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**BRANTHAM PARISH COUNCIL FINANCE COMMITTEE**

27 March 2019, 7.50pm at Brantham Village Hall

**MINUTES**

**PRESENT:** Cllrs L Laws, J Pearce  
**CHAIRPERSON:** Cllr A McCraw  
**IN ATTENDANCE:** Sarah Keys (Clerk/RFO), Cllr Aherne, 3 members of the public

**FC 03.19.01 APOLOGIES**

Cllr Dunnett

**FC 03.19.02 MINUTES OF THE PREVIOUS MEETING**

Cllr McCraw proposed that the minutes of the last meeting on 27 February 2019 were approved and signed as a true record of the meeting, this was seconded by Cllr Laws and unanimously agreed by the Committee.

**FC 03.19.03 MATTERS ARISING FROM THE MINUTES**

<b>Minute no.</b>	<b>Action</b>	<b>Ongoing/ Dismissed</b>
FC 02.19.06	Invite BLC reps to the next Parish Council meeting to discuss options for repair to the fence <i>Completed, however BLC reps were not available to attend</i>	Dismissed
FC 02.19.07	Circulate updated Risk Register and Internal Controls document for approval at the Parish Council meeting <i>Completed</i>	Dismissed
FC 02.19.09	Inform Paul Young to go ahead with the work and Clerk to promote his work in the Bugle. <i>Completed</i>	Dismissed
FC 02.19.10	Discuss tree work to be completed at Merriam Close play area with Paul Brackley <i>Completed</i>	Dismissed

**FC 03.19.04 BANK RECONCILIATION**

- a) Cllr Pearce confirmed that a bank reconciliation would be completed following the meeting.
- b) To discuss any issues arising from the reconciliation – see above.

**FC 03.19.05 FENCE AT LOWER PLAYING FIELD**

- a) To discuss proposals for fence between LPF and BLC with BLC reps - Cllr McCraw provided an overview of the email correspondence between BLC and BPC on this subject
- b) To review the financial information from BLC – The centre had provided the following breakdown of costs:



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- Materials and skip - £1205
- 3 days labour (2 men) - £900
- TOTAL - £2105

Cllr McCraw confirmed that the centre had agreed to a contribution from themselves of £500. The required contribution to complete the work would therefore be £1605

- c) To consider/agree possible contribution from BPC – following discussion Cllr McCraw proposed that the following recommendation was made to full Parish Council: Brantham Parish Council to fund the installation of a new fence, with a contribution of £500 by Brantham Leisure Centre. All invoices to be submitted to Brantham Parish Council to enable the VAT to be reclaimed by the Parish Council. It will be made clear that this would represent a one-off payment. **ACTION:** Clerk to prepare a letter detailing this in preparation for the next Parish Council meeting. This proposal was seconded by Cllr Aherne, 3 Committee members voted in favour, 1 voted against. The motion was carried.

### **FC 03.19.06 CONTRIBUTIONS**

- a) To consider any requests received from local groups in line with the BPC Contributions Policy – None received.
- b) To agree an appropriate donation from BPC – none received.

### **FC 03.19.07 STREET LIGHTING**

- a) To review information received from SCC re: upgrading street lights along Brantham Hill – the Committee reviewed the quote from SCC of £11,241.79 + VAT to replace the lights along Brantham Hill, 1 in Birch Drive and 1 on the Cinder Path.
- b) To consider/agree next steps for street lighting project – Following discussions Cllr Pearce proposed that the Committee should recommend to full Parish Council that this quote should be accepted and the work should be undertaken. This was seconded by Cllr Laws and unanimously agreed by the Council.

### **FC 03.19.08 LITTER PICKER SALARIES**

- a) To review litter picker rates of pay in light of changes to NMW – the Clerk informed the Council that the National Minimum Wage was due to increase on 01 April 2019 to £8.21. As per the previous agreement by the Finance Committee the Parish Council has agreed to pay the litter pickers £0.30 more than the NMW rate, therefore their hourly rate of pay from 01 April 2019 will be £8.51
- b) To agree rate of pay for 2019-20 – Cllr McCraw proposed that from 01 April the litter picker salaries should be increased to £8.51 per hour, this was seconded by Cllr Laws and unanimously agreed by the Council. **ACTION** – Clerk to inform SALC for payroll purposes.

### **FC 03.19.09 ANY OTHER BUSINESS**

None

### **FC 03.19.10 DATE OF NEXT MEETING**

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



**Meeting closed at 8.37pm**

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



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**ACTIONS**

<b>Minute no.</b>	<b>Action</b>	<b>Who</b>
FC 03.19.05	Write a letter to BLC outlining the proposal for funding the fence at LPF in preparation for discussion at the Parish Council meeting	Clerk
FC 03.19.08	Inform SALC that the Litter Picker salaries should be increased to £8.51 per hour from 01 April 2019	Clerk