



**The Parish Councillors of BRANTHAM FINANCE COMMITTEE are summoned to attend a meeting on
Wednesday 27 March 2024, 7pm at Brantham Village Hall.**

***The Council, members of the public and press may record/film/photograph or broadcast this meeting when the
public and press are not lawfully excluded.***

***The meeting is open to members of the public to attend in person. Members of the public not wishing to attend in
person may submit written representations on issues to be covered in the agenda or items in general which will be
noted for further consideration.***

AGENDA

All papers for the meeting can be found [here](#)

FC 03.24.01	APOLOGIES FOR ABSENCE a) Committee to receive apologies b) Committee to consent to apologies received	CLERK
FC 03.24.02	MINUTES a) To consider and approve the minutes of the previous Finance Committee meeting on 28 February 2024	CHAIR
FC 03.24.03	ACTIONS a) To review progress of highlighted actions from previous month	CLERK
FC 03.24.04	BANK RECONCILIATION a) To confirm completion of a bank reconciliation b) To discuss any issues arising from the reconciliation	CHAIR
FC 03.24.05	CONTRIBUTIONS a) 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 b) To note contributions/grants expenditure committed to date (PAPER 1)	CHAIR
FC 03.24.06	PAYSLIPS a) To agree the salary payments as per payslips received from SALC <ul style="list-style-type: none">• Clerk/RFO• Litter Pickers b) To authorise Responsible Finance Officer to make the payments via online banking	CHAIR
FC 03.24.07	COMMUNITY INFRASTRUCTURE LEVY a) To receive an update on the monies held under the CIL Reserve and monies expended to date on projects (PAPER 2) b) To consider/agree allocation of funds to potential projects going forward	CHAIR
FC 03.24.08	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 next steps as necessary	CHAIR
FC 03.24.09	D-DAY MEMORIAL a) To receive quotes for Beacon Brazier b) To consider/agree next steps as appropriate	CHAIR
FC 03.24.10	INSURANCE a) To receive quotes for insurance for Village Hall and Brantham Leisure Centre (if received)	CHAIR

	b) To consider/agree payment of premiums	
FC 03.24.11	LITTER PICKER SALARIES a) To review litter picker salaries in line with National Minimum Wage b) To approve any changes to salaries as appropriate	CHAIR
FC 03.24.12	EMAIL ACCOUNTS a) To review the quotes for .gov.uk email accounts b) To consider/agree next steps as appropriate	CHAIR
FC 03.24.13	AUDIT a) To receive an update on audit arrangements for 2023-24	RFO
FC 03.24.14	ANY OTHER BUSINESS	ALL
FC 03.24.15	DATE OF NEXT MEETING Wednesday 24 April 2024, 7pm at Brantham Village Hall	CHAIR

Signed:



Sarah Keys

Clerk to the Council