



BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,
25 August 2021, 7.45pm at Brantham Village Hall

MINUTES

PRESENT: Cllrs M Bridgeman, E Osben
CHAIRPERSON: Cllr M A McCraw
IN ATTENDANCE: Sarah Keys (Clerk/RFO)

FC 08.21.01 APOLOGIES

Cllr McCraw proposed that the apologies from Cllr Aherne were approved. This was aif.

FC 08.21.02 MINUTES OF THE PREVIOUS MEETING

The Committee reviewed the minutes of the meeting held on 23 June 2021. The minutes were approved by the Committee and signed by the Chair.

FC 08.21.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Ongoing/ Dismissed
FC 06.21.07	Draw up an Internal Audit action plan <i>Completed. This will be reviewed at the February 2022 FC meeting</i>	Dismissed
FC 06.21.08	Contact Lloyds Bank to begin the process of setting up arrangements for online payments <i>To be completed</i>	Ongoing
FC 06.21.10	Request a new bin for the Acacia Court forecourt. Once agreed purchase a new litter bin for this area and the GPL Play area <i>New bin for GPL on order however an additional bin had not been approved for the Acacia Court forecourt</i>	Dismissed

FC 08.21.04 BANK RECONCILIATION

- a) To confirm completion of a bank reconciliation– Councillor Osben confirmed that he and the RFO would meet in the near future to complete a bank reconciliation.
- b) To discuss any issues arising from the reconciliation – see above

FC 08.21.05 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 – a request was received from Brantham Leisure Centre for a contribution towards the cost of a new shed to store items for new groups being set up at the Leisure Centre.
Following discussion Cllr McCraw proposed that a contribution of £250 was made towards the cost of the shed. This was seconded by Cllr Osben and aif. **ACTION** – RFO to arrange payment to the Leisure Centre.

FC 08.21.06 AUGUST PAYSLEIPS



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

FC 08.21.07 AUDIT UPDATE

- a) To receive an update on 2020-21 audit from the RFO – the RFO confirmed that she had received notification from PKF Littlejohn that the External Audit Documents had been received and were being reviewed..
- b) To consider/agree any actions as appropriate – none.

FC 08.21.08 ONLINE BANKING

- a) To receive an update on online banking – The RFO informed the Committee that no progress had been made on this to date however this was expected to be actioned in the coming weeks.

FC 08.21.09 EXPENDITURE REVIEW

- a) To review any expenditure requests/suggestions made by Parish Councillors and/or Committees and sub-committees – the Committee reviewed an email received from Cllr Cherry requesting an additional or larger dog litter bin for the end of Birch Drive. The Clerk provided details of litter bins and costs.

The Committee reviewed the proposals from the Recreation Sub-Committee for replacement surfacing at the Lower Playing Field following degradation of some surfacing and some further vandalism.

- b) Following discussion the Committee agreed that a larger dog litter bin should be purchased for the Birch Drive/Church Lane Footpath area. The current bin would be kept as a possible replacement for other bins around the village. **ACTION** – RFO to purchase larger dog litter bin.

The Committee reviewed the proposals from the Recreation Sub-Committee and agreed that the Committee would propose to full Parish Council that Option 1 (Replacing the existing surfacing with EcoTumble at a cost of £5277.36 excl.VAT) was approved.

FC 08.21.10 ANY OTHER BUSINESS

- a) The RFO informed the Committee that she had submitted a bid to the BDC Welcome Back Fund. The request included; 1 x litter bin, 1 x dog litter bin, set of 15 litter pickers, set of 15 child-sized litter pickers.
- b) Cllr Osben informed the Committee that a child had been injured on some play equipment at the Lower Playing Field climbing frame. A temporary repair had been undertaken but that a quote from Wicksteed for replacement and/or repair of the item is currently being requested and will be submitted to Parish Council when available.
- c) The Clerk reminded the Committee that the current mobile phone contract with O2 via Aerial Direct is now able to be terminated. The Committee has already agreed that in future the RFO will be given a contribution of £25 towards the cost of using her own



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mobile phone for Council work. The Committee confirmed that at the end of the current contract this arrangement commence.

FC 08.21.11 DATE OF NEXT MEETING

Wednesday 22 September 2021, 7.45pm at Brantham Village Hall

Meeting closed at 8.27pm

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



ACTIONS

Minute no.	Action	Who
FC 06.21.08	Contact Lloyds Bank to begin the process of setting up arrangements for online payments	RFO
FC 08.21.05	Arrange payment of contribution to BLC	RFO
FC 08.21.09	Purchase large dog litter bin for end of Birch Drive/Church Lane footpath	RFO