



BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,
24 March 2021, 7.45pm via ZOOM

MINUTES

PRESENT: Cllrs M Bridgeman (Substitute), A McCraw
CHAIRPERSON: Cllr E Osben
IN ATTENDANCE: Sarah Keys (Clerk/RFO), 3 members of the public

FC 03.21.01 APOLOGIES

Cllr M Aherne

FC 03.21.02 MINUTES OF THE PREVIOUS MEETING

The Committee reviewed the minutes of the meeting held on 24 February 2020. Cllr Osben proposed that the minutes were approved and signed as a true record of the meeting. This was seconded by Cllr Bridgeman and aif. It was agreed that these would be signed at the next available opportunity.

FC 03.21.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Ongoing/ Dismissed
FC 01.21.08	Draw up a Code of Conduct for the Grounds Maintenance role <i>In progress</i>	Ongoing
FC 02.21.06	Ask SALC to amend payslips to read "paid by bank transfer" <i>To be completed</i>	Ongoing
FC 02.21.08	Investigate cost of online document storage and report back to next Finance Committee <i>Completed, on agenda for discussion</i>	Dismissed
FC 02.21.08	Update documents as agreed and circulate to the Committee <i>Completed. It was agreed that a deeper review of PC documents would be undertaken when meetings in person were possible.</i>	Dismissed
FC 02.21.09	Proceed with purchase of new laptop and printer <i>Ongoing. Following discussion Cllr McCraw proposed that Cllr Bridgeman to be given the authority to work with the Clerk on the purchase of a laptop and printer given his professional experience. This was seconded by Cllr Osben and aif.</i>	Ongoing
FC 02.21.09	Find out costs from local printing companies <i>Further information currently being sought</i>	Ongoing

FC 03.21.04 BANK RECONCILIATION

- To confirm completion of a bank reconciliation– Councillor Osben confirmed that this would be completed when a face to face meeting was possible.
- To discuss any issues arising from the reconciliation – N/A



FC 03.21.05 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:
- SARS – Following discussion Cllr Osben proposed that their request for £100 should be approved. This was seconded by Cllr McCraw and aif. **ACTION** – Clerk to arrange payment
 - Brantham Cricket Club – Following discussion Cllr Osben proposed that their request for £150 should be approved. This was seconded by Cllr Bridgeman and aif. **ACTION** – Clerk to arrange payment

FC 03.21.06 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 McCraw. Cllr Bridgeman abstained from the vote. The motion was carried.

FC 03.21.07 LITTER PICKER SALARIES (as per scheduled item)

- a) To review Litter Picker salaries in view of changes to National Minimum Wage in April 2021 – The Clerk informed the Committee that a previous decision had been made by the Council that Brantham Litter Pickers should be paid 5% more than the National Minimum Wage (as per minute number FC 07.20.10). Cllr Bridgeman proposed that the Litter Picker Salaries should be maintained at 5% more than the National Minimum Wage which would increase to £8.91 from 01 April 2021, therefore an hourly rate of £9.35. This was seconded by Cllr Osben and aif. **ACTION** – Clerk to inform SALC as payroll providers.

FC 03.21.08 CLUBHOUSE AND VILLAGE HALL INSURANCE

- a) To review the insurance renewals received – the Committee reviewed the 2021-22 insurance documents received from CAS.
- b) To agree payment of insurance premiums – Following discussion Cllr McCraw proposed that the renewals were approved on a one-year undertaking so that the future of the Village Hall was clearer at the next renewal. This was seconded by Cllr Osben and aif. **ACTION** – Clerk to arrange payment of Insurance premiums.

FC 03.21.09 ACACIA COURT PLANTERS

- a) To review the quote from Greengrass for new planters – the Clerk informed the Committee that she had received a quote from Greengrass for two new planters at £275.00 each.
- b) To consider/agree purchase of new planters – Cllr McCraw informed the Council that following a conversation with a member of the Brantham Community Garden group that group had indicated that they were willing to replace, replenish and maintain the planters at Acacia Court for the foreseeable future. Cllr McCraw informed the Committee that it was not therefore necessary to purchase new planters.



- c) To consider/agree proposals for maintenance of planters going forward – as per previous minutes these planters will now be maintained by the Brantham Community Garden group. **ACTION** – Clerk to send an email of thanks to the village residents responsible for this work.

FC 03.21.10 ONLINE STORAGE AND BACKUP

- a) To consider proposals and costs for online storage and backup of documents – following discussion it was agreed that this should be considered as part of the purchase of new equipment for the Clerk
- b) To agree next steps as necessary – Clerk to work with Cllr Bridgeman to identify appropriate products.

FC 03.21.11 ANY OTHER BUSINESS

Cllr Bridgeman informed the Committee that the work to replace the fencing at Gravel Pit Lane had now been completed and looked very good. Cllr Bridgeman also noted that the work on the Gravel Pit Lane bus stop is currently underway after delays due to poor weather.

Cllr McCraw informed the Committee that he had been notified that the regular flooding as a result of the breach in the river wall is now affecting the security of the banks for the railway lines. Cllr McCraw confirmed that the land had been purchased by UKPN and Network Rail and exploratory work to identify ways to resolve the issue will be commencing in the near future.

FC 03.21.12 DATE OF NEXT MEETING

Wednesday 28 April 2021, 7.45pm via ZOOM or in Brantham Village Hall

Meeting closed at 8.30pm

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



ACTIONS

Minute no.	Action	Who
FC 01.21.08	Draw up a Code of Conduct for the Grounds Maintenance role	Clerk
FC 02.21.06	Ask SALC to amend payslips to read "paid by bank transfer"	Clerk
FC 02.21.09	Proceed with purchase of new laptop and printer	Clerk
FC 02.21.09	Find out costs from local printing companies	Clerk
FC 03.21.05	Arrange payment of donations to SARS and Brantham Cricket Club	Clerk
FC 03.21.07	Inform SALC that Litter Picker Salaries will be £9.35 from 01 April 2021	Clerk
FC 03.21.08	Arrange payment of insurance premiums	Clerk
FC 03.21.09	Send email of thanks from the Parish Council to residents for their work on Acacia Court Planters	Clerk