



BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,
22 January 2020, 7.45pm at Brantham Village Hall

MINUTES

PRESENT: Cllrs A McCraw and P Seward (Substitute)
CHAIRPERSON: Cllr M Aherne
IN ATTENDANCE: Sarah Keys (Clerk/RFO), 1 member of the public

FC 01.20.01 APOLOGIES

None received

FC 01.20.02 MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting held on 27 November 2019 were approved and signed as a true record of the meeting.

FC 01.20.03 MATTERS ARISING FROM THE MINUTES

| Minute no. | Action | Ongoing/ Dismissed |
|-------------------|---|---------------------------|
| FC 11.19.06 | Present the budget and propose that a precept request of £49,346.00 is made to Babergh District Council <i>Completed</i> | Dismissed |

FC 01.20.04 BANK RECONCILIATION

- a) To confirm completion of a bank reconciliation for December 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 01.20.05 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 01.20.06 STATUTORY DOCUMENTS REVIEW (SCHEDULED TASK)

- a) To review the following documents and consider/approve any amendments or updates necessary:
 - Internal Controls
Following discussion Cllr Aherne proposed the document was updated in Section 3 to increase the payments possible to be made by the Parish Clerk from £500 - £800. This was seconded by Cllr McCraw and aif.



ACTION: Clerk to update section 3 and update date and add version number to Internal Controls document.

- Risk Register

Following discussion it was agreed to update the document in the Employment section with the statement “As per situation” in boxes that previously included a question mark.

ACTION: Clerk to make amendment and update the date and add a version number to the document.

- Finance Regulations

The Committee agreed to update section 4.1 to reflect the changes made to the Internal Controls document.

ACTION: Clerk to make changes and add an adoption date and version number.

- Standing Orders

The Committee agreed that the Standing Orders should remain as they are.

ACTION: Clerk to add an adoption date and version number to the document.

FC 01.20.07 CONTRIBUTIONS POLICY

a) To review and update the BPC Contributions Policy

Following discussion the Committee agreed the following amendments to the document:

- Section 2.2 remove the words “to make a profit or surplus”
- Section 2.2 – remove the third bullet point
- Remove all references to a Contributions Sub-Committee from the document

ACTION: Clerk to make necessary changes to the document and update the adoption date and version number.

b) To consider/agree any other issues as necessary

None.

ANY OTHER BUSINESS

None.

FC 01.20.08 DATE OF NEXT MEETING

Wednesday 26 February 2020, 7.45pm, Brantham Village Hall.

Meeting closed at 8.45pm

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



ACTIONS

| Minute no. | Action | Who |
|-------------------|--|------------|
| FC 01.20.06 | Make agreed changes and add version numbers and adoption date to all statutory documents | Clerk |
| FC 01.20.06 | Make agreed changes and add version numbers and adoption date to Contributions Policy | Clerk |