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**BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,**  
26 August 2020, 7.45pm via ZOOM

**MINUTES**

**PRESENT:** Cllrs M Bridgeman (Substitute) and A McCraw  
**CHAIRPERSON:** Cllr E Osben  
**IN ATTENDANCE:** Sarah Keys (Clerk/RFO), 1 member of the public

**FC 08.20.01 APOLOGIES**

Cllrs C Elliott and M Aherne

**FC 08.20.02 MINUTES OF THE PREVIOUS MEETING**

The Committee proposed that the minutes of the last meeting held on 22 July 2020 were approved and signed as a true record of the meeting. It was agreed that these would be signed at the next available opportunity.

**FC 08.20.03 MATTERS ARISING FROM THE MINUTES**

<b>Minute no.</b>	<b>Action</b>	<b>Ongoing/ Dismissed</b>
FC 07.20.07	Complete forms for signatories on IBS account and submit <i>Forms sign, Clerk to send to IBS</i>	Dismissed
FC 07.20.09	Add salary payment approval to FC agenda as a standing item <i>Completed</i>	Dismissed
FC 07.20.09	Update documentation to reflect new processes <i>To be completed</i>	Ongoing
FC 07.20.09	Send comments to SALC re: ambiguity of guidance <i>Completed</i>	Dismissed
FC 07.20.10	Inform SALC of the increase in the litter picker salaries effective from 01 September 2020 backdated to 01 April 2020 <i>Completed</i>	Dismissed
FC 07.20.11	Obtain three quotes for replacement of planters and futures maintenance costs. <i>The Clerk informed the Committee that she had spoken with GreenGrass about this who had agreed to provide a quote.</i>	Dismissed

**FC 08.20.04 BANK RECONCILIATION**

- a) To confirm completion of a bank reconciliation for January 2019 – Councillor McCraw informed the Council that he would be meeting in person with the Clerk and would complete a reconciliation at that time.
- b) To discuss any issues arising from the reconciliation – N/A



**FC 08.20.05 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 07.20.06 AUGUST PAYSLEIPS**

- 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 payments were approved and online payments made by the RFO, this was seconded by Cllr Bridgeman and aif.

**FC 07.20.07 INTERNAL AUDIT 2020-21**

- a) To agree the appointment of SALC as Internal Auditors for 2020-21 – Cllr McCraw highlighted his concerns with the Internal Audit that had been received from SALC this year during a very difficult time. Following discussion it was agreed that alternative Internal Auditors should be considered. **ACTION** – RFO to make contact with other Clerks to get recommendations for Internal Audit

**FC 08.20.08 SPEED INDICATOR DEVICE**

- a) To review the quotes received for second SID – The Clerk informed the Committee that the quote from Westcotec remains the same. Cllr McCraw informed the Committee that a contribution may be available from his locality budget. The Clerk informed the Committee that she was continuing to chase a contribution from Cllr Wood and that the device would be purchased once the outcome of these requests was known.
- b) To consider/agree purchase of SID – see above.

**FC 08.20.09 ACACIA COURT PLANTERS**

- a) To consider/review any quotes received for the replacement/maintenance of these planters – the Clerk informed the Committee that she had discussed this on the telephone with Nick from Greengrass Ltd and was currently awaiting a quote from him. Nick had raised concerns about the maintenance of the planters in terms of watering. Cllr McCraw queried whether this item would be better considered at a different point in the year. Following discussion it was agreed that this should be considered at a later date in time for the spring.

**FC 08.20.10 ANY OTHER BUSINESS**

- a) The Clerk highlighted the quote received from Paul Hammond re: the repair of the GPL bus shelter. Following discussion Cllr McCraw agreed to source two other quotes from local contacts. **ACTION:** Cllr McCraw to source two quotes for repairs to the GPL bus shelter.
- b) Concerns were raised about grounds maintenance around the village and Cllr McCraw agreed to meet with Paul Brackley to outline the work necessary and to review the current situation. **ACTION:** Cllr McCraw to arrange a meeting with Paul Brackley



**BRANTHAM**  
Parish Council

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**FC 08.20.11 DATE OF NEXT MEETING**

Wednesday 23 September 2020, 7.45pm, Brantham Village Hall or via ZOOM.

**Meeting closed at 8.17pm**

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



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**ACTIONS**

<b>Minute no.</b>	<b>Action</b>	<b>Who</b>
FC 07.20.09	Update documentation to reflect new salary processes	Clerk
FC 08.20.08	Request recommendations for alternative Internal Auditors from other local Clerks	Clerk
FC 08.20.10	Source two quotes for repairs to the GPL bus shelter	CLlr McCraw
FC 08.20.10	Meet with Paul Brackley to discuss Grounds Maintenance concerns	CLlr McCraw