



BRANTHAM PARISH COUNCIL FINANCE COMMITTEE
16 January 2019, 8.20pm at Brantham Methodist Church

MINUTES

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

FC 01.19.01 APOLOGIES

None

FC 01.19.02 MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting on 28 November 2018 were approved and signed as a true record of the meeting.

FC 01.19.03 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 01.19.04 BANK RECONCILIATION

- a) Cllr Pearce stated that a bank reconciliation would be undertaken prior to the Parish Council meeting the following week.
- b) To discuss any issues arising from the reconciliation - none.

FC 01.19.05 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 - The Clerk confirmed that she will continue to work through the requirements of the act over the coming months.

FC 01.19.06 CONTRIBUTIONS

- a) To consider any requests received from local groups in line with the BPC Contributions Policy – None received
- b) To agree an appropriate donation from BPC –none received.

FC 01.19.07 BUDGET SETTING AND PRECEPT REQUEST



-
- a) To discuss/consider the proposed budget and precept request for 2019-20 as circulated by the Clerk - The Committee reviewed the third draft of the budget as circulated by the Clerk. The Clerk outlined the changes to the proposed precept figure that now took account of the Council Tax Base figures.
 - b) To agree next steps - The Committee agreed that a recommendation should be made to full Parish Council that a precept request of £46,863.00 is submitted to Babergh District Council.

ACTION: Chair to make recommendation to Parish Council

FC 01.19.08 2019-20 CLERK/RFO PAY SCALES

- a) To review the 2019-20 National Salary Award information received from SALC
The Committee reviewed the documentation as circulated by SALC which detailed the agreed new pay scales for 2019-20 which are due to be implemented from 01 April 2019. Due to the introduction of the national living wage, the NJC agreement also includes the introduction of a new pay spine on 01 April 2019.
The Clerk/RFO is currently on Spinal Column Point 23 (which will convert to SCP 14 in April 2019), the current hourly rate of pay is £11.275. The proposed hourly rate for SCP 14 from 01 April 2019 will be £11.67 per hour
- b) To agree Clerk's pay scale for 2019-20
The Committee agreed to propose to full Parish Council that the recommended Pay Scales as circulated by SALC (details above) should be implemented for the Clerk.
ACTION: Chair to make recommendation to full Parish Council.

ANY OTHER BUSINESS

- a) The Chair highlighted that the Committee has a scheduled task to review the Internal Controls and Risk Register for the Council.
ACTION: Clerk to circulate the current documents and add to the agenda of the next meeting.

FC 01.19.09 DATE OF NEXT MEETING

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

Meeting closed at 8.38pm

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



ACTIONS

Minute no.	Action	Who
FC 01.19.07	Make precept recommendation to full Parish Council	Chair
FC 01.19.08	Recommend that NALC recommended Salary Scales for 2019-20 are approved by the Council	Chair
FC 01.19.09	Circulate Internal Controls and Risk Register document to Committee and add to agenda of next meeting	Clerk