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**BRANTHAM PARISH COUNCIL FINANCE COMMITTEE**

26 June 2019, 7.45pm at Brantham Village Hall

**MINUTES**

**PRESENT:** Cllrs C Elliott, A McCraw  
**CHAIRPERSON:** Cllr M Aherne  
**IN ATTENDANCE:** Sarah Keys (Clerk/RFO)

**FC 06.19.01 APOLOGIES**

None received

**FC 06.19.02 MINUTES OF THE PREVIOUS MEETING**

The minutes of the last meeting held on 22 May 2019 were approved and signed as a true record of the meeting.

**FC 06.19.03 MATTERS ARISING FROM THE MINUTES**

<b>Minute no.</b>	<b>Action</b>	<b>Ongoing/ Dismissed</b>
PC 05.19.07	Arrange Parish Councillor training with SALC <i>Completed</i>	Dismissed

**FC 06.19.04 BANK RECONCILIATION**

- a) To confirm completion of a bank reconciliation for May 2019 – Councillor Aherne confirmed that a Bank reconciliation had been completed.
- b) To discuss any issues arising from the reconciliation – None.

**FC 06.19.05 2018-19 AUDIT UPDATE**

- a) To receive an update on the 2018-19 audit from the Clerk – Following receipt of the Internal Audit Report from SALC the Clerk confirmed that the requested paperwork had been submitted to the external auditors.
- b) To review the Internal Audit Report from SALC – the Committee reviewed the comments received from SALC on the audit paperwork. The Committee noted the recommendations about CIL reporting and updating the Asset register. The RFO confirmed that these would be done.
- c) To consider/agree any actions as appropriate – **ACTION:** It was agreed that the RFO would review the comment in Section 2 and check that the Financial Regulations (item 11 on P.15 concur with the Council's Standing Orders).

**FC 06.19.06 2019-20 AUDIT**

- a) To agree the appointment of SALC as Internal Auditors for 2019-20 – Cllr McCraw proposed that SALC should be appointed as Internal Auditors for 2019-20, this was seconded by Cllr Elliott and aif.



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**ACTION:** RFO to inform SALC

**FC 06.19.07    CONTRIBUTIONS**

- a) To consider any requests received from local groups in line with the BPC Contributions Policy – The Committee reviewed the request received from the Brantham Over 60s group. Following discussion it was agreed that although the Council would like to make a contribution to this group the information on what the funding was needed for was insufficient. **ACTION:** RFO to contact the Group and ask for more information about costs so that an appropriate donation can be made.
- b) To agree an appropriate donation from BPC – none received.

**FC 06.19.07    ANY OTHER BUSINESS**

- a) The Chair highlighted the need for a set of Terms of Reference for the Committee and the committee discussed the examples that had been circulated prior to the meeting. **ACTION:** The Committee agreed that the RFO should draft a set of ToR for discussion/agreement at the next Finance Committee meeting.
- b) The Committee discussed the next stage of lighting improvements in the village and when the assessment of cost was likely to be completed. **ACTION:** Clerk to chase this with Suffolk County Council
- c) The Committee discussed the funds currently available in the Council accounts and the possible projects that these have been earmarked for. **ACTION:** RFO to bring a list of projects to the next meeting for discussion/review.

**FC 06.19.08    DATE OF NEXT MEETING**

Wednesday 24 July 2019, 7.45pm, Brantham Village Hall.

**Meeting closed at 8.19pm**

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



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**ACTIONS**

<b>Minute no.</b>	<b>Action</b>	<b>Who</b>
FC 06.19.05	Check comment from SALC that the Finance Regs and Standing Orders are in line	RFO
FC 06.19.06	Inform SALC that the Parish Council would like to appoint them as auditors for 2019-20	RFO
FC 06.19.07	Contact Over 60s and ask for more information about their request for funding	RFO
FC 06.19.08	Draft a set of Terms of Reference for the Committee for review at the next meeting	RFO
FC 06.19.08	Chase lighting assessment with SCC	RFO
FC 06.19.08	Bring a list of projects to the next meeting for future funding	RFO