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**BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,**  
24 February 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 02.21.01 APOLOGIES**

Cllrs M Aherne

**FC 02.21.02 MINUTES OF THE PREVIOUS MEETING**

The Committee reviewed the minutes of the meeting held on 27 January 2020. Cllr Osben proposed that the minutes were approved and signed as a true record of the meeting. This was seconded by Cllr Bridgeman and aif. It was agreed that these would be signed at the next available opportunity.

**FC 02.21.03 MATTERS ARISING FROM THE MINUTES**

<b>Minute no.</b>	<b>Action</b>	<b>Ongoing/ Dismissed</b>
FC 01.21.05	Arrange contribution of £250 to Brantham Bowls Club <i>Completed</i>	Dismissed
FC 01.21.07	Thank Richard Keeble for his recommendation, to respond to Mr Sargeant and to ask Mr Garnham to proceed with the work. <i>Completed</i>	Dismissed
FC 01.21.08	Request an estimate of the number of tonnes that DC thinks would need to be disposed of annually to give an estimate of cost. <i>Completed. An estimate was not possible and therefore a trial period has been agreed.</i>	Dismissed
FC 01.21.08	Draw up a Code of Conduct for the Grounds Maintenance role <i>In progress</i>	Ongoing
FC 01.21.10	Submit Precept request form <i>Completed</i>	Dismissed

**FC 02.21.04 BANK RECONCILIATION**

- a) To confirm completion of a bank reconciliation– Councillor McCraw informed the Committee that this would be completed when a face to face meeting was possible.
- b) To discuss any issues arising from the reconciliation – N/A

**FC 02.21.05 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 02.21.06 FEBRUARY 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 electronic payments should be approved, this was seconded by Cllr McCraw and aif. Cllr Osben highlighted that the payslips state that these payments will be made by cheque. **ACTION** – Clerk to ask SALC to amend this to state “paid by bank transfer”

**FC 02.21.07 DOCUMENT REVIEW (scheduled task)**

- a) INTERNAL CONTROLS – Following discussed it was agreed that the document should be updated in Section 3 (salary payments) to read “Once approved by a vote from the Finance Committee salary payments will be made online by the RFO” Cllr McCraw proposed that once this amendment was made the document should be approved by the Committee. This was seconded by Cllr Bridgeman and aif.
- b) RISK REGISTER – The Committee reviewed the Risk Register as circulated by the Clerk. The risk level for the resignation of death of a Councillor was amended to Medium. An additional risk for Freedom of Information requests was added and where appropriate dates for review were all amended to February (unless part of Budget setting procedures of for other specific reasons).  
Concerns were raised about the storage of electronic files and it was agreed that the Clerk would investigate the cost of cloud storage. **ACTION** – Clerk to review costs and report back at the next meeting. Cllr McCraw proposed that once these changes had been made the Risk Register should be approved by the Committee, this was seconded by Cllr Osben and aif.
- c) STANDING ORDERS and FINANCIAL REGULATIONS – Following discussion it was agreed that the following statement should be added to the end of both of these documents: “These Standing Orders/Financial Regulations could be adapted at any time in light of updated government guidance and regulations.” Cllr McCraw proposed that with that addition the Standing Orders and Financial Regulations should be approved by the Committee. This was seconded by Cllr Osben and aif. **ACTION** – Clerk to update the documents as agreed and circulate to the Committee.

**FC 02.21.08 ANY OTHER BUSINESS**

- a) The Clerk highlighted the email sent earlier in the week requesting a budget for the purchase of a new Council laptop and printer. Following discussion AM proposed that a total budget of up to £1500 should be available for the purchase of a new laptop and printer. Once suitable equipment was found the Committee authorised the Clerk to purchase. This was seconded by Cllr Bridgeman and aif. **ACTION** – Clerk to look for available equipment.  
Cllr McCraw suggested that an A3 printer might be most appropriate so that Planning documents can be printed for the Council. The Clerk expressed concerns about the size of A3 printers and it was agreed by the Committee that local printing services should be reviewed to see if this would be more cost effective.



**BRANTHAM**  
Parish Council

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**FC 02.21.09 DATE OF NEXT MEETING**

Wednesday 24 March 2021, 7.45pm via ZOOM or in Brantham Village Hall

**Meeting closed at 8.33pm**

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



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**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	Clerk
FC 02.21.06	Ask SALC to amend payslips to read "paid by bank transfer"	Clerk
FC 02.21.08	Investigate cost of online document storage and report back to next Finance Committee	Clerk
FC 02.21.08	Update documents as agreed and circulate to the Committee	Clerk
FC 02.21.09	Proceed with purchase of new laptop and printer	Clerk
FC 02.21.09	Find out costs from local printing companies	Clerk