



**BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,**  
26 February 2020, 7.45pm at Brantham Village Hall

**MINUTES**

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

**FC 03.20.01 APOLOGIES**

Cllr A McCraw

**FC 03.20.02 MINUTES OF THE PREVIOUS MEETING**

The minutes of the last meeting held on 22 January 2020 were approved and signed as a true record of the meeting.

**FC 03.20.03 MATTERS ARISING FROM THE MINUTES**

<b>Minute no.</b>	<b>Action</b>	<b>Ongoing/ Dismissed</b>
FC 01.20.06	Make agreed changes and add version numbers and adoption date to all statutory documents <i>Completed</i>	Dismissed
FC 01.20.06	Make agreed changes and add version numbers and adoption date to Contributions Policy <i>Completed</i>	Dismissed

**FC 03.20.04 BANK RECONCILIATION**

- a) To confirm completion of a bank reconciliation for January 2019 – Councillor Aherne confirmed that a bank reconciliation would be completed prior to the next Parish Council meeting.
- b) To discuss any issues arising from the reconciliation – None.

**FC 03.20.05 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 03.20.06 INSURANCE DOCUMENTS**

- a) To note and review the insurance documentation for Brantham Leisure Centre and Brantham Village Hall - The Committee noted the insurance renewal documents received from Community Action Suffolk and the Clerk reminded the Committee that



these documents recommend the 2<sup>nd</sup> year of the 3 year Long Term Undertaking. The Committee reviewed the insurance premiums of:

- £1938.52 (Brantham Leisure Centre)
- £2381.30 (Brantham Village Hall)

and agreed that these should be approved for payment at the next Parish Council meeting.

**FC 03.20.07 ANY OTHER BUSINESS**

a) The Parish Clerk recommended that the Committee review the current work schedule and value for money offered by the current Grounds Maintenance Contractor at the next meeting of the Finance Committee, this was agreed by the Committee.

**FC 03.20.08 DATE OF NEXT MEETING**

Wednesday 25 March 2020, 7.45pm, Brantham Village Hall.

**Meeting closed at 7.58pm**

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

**ACTIONS**

Minute no.	Action	Who