BRANTHAM
Parish Council

BRANTHAM PARISH COUNCIL FINANCE COMMITTEE
22 February 2017, 7.45pm at Brantham Village Hall

MINUTES

PRESENT: Liz Dunnett (LD) (Chair)
Alastair McCraw (AM)
James Pearce (JP)
Joop Van Der Toorn (JVDT)

IN ATTENDANCE: Sarah Keys (SK) (Clerk)
Pat Smith (PS) (RFO)
1 member of the public

FC 02.17.01 APOLOGIES
None

FC 02.17.02 MINUTES OF THE PREVIOUS MEETING
The minutes of the last meeting on 25 January 2016 were approved and signed as a true record of the meeting.

FC 02.17.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Ongoing/ Dismissed
FC 06.16.06	Compile Finance Committee key documents folder *Completed – to be circulated to the Committee and printed by the Clerk*	Dismissed
FC 01.17.05	Undertaken the listed actions for the Risk Register *To be completed*	Ongoing
FC 01.17.06	Amend policies as necessary and re-circulate. Add to agenda of next meeting *Completed*	Dismissed
FC 01.17.07	Circulate available finance document to whole committee *Completed*	Dismissed

FC 02.17.04 BANK RECONCILIATION
The bank reconciliation will be completed by PS and JP before the next Parish Council meeting in March 2017.

FC 02.17.05 DRAFT POLICIES
The committee reviewed the updated draft policies that had been circulated by the Clerk. It was agreed that the Committee should propose to full Parish Council that these policies should be adopted by the Parish Council.

ACTION: Chair to make this proposal to full Parish Council.

FC 02.17.06 CONTRIBUTION TOWARDS COST OF A DIFIBRILATOR
The Committee reviewed the request from the Brantham Good Neighbour Scheme (GNS) and Garage Sale that the Parish Council should make a contribution of £800.00 towards the cost of a new Defibrillator for installation at Bakes and Blossoms Café, along with the future maintenance of the item.

Following discussion the Committee agreed that this request should be approved.
ACTION: Chair to propose to full Parish Council that this request was approved.
ACTION: This item to be added to the future budget by the RFO.

It was agreed that the memorial plaque should be funded by the Good Neighbour Scheme.

FC 02.17.07 LITTER PICKER SALARIES
The Committee reviewed the salaries of the litter pickers in light of the increase in the National Minimum Wage from April 2017.

Following discussion it was agreed that the Finance Committee should propose to full Parish Council that the litter picker salaries should be increased to £7.80 per hour to recognize the good work that they undertake. Their salaries will therefore be £0.30 more that the NMW. This additional £0.30 will be maintained for future increases in the NMW.
ACTION: Chair to make proposal to Parish Council.

FC 02.17.08 VH AND CLUBHOUSE INSURANCE RENEWAL (SCHEDULED TASK)
The insurance renewal for the Village Hall has been received from CAS, the Clerk confirmed that the Clubhouse insurance renewal will be received in the near future. It was agreed that these schedules should be paid as they are within the 3-year fixed period that had been agreed by the Council.

The Clerk highlighted that the insurance schedules should be sent to the RFO as insurance is a task for the RFO role.
ACTION: Clerk to advise CAS that future insurance correspondence should be sent to the RFO.

FC 02.17.09 ANY OTHER BUSINESS
The Chair requested that the Clerk contact Andrew Allberry at SCC to get a date for the installation of the new lights along Slough Road.
ACTION: Clerk to telephone Andrew Allberry

The Clerk informed the Committee that the current contract for the BPC mobile phone has now ended. Following discussion with Aerial Direct who manage the contract a new contract has been agreed with a monthly cost of approximately £25.00. This will include a new Samsung Galaxy J3 handset.
ACTION: RFO to add new handset to asset register and insurance schedule.

The Chair highlighted that it would be likely that the Parish Council would have to meet the costs of the public meeting due to be held on 07 March 2017 at the Village Hall (approximately £27.00 for hire of the Village Hall).

FC 02.17.09 DATE OF NEXT MEETING
22 March 2017, 7.45 pm, Brantham Village Hall.

Meeting closed at 8.36pm

SIGNED……..DATED……

Initial……Date……

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ACTIONS

Minute no.	Action	Who
FC 01.17.05	Undertaken the listed actions for the Risk Register	All
FC 02.17.05	Propose adoption of the draft policies to full Parish Council	Chair
FC 02.17.06	Propose to full Parish Council that the request to fund a defibrillator was approved.	Chair
FC 02.17.06	Add defibrillator to future Parish Council budgets	RFO
FC 02.17.07	Propose to full Council that the litter picker salaries are increased to £7.80 per hour	Chair
FC 02.17.08	Advise CAS that future insurance correspondence should be sent to the RFO.	Clerk
FC 02.17.09	Telephone AAllberry to request a date for installation of new lights on Slough Road	Clerk
FC 02.17.09	Add new mobile phone to Parish Council asset register and insurance policy	RFO

Initial……Date……