



BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,
27 January 2020, 7.45pm via ZOOM

MINUTES

PRESENT: Cllrs M Bridgeman (Substitute), E Osben
CHAIRPERSON: Cllr A McCraw
IN ATTENDANCE: Sarah Keys (Clerk/RFO)

FC 01.21.01 APOLOGIES

Cllrs M Aherne

FC 01.21.02 MINUTES OF THE PREVIOUS MEETING

The Committee reviewed the minutes of the meeting held on 25 November 2020. Cllr Bridgeman proposed that the minutes were approved and signed as a true record of the meeting. This was seconded by Cllr Osben and aif. It was agreed that these would be signed at the next available opportunity.

FC 01.21.03 MATTERS ARISING FROM THE MINUTES

| Minute no. | Action | Ongoing/ Dismissed |
|-------------------|--|---------------------------|
| FC 08.20.10 | Source two quotes for repairs to the GPL bus shelter <i>Completed</i> | Dismissed |
| FC 11.20.07 | Propose that the quote for repairs to GPL Play area from Mr Cherry should be approved by the Council <i>Completed</i> | Dismissed |
| FC 11.20.08 | Appoint SALC as the BPC auditor for 2020-21 <i>Completed</i> | Dismissed |
| FC 11.20.11 | Amend the Internal Controls and Finance Regulations documents and circulate <i>Completed</i> | Dismissed |
| FC 11.20.12 | Propose to full Parish Council that an additional 3-month rent holiday should be granted to BML <i>Completed</i> | Dismissed |

FC 01.21.04 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 01.21.05 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:



- Brantham Bowls Club – following discussion the Committee agreed that a donation of £250 should be made to this group. **ACTION** – Clerk to arrange contribution
- Ipswich BMX Club – the Committee agreed that this request did not fit in with the Council’s Contributions Policy and therefore would not be supported by the Council.

FC 01.21.06 JANUARY 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 Bridgeman and aif.

FC 01.21.07 GRAVEL PIT LANE PLAY AREA FENCING

- a) To review/consider the two quotes received for fencing the GPL play area – The Clerk informed the Committee that she had received one quote via Richard Keeble from S.Sargeant for replacement of fencing and posts of £2650. An additional quote had been received from A.Garnham who proposed to replace some posts but reuse those still in good condition and add fencing for £1660. Following discussion Cllr Osben proposed that the quote from A.Garnham should be approved. This was seconded by Cllr McCraw and aif.
- b) To agree on next steps (in line with delegated decision made at Parish Council meeting) – **ACTION** – Clerk to thank Richard Keeble for his recommendation, to respond to Mr Sargeant and to ask Mr Garnham to proceed with the work.

FC 01.21.08 GROUNDS MAINTENANCE WORK

- a) To review the quotes received for Grounds Maintenance work – The Clerk updated the Committee on the comments received to date about this work and informed the Committee that, to date, one formal application has been received for the post from Dave Childs.
- b) To consider/agree next steps as appropriate - The Committee reviewed the quote from Dave Childs and agreed the following; **ACTION** – Clerk to request an estimate of the number of tonnes that DC thinks would need to be disposed of annually to give an idea of cost. **ACTION** – Clerk to draw up a Code of Conduct for the role. Assuming confirmation of appropriate potential disposal costs Cllr McCraw proposed that the Finance Committee would propose to full Council that this quote be approved and that the contract would be reviewed after 12 months. The Committee discussed whether a review period of six months would be more appropriate. Following discussion Cllr Osben seconded the proposal from Cllr McCraw and this was aif by the Committee.

FC 01.21.09 Q3 BUDGET TO ACTUAL REPORT

- a) To review and approve Q3 Budget to Actual report – the Clerk gave an overview of the Q3 Budget to Actual report as circulated. The Committee noted the figures and that expenditure was currently under budget
- b) To consider any next steps as necessary – none



FC 01.21.10 BUDGET SETTING 2021-22

- a) To review third draft of the 2021-22 budget as circulated by the RFO – The committee reviewed the budget documents circulated by the RFO and noted the impact of the Council Tax Base on the proposed figures. The RFO informed the Committee that to maintain income around a similar level to previous years a 2% increase increase would be necessary alongside the grant that would be awarded by Babergh District Council this year. This resulted in a proposed precept figure of £48,585 for 2021-22. Cllr McCraw proposed that version 3 of the budget and the Precept figure of £48,585 should be approved by the Committee (in line with delegated authority from the Parish Council in agenda item PC 01.21.08). This was seconded by Cllr Bridgeman and aif.
- b) To consider next steps as necessary – **ACTION** – Clerk to complete Precept request form and arrange for submission to Babergh District Council by the deadline of 31 January 2021.

FC 01.21.11 EXTERNAL AUDIT

- a) To note the External Audit Report received from PKF Littlejohn for the year 2019-20 – the Committee noted the External Audit Report received from PKF Littlejohn and the comments included within. The Committee noted that changes had been made to the way Salary payments are approved to take account of these comments.

FC 01.21.12 ANY OTHER BUSINESS

None.

FC 01.21.13 DATE OF NEXT MEETING

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

Meeting closed at 9.16pm

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



ACTIONS

| Minute no. | Action | Who |
|-------------------|---|------------|
| FC 01.21.05 | Arrange contribution of £250 to Brantham Bowls Club | Clerk |
| 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. | Clerk |
| 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. | Clerk |
| FC 01.21.08 | Draw up a Code of Conduct for the Grounds Maintenance role | Clerk |
| FC 01.21.10 | Submit Precept request form | Clerk |