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

**MINUTES**

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

**FC 07.20.01 APOLOGIES**

Cllr C Elliott and E Osben

**FC 07.20.02 MINUTES OF THE PREVIOUS MEETING**

The Committee proposed that the minutes of the last meeting held on 26 February 2020 were approved and signed as a true record of the meeting. 2 Councillors voted in favour of the proposal, 1 Councillor abstained from the vote. The minutes were duly approved and signed.

**FC 07.20.03 MATTERS ARISING FROM THE MINUTES**

None

**FC 07.20.04 BANK RECONCILIATION**

- a) To confirm completion of a bank reconciliation for January 2019 – Councillor Aherne confirmed that a full reconciliation had taken place and financial files were in order.
- b) To discuss any issues arising from the reconciliation – The Clerk queried what the Council wanted from a bank reconciliation and highlighted that if this is to be done on a monthly basis this should be a quick process. Following discussion it was agreed that every month a Councillor will do review the bank accounts, invoices and cheque stubs to ensure that all payments from the bank can be identified. A longer check of the Finance files will be undertaken by Cllr Aherne every three months.

**FC 07.20.05 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 07.20.06 Q1 BUDGET TO ACTUAL REPORT**

- a) To note and review the Q1 Budget to Actual report as circulated by the Clerk – the Council reviewed the report and noted that most expenditure is in line with expectation but that due to COVID some work has not begun on the Village Hall and therefore funds will not spent as anticipated in this area.
- b) To agree any actions necessary as appropriate – none.

**FC 07.20.07 IPSWICH BUILDING SOCIETY**



- a) To note the details of the account held at IBS by Brantham Parish Council – the Clerk informed the Committee that approximately £2200 has been identified as a Brantham Parish Council account.
- b) To agree signatories for the account – following discussion signatories were agreed as Cllrs Alastair McCraw, Eric Osben and Mark Aherne.
- c) To consider/agree proposals for these funds – following discussion Cllr McCraw proposed that when signatories have been approved these funds should be transferred to the Parish Council Lloyds accounts and added to VH funds. This was seconded by Cllr Aherne and aif. **ACTION** – Clerk to complete forms for signatories and submit

**FC 07.20.08 STATUTORY BUSINESS**

- a) To receive and adopt the Annual Internal Audit Report for the year ending 31<sup>st</sup> March 2020 as produced by the Council's appointed Auditor- the Council reviewed the Internal audit report as circulated.
- b) To approve the Statement of Accounts for Brantham Parish Council for the year ending 31<sup>st</sup> March 2020 – the accounts were circulated to Councillors prior to the meeting and reviewed by the Committee
- c) To consider and approve the completion of the Statement of Assurance (section 1) for the year ending 31<sup>st</sup> March 2020 as per the Annual Governance and Accountability Return (AGAR)
- d) To consider and approve the Accounting Statements for the year ending 31<sup>st</sup> March 2020 as transposed onto the AGAR  
Following review of these documents Cllr McCraw proposed that a, b, c, and d were noted, approved and where necessary adopted. This was seconded by Cllr Aherne and aif. It was noted that Cllr McCraw would sign documentation for submission for external audit at the end of the meeting.

**FC 07.20.09 INTERNAL AUDIT 2019-20**

- a) To review the Internal Audit report received from SALC – the Clerk reviewed the Internal Audit Report circulated and expressed her disappointment with the outcome, particularly in relation to the payment of salaries. The Committee discussed the comments at length.
- b) To review the additional guidance from SALC's Internal Auditor as circulated by the Clerk – the comments from V.Waples were reviewed and the points in the email were noted by the Committee.
- c) To review/update/agree the IA Action Plan as circulated by the Clerk – the Clerk agreed to update the plan taking into account comments from the meeting and re-circulate to Committee members.
- d) To consider/agree any other actions as necessary – the Committee made the following decisions:
  - 1. The process for making salary payments will be changed in future in recognition of the comments from the Internal Audit; a standing item will be added to the Finance Committee meeting to review/approve all salary payments to be made online. These payments will then be made on the 1<sup>st</sup> of each month. **ACTION** – Clerk to add standing item to the FC agenda



2. Documents highlighted by the Internal Audit will be updated accordingly (these include the Internal Controls, Risk Assessment, Finance regs etc.) **ACTION** – Clerk to update documents to reflect new processes
3. The Committee reviewed the comments that had been circulated by email by Cllr Aherne and agreed that these should be submitted to SALC for discussion/comment. **ACTION** – Cllr Aherne to submit comments to SALC for feedback

**FC 07.20.10 LITTER PICKER SALARIES**

- a) To note the increase of the NMW in April 2020 from £8.21 per hour to £8.72 per hour – the Council noted the increase and agreed that an increase in litter picker salaries should be agreed to reflect this.
- b) To agree the hourly rate of pay for the litter pickers taking into account the NMW and the agreement as per PC 03.17.08 (1) – following discussion Cllr Bridgeman proposed that the litter picker salaries for current staff should be maintained at 5% above the NMW until it was determined otherwise by the Council. This was seconded by Cllr Aherne and aif. **ACTION** – Clerk to inform SALC of the increase in the litter picker salaries effective from 01 September 2020 backdated to 01 April 2020.

**FC 07.20.11 PARISH CLERK MOBILE PHONE**

- a) To consider the update received from the Parish Clerk on the Parish Council handset – the Committee reviewed the memo received from the Clerk and the three recommendations received in the memo.
- b) To consider next steps for mobile phone contract and handset – following discussion the Committee agreed that the most practical way forward was with recommendation three. Cllr McCraw proposed that at the end of the current mobile phone contract (27 July 2021) the contract should be ceased. A monthly payment of £25 should be made to the Clerk who will then receive and make calls using her personal phone (telephone number 07807 799480). This was seconded by Cllr Bridgeman and aif. Following discussion the Clerk informed the Council that she will begin the process of changing the phone number immediately to ensure a smooth transition.

**FC 07.20.12 ACACIA COURT PLANTERS**

- a) To review the current planters at Acacia Court as per pictures circulated by the Clerk – the Committee reviewed the photographs circulated and noted the disrepair of the planters.
- b) To consider/agree possible replacement of the planters – following discussion it was agreed that these planters should be replaced if financially viable
- c) To consider/agree possibilities for maintaining planters in the future – the Committee agreed that a formal arrangement for maintaining the planters should be agreed if this is financially viable. **ACTION** – Clerk to obtain three quotes for replacement of planters and futures maintenance costs.

**FC 07.20.13 ANY OTHER BUSINESS**

None



**BRANTHAM**  
Parish Council

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**FC 07.20.14 DATE OF NEXT MEETING**

Wednesday 26 August 2020, 7.45pm, Brantham Village Hall or via ZOOM.

**Meeting closed at 9.18pm**

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



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**ACTIONS**

<b>Minute no.</b>	<b>Action</b>	<b>Who</b>
FC 07.20.07	Complete forms for signatories on IBS account and submit	Clerk
FC 07.20.09	Add salary payment approval to FC agenda as a standing item	Clerk
FC 07.20.09	Update documentation to reflect new processes	Clerk
FC 07.20.09	Send comments to SALC re: ambiguity of guidance	Cllr Aherne
FC 07.20.10	Inform SALC of the increase in the litter picker salaries effective from 01 September 2020 backdated to 01 April 2020.	Clerk
FC 07.20.11	Obtain three quotes for replacement of planters and futures maintenance costs.	Clerk