



BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,
23 June 2021, 7.45pm at Brantham Village Hall

MINUTES

PRESENT: Cllrs M Bridgeman, AMcCraw, E Osben
CHAIRPERSON: Cllr M Aherne
IN ATTENDANCE: Sarah Keys (Clerk/RFO), 1 members of the public

FC 06.21.01 APOLOGIES

None.

FC 06.21.02 MINUTES OF THE PREVIOUS MEETING

The Committee reviewed the minutes of the meeting held on 26 May 2021. The minutes were approved by the Committee and signed by the Chair.

FC 06.21.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Ongoing/ Dismissed
FC 02.21.09	Proceed with purchase of new laptop and printer <i>Completed</i>	Dismissed
FC 02.21.09	Find out costs from local printing companies <i>New printer purchased therefore not necessary</i>	Dismissed
FC 05.21.06	Review litter picker pay difference <i>Completed. The difference in hours reflected the fact that PW completes two play area risk assessments and TB only completes one.</i>	Dismissed
FC 05.21.08	Make contact at Lloyds Bank and clarify online payment options <i>On agenda for discussion</i>	Dismissed
FC 06.21.09	Advise BML of extension to rent holiday until end June 2021 <i>Completed</i>	Dismissed

FC 06.21.04 BANK RECONCILIATION

- a) To confirm completion of a bank reconciliation– Councillor Osben confirmed that he and the RFO would meet in the near future to complete a bank reconciliation.
- b) To discuss any issues arising from the reconciliation – see above

FC 06.21.05 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 – none received.

FC 06.21.06 JUNE PAYSLEIPS



- a) To agree the salary payments as per payslips received from SALC – Councillors noted the payslips that had been circulated by the RFO prior to the meeting.
- b) To authorise Responsible Finance Office to make payments via online banking – Cllr McCraw proposed that these electronic payments should be approved, this was seconded by Cllr Aherne and aif.

FC 06.21.07 AUDIT UPDATE

- a) To receive an update on 2020-21 audit from the RFO – the RFO confirmed that she had recently received the Internal Audit report from SALC which she had circulated to the Committee.
- b) To consider/agree any actions as appropriate – The Committee reviewed the document and agreed that an action plan to address the recommendations included should be compiled. **ACTION** – Clerk to draw up an Internal Audit action plan.

FC 06.21.08 ONLINE BANKING

- a) To review arrangements for online banking – Cllr Bridgeman informed the Committee that he had discussed the options for making online payments with a representative from Lloyds Bank who had confirmed that it would be possible to create a hybrid arrangement of the possible options highlighted in the document
- b) To consider/agree any changes for online payments going forward – following discussion it was agreed that a hybrid arrangement should be pursued. Cllr Aherne proposed that the Clerk should begin the process of making this happen, this was seconded by Cllr Osben and aif. **ACTION** – Clerk to contact Lloyds Bank and begin to make these arrangements.

FC 06.21.09 CLERK/RFO SALARY REVIEW (scheduled item)

- a) To note the information received from SALC re: the National Employers Pay offer – the RFO highlighted the notification received from SALC that the pay offer proposed has been refused and negotiations continue.

FC 06.21.10 ANY OTHER BUSINESS

- a) Cllr Osben highlighted the information he had circulated about additional bins needed in the village. The RFO confirmed that as agreed a new bin for the Lower Playing Field has already been purchased and is awaiting delivery. Cllr Osben proposed that a request for an additional bin at Acacia Court should be submitted to the EoE Co-op. Once agreed the bin suggested by Cllr Osben should be purchased at a cost of around £173 and installed in this area and also an additional bin at the Gravel Pit Lane play area. This was seconded by Cllr McCraw and aif.
- b) The Clerk queried whether the subscription to ZOOM should now be stopped given that meetings can now take place in person. Following discussion Cllr McCraw proposed that the subscription should remain in place for a further three months. This was seconded by Cllr Osben and aif.

FC 06.21.11 DATE OF NEXT MEETING

Wednesday 28 July 2021, 7.45pm at Brantham Village Hall



BRANTHAM
Parish Council

Meeting closed at 8.27pm

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



ACTIONS

Minute no.	Action	Who
FC 06.21.07	Draw up an Internal Audit action plan	RFO
FC 06.21.08	Contact Lloyds Bank to begin the process of setting up arrangements for online payments	RFO
FC 06.21.10	Request a new bin for the Acacia Court forecourt. Once agreed purchase a new litter bin for this area and the GPL Play area	RFO