



BRANTHAM PARISH COUNCIL FINANCE COMMITTEE

27 February 2019, 7.50pm at Brantham Village Hall

MINUTES

PRESENT: Cllrs L Laws, A McCraw, J Pearce
CHAIRPERSON: Cllr L Dunnett
IN ATTENDANCE: Sarah Keys (Clerk/RFO), Cllr Aherne, 2 members of the public

FC 02.19.01 APOLOGIES

None

FC 02.19.02 MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting on 16 January 2019 were approved and signed as a true record of the meeting.

FC 02.19.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Ongoing/ Dismissed
FC 09.18.10	Find out whether SALC will provide a payroll service without being a member of SALC <i>Not completed as SALC subscription was agreed for the time being</i>	Dismissed
FC 10.18.08	Prepare a final draft of the budget for the next meeting <i>Completed</i>	Dismissed

FC 02.19.04 BANK RECONCILIATION

- a) Cllr Pearce confirmed that a bank reconciliation had been completed.
- b) To discuss any issues arising from the reconciliation – one item of paperwork was outstanding.

FC 02.19.05 DATA PROTECTION REGULATIONS

- a) To receive an update on progress/actions so far – nothing to report this month.
- b) To consider/agree any next steps to ensure compliance – Following discussion it was agreed that this would be removed from future agendas.

FC 02.19.06 CONTRIBUTIONS

- a) To consider any requests received from local groups in line with the BPC Contributions Policy – None received. The Clerk queried whether the Committee may like to consider making an additional donation to Brantham Leisure Centre so that the work to replace the fence at the Lower Playing Field could be completed. Following discussion it was agreed that this should be discussed at full Parish Council meeting, and that



representatives from BLC should be invited to attend the meeting. **ACTION** – Clerk to invite BLC reps to the meeting.

- b) To agree an appropriate donation from BPC –none received.

FC 02.19.07 RISK REGISTER AND INTERNAL CONTROLS DOCUMENT

- a) To review the BPC Risk Register and Internal Controls document – the Committee reviewed the documentation that had been circulated by the Clerk. The Internal Controls document was approved. The Committee reviewed the Risk Register and agreed that GDPR and Use of Contractors should be added to the document as a risk.
- b) To agree next steps – **ACTION** – Clerk to update the Risk Register and circulate to the Council for approval at the next Parish Council meeting.

FC 02.19.08 INSURANCES

- a) To review the insurance renewal documentation for Brantham Village Hall and BLC received from Community Action Suffolk – The Committee reviewed the insurance documentation that had been circulated by the Clerk and agreed that these were still appropriate.
- b) To agree payment of annual premiums – the Committee approved the payments that form part of the 5 year long term undertaking with CAS

FC 02.19.09 QUOTES

- a) To consider the quote received from local decorator for the painting of the local play Areas – the Committee reviewed the quote received from Paul Young to repaint all of the local play areas at a cost of £1800.00. The Clerk confirmed that she had attempted to source other local quotes but that there had been no contractors available for the work. Following discussion the Committee agreed that the quote should be accepted.
- b) To agree next steps as necessary – **ACTION** – Clerk to inform Paul Young to go ahead with the work and Clerk to promote his work in the Bugle.

FC 02.19.10 ANY OTHER BUSINESS

- a) The Clerk highlighted the circulated correspondence on the work to cut back trees at Merriam Close Play area. Following discussion it was agreed that if Paul Brackley would match the quote provided by Joe Clodd he should be asked to undertake the work.
ACTION: Clerk to discuss with Paul Brackley

FC 02.19.09 DATE OF NEXT MEETING

Wednesday 27 March 2019, 7.45pm, Brantham Village Hall.

Meeting closed at 8.38pm



BRANTHAM
Parish Council

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



ACTIONS

Minute no.	Action	Who
FC 02.19.06	Invite BLC reps to the next Parish Council meeting to discuss options for repair to the fence	Clerk
FC 02.19.07	Circulate updated Risk Register and Internal Controls document for approval at the Parish Council meeting	Clerk
FC 02.19.09	Inform Paul Young to go ahead with the work and Clerk to promote his work in the Bugle.	Clerk
FC 02.19.10	Discuss tree work to be completed at Merriam Close play area with Paul Brackley	Clerk