



BRANTHAM PARISH COUNCIL FINANCE COMMITTEE

22 May 2019, 7.50pm at Brantham Village Hall

MINUTES

PRESENT: Cllrs C Elliott, E Osben
CHAIRPERSON: Cllr M Aherne
IN ATTENDANCE: Sarah Keys (Clerk/RFO), 2 members of the public

FC 05.19.01 APOLOGIES

Cllr McCraw

FC 05.19.02 MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting held on 27 March 2019 were approved and signed as a true record of the meeting.

FC 05.19.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Ongoing/ Dismissed
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 <i>Completed</i>	Dismissed
FC 03.19.08	Inform SALC that the litter picker salaries should be increased to £8.51 per hour from 01 April 2019 <i>Completed</i>	Dismissed

FC 05.19.04 BANK RECONCILIATION

- a) To confirm completion of a bank reconciliation for April 2019 – the Clerk confirmed that this could not be completed this month because the cheque book and finance paperwork is currently with SALC for Internal Audit.
- b) To discuss any issues arising from the reconciliation – see above.

FC 05.19.05 AUDIT UPDATE

- a) To receive an update on the 2018-19 audit from the Clerk – the Clerk informed the Committee that all paperwork had been submitted to SALC about 8 days ago. The Clerk had queried whether the internal audit had been completed earlier in the day and SALC had confirmed that the documents had been given to an auditor yesterday.
- b) To consider/agree any actions as appropriate – none.

FC 05.19.06 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 05.19.07 ANY OTHER BUSINESS

- a) The Clerk highlighted an email received from SALC informing the Council that a training slot would be available for new Councillors on a Saturday morning at a total cost of £245.00. Following discussion it was agreed that this quote should be accepted and training should be arranged. **ACTION** – Clerk to arrange training with SALC

FC 05.19.08 DATE OF NEXT MEETING

Wednesday 26 June 2019, 7.45pm, Brantham Village Hall.

Meeting closed at 8.03pm

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



ACTIONS

Minute no.	Action	Who
PC 05.19.07	Arrange Parish Councillor training with SALC	Clerk