fund in place for the project
- where the remaining funding would come from (BDC CIL funding cannot be allocated until all funds are in place)

Cllr Osben queried whether there was anything additional that the Parish Council could do to resolve these queries? The Clerk noted that an additional funding request for £20k had been submitted to the National Lottery Community Fund and a funding seminar with Sport England will be attended by the Clerk for further guidance. Once details from these had been received this will be reviewed again.

**FC 09.25.11 - DATE OF NEXT MEETING**

Wednesday 22 October 2025, 7pm at Brantham Village Hall

**FC 09.25.12 – 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 Clerk proposed that the meeting be closed to the public, this was seconded by Cllr Bridgeman, aif.**

**Meeting Closed to the public at 7.41pm**

To note resignation of Assistant Clerk and agree a strategy going forward – the Committee reviewed the email received from the Clerk on this issue and the considered the proposed options going forward:

Option one

Increase clerk hours to 30 per week • Do not recruit Assistant Clerk • Recruit specific Village Hall Manager

Option Two

Recruit Assistant Clerk as one role • Recruit VH Manager as one role

Option Three

Maintain Status quo

The Committee reviewed the pros and cons of detailed options. **Following discussion Cllr Clark proposed that Option One was approved; the Clerk's hours were increased to 30pw effective from 01 November 2025 with a review with the Clerk after 6 months and a Village Hall Manager is recruited at SCP 10 with a start date of 01 November 2025. This was seconded by Cllr Osben, aif.**

- b) To consider/agree next steps as necessary – Clerk to notify SALC as payroll providers of the above. Council to provide a leaving gift for Assistant Clerk from the Council as thanks for her work. (ACTION – CLERK)

**Meeting Closed to the public at 7.39pm**

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

**ACTIONS**

Minute no.	Action	Who
FC 09.25.05	Amend and publish BPC Procedural Policies	Clerk
FC 09.25.07	Arrange payment of donation to VHMC	Clerk
FC 09.25.08	Arrange payment of insurance premium	Clerk
FC 09.25.09	Ask CAS to review VH insurance premium based on reduction of VH rebuild cost	Clerk
FC 09.25.09	Find out if shed at VH is included on the insurance policy	Clerk
FC 09.25.12	Arrange leaving gift for Assistant Clerk	Clerk
FC 08.25.06	Agree locations for benches and purchase	Clerk