



**BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,**  
28 April 2021, 7.45pm via ZOOM

**MINUTES**

**PRESENT:** Cllrs M Bridgeman (Substitute), E Osben  
**CHAIRPERSON:** Cllr A McCraw  
**IN ATTENDANCE:** Sarah Keys (Clerk/RFO), 2 members of the public

**FC 04.21.01 APOLOGIES**

The Chair noted apologies from Cllr M Aherne. Cllr Bridgeman proposed that these apologies should be accepted, this was aif.

**FC 04.21.02 MINUTES OF THE PREVIOUS MEETING**

The Committee reviewed the minutes of the meeting held on 24 March 2020. Cllr McCraw proposed that the minutes were approved and signed as a true record of the meeting. This was aif. It was agreed that these would be signed at the next available opportunity.

**FC 04.21.03 MATTERS ARISING FROM THE MINUTES**

<b>Minute no.</b>	<b>Action</b>	<b>Ongoing/ Dismissed</b>
FC 01.21.08	Draw up a Code of Conduct for the Grounds Maintenance role <i>In progress, first draft to be circulated shortly</i>	Ongoing
FC 02.21.06	Ask SALC to amend payslips to read "paid by bank transfer" <i>Completed</i>	Dismissed
FC 02.21.09	Proceed with purchase of new laptop and printer <i>In progress</i>	Ongoing
FC 02.21.09	Find out costs from local printing companies <i>In progress</i>	Ongoing
FC 03.21.05	Arrange payment of donations to SARS and Brantham Cricket Club <i>Completed</i>	Dismissed
FC 03.21.07	Inform SALC that Litter Picker Salaries will be £9.35 from 01 April 2021 <i>Completed</i>	Dismissed
FC 03.21.08	Arrange payment of insurance premiums <i>Completed</i>	Dismissed
FC 03.21.09	Send email of thanks from the Parish Council to residents for their work on Acacia Court Planters <i>Completed</i>	Dismissed

**FC 04.21.04 BANK RECONCILIATION**

a) To confirm completion of a bank reconciliation– Councillor Osben confirmed that he and the RFO had met in the last week and completed a full bank reconciliation.



- b) To discuss any issues arising from the reconciliation – No issues or concerns were highlighted.

**FC 04.21.05 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.

**FC 04.21.06 JANUARY PAYSLIPS**

- a) To agree the salary payments as per payslips received from SALC – Councillors noted the payslips that had been circulated by the Clerk prior to the meeting.
- b) To authorise Responsible Finance Office to make payments via online banking – Cllr Osben proposed that these electronic payments should be approved, this was seconded by Cllr McCraw and aif.

**FC 04.21.07 AUDIT UPDATE**

- a) To receive an update on 2020-21 audit from the RFO – the RFO confirmed that the appropriate paperwork and documents are currently being collated and it is anticipated that these will be submitted for internal audit within the next two weeks.
- b) To consider/agree any actions as appropriate – see above.

**FC 04.21.08 ONLINE BANKING**

- a) To review arrangements for online banking - the RFO highlighted that a number of companies now prefer to be paid by online payments and referred the Committee to the circulated document about online payment safety measures from Lloyds Bank.
- b) To consider/agree any changes for online payments going forward – following discussion Cllr McCraw proposed that the option of online banking should be explored further. This was seconded by Cllr Bridgeman and aif. **ACTION** – Committee members to review the circulated information document, consider preferred options for managing online payments in preparation for discussion at the next Finance Committee meeting.

**FC 04.21.09 ANY OTHER BUSINESS**

The Clerk highlighted the email sent earlier in the day about the possibility of creating a direct debit for the annual Data Protection Fee, this would mean that the fee paid would be £35 instead of £40 per annum. Following discussion Cllr Bridgeman proposed that a direct debit should be set up for this purpose. This was seconded by Cllr Osben and aif. **ACTION** – Clerk to set up direct debit.

**FC 04.21.10 DATE OF NEXT MEETING**

Wednesday 26 May 2021, 7.45pm at Brantham Village Hall

**Meeting closed at 8.02pm**



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

**ACTIONS**

<b>Minute no.</b>	<b>Action</b>	<b>Who</b>
FC 01.21.08	Draw up a Code of Conduct for the Grounds Maintenance role	RFO
FC 02.21.09	Proceed with purchase of new laptop and printer	RFO
FC 02.21.09	Find out costs from local printing companies	RFO
FC 04.21.08	Review the circulated information document, consider preferred options for managing online payments in preparation for discussion at the next Finance Committee meeting.	All
FC 04.21.09	Set up DD for Data Protection fee	RFO